



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(Web)/FACTORY LICENCE/278/ET-3382 Dated: 02/03/2026
Job Title कार्य का नाम:	HIRING OF CONSULTANCY FOR OBTAINING TRADE LICENCE, POLLUTION CERTIFICATE, FIRE LICENCE AND FACTORY LICENCE FOR GRSE
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	12/03/2026 Time: 11:00 hrs.	
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि	16/03/2026	14:00 hrs.
Tender Due Date निविदा जमा की अंतिम तिथि	23/03/2026	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथि (तकनीकी- वाणिज्यिकबोली भाग-I)	25/03/2026	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 मूल्य (स्टैक के परिच्छेद 03 में उदधृत)	Rs 500/-
Earnest Money Deposit (EMD) बयाना राशि जमा	Rs. 19,000/-
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 L1 एल1 का मूल्यांकन	L1 bidder will be decided on Totality basis

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 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 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

- a. **In case of non-submission of documents as mentioned above, the bidder may liable to be considered as disqualified.**
- b. **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, YAM)**, Contract Cell, 2nd Floor, GRSE 61 Park Unit, 61, Garden Reach Road, Kolkata – 700 024 within stipulated period as indicated above in a sealed envelope with tender number and job duly superscripting on it.

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

(A) **Tenure of Contract संविदा कार्यकाल-** The contract shall be established for a period of **120 days** from the date of issuing of LOI/PO whichever is earlier.

(B) **Mobilisation Period लामबंदी अवधी-** 10 days from the date of placement of LOI/Purchase Order will be given for commencement of work.

(C) **Job Starting Date कार्य आरम्भ तिथी -** The job has to be commenced immediately after issuance of PO/LOI and as per instruction of CSB dept. of GRSE.

(D) **Job Completion Schedule कार्य समाप्ती तिथी –**

Sl. No.	Job Description	Completion Schedule
1	Consultant for Trade Licence	(i) 90 days from handover of all information/document by GRSE, as prescribed by consultant.
2	Consultant for Consent to Establish	
3	Consultant for Consent to Operate	
4	Consultant for Fire Safety Recommendation	(ii) Job Completion period may be extended further at discretion of GRSE, if requisite information/document could not be provided by GRSE as per projected schedule from successful bidder.
5	Consultant for Fire Safety Licence	
6	Consultant for Factory Plan	
7	Consultant for Factory Licence	

(E) **Place of Work -** Vendor premises.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन -

Job is to be carried out strictly as per **SOTR** (SOR No. CSB/TP/CERT/01 Dated: 13.02.2026) at **Annexure 1**, Drawings, GRSE requirement and in case of doubt, instructions of CSB 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.

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

ARTICLE 11 अनुच्छेद- 11: UNREASONABLE QUOTES अतर्कसंगत भाव -

i) In case the price of L-1 Bidder is found to quote unreasonably low and/or express desires to withdraw from the tender then such bid will be cancelled and EMD will be forfeited and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

ii) However, in case the L1 Bidder agrees to take-up the job with such unreasonable low quote, lower by 30% or more than estimate and also if the difference in price between L1 & L2 is 30% or more, then the quoted price to be analyzed w.r.t tender requirement and if the L1 bidder fails to justify their quoted rate, the obtained L1 quote will be rejected and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

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

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

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

ARTICLE 13 अनुच्छेद-13: CONDITIONAL OFFER सशर्त प्रस्ताव -

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

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

L1 bidder will be decided on **Totality basis**.

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:

SI. No.	Description	UOM	Quantity
1	Consultant for Trade Licence	EA	1
2	Consultant for Consent to Establish	EA	1
3	Consultant for Consent to Operate	EA	1
4	Consultant for Fire Safety Recommendation	EA	1
5	Consultant for Fire Safety Licence	EA	1
6	Consultant for Factory Plan	EA	1
7	Consultant for Factory Licence	EA	1

NB: i) UOM = Unit of Measurement, ii) EA = Each. Detailed scope of work for above job is 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. Price bid of only those who qualify techno-commercially will be opened. Opening date of Price Bid will be intimated accordingly to all qualified bidders. Disqualified bidders, either during technical assessment or commercial discussion or both techno-commercial evaluation will also be intimated about their non-consideration for further processing.

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

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



- b) The bidders are advised to check the website of the Ministry of MSME for details of the amendments / circulars issued by the Ministry of MSME.

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

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

- A. **Technical Eligibility Criteria तकनीकी मापदंड** - As per SOTR No: CSB/TP/CERT/01 Dated: 13.02.2026 at **Annexure 1**.

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

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

- C. **Self-Certification Criteria**: The bidder should give self-certification (as per **Annexure 4**) that they have neither been Blacklisted nor have received any tender holiday from any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending on **28.02.2026**. 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:
- Any query/difficulty in understanding of SOTR or other technical Terms may be got clarified from **Mr. Partha Narayan Sardar, SM (CSB)/ 61 Park Unit, Mobile No. +91 91633 31720, e-mail: Sardar.ParthaNaryan@grse.co.in**
 - 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.
 - 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 –

- 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://eprocurgrse.co.in>
- 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>.
- Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in E-Procurement portal <https://eprocurgrse.co.in>; Central Public Procurement Portal <https://eprocur.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.
- 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.
- 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.
- Bids can be submitted only during validity of registration of bidder with GRSE e- Procurement portal.
- The amendments / clarifications to the bid document, if any, will be posted on E- Procurement portal / GRSE web site only.
- 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.
- AMENDMENT OF TENDER DOCUMENT
- 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 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 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 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 Project Officer (Timber Pond) or nominated Officer of GRSE. W.D.C. is to include whether work has been completed

as per delivery schedule or with delay [in days/weeks specified therein]. Any recovery towards usage of GRSE resources is also to be indicated.

C. Payment Terms भुगतान की शर्तें:

a) a100% bill amount (with full GST) against actual work done will be paid within 30 days of receipt of bill along with Work Done Certificate duly certified by WDC certifying authority. Amounts recoverable from contractor, if any, is to be adjusted from the bill as per certification of Bill Certifying Authority.

b) The stages of payment will be as follows:

(aa) **CONSULTANT FOR TRADE LICENCE:**

Stage	Job Description	% of Payment
1	After complete submission of application for Trade Licence	40%
2	After receipt of Trade Licence	40%
3	After receipt of Factory Licence	20%

(ab) **CONSULTANT FOR CONSENT TO ESTABLISH:**

Stage	Job Description	% of Payment
1	After complete submission of application for Consent to Establish	40%
2	After receipt of Consent to Establish	40%
3	After receipt of Factory Licence	20%

(ac) **CONSULTANT FOR CONSENT TO OPERATE:**

Stage	Job Description	% of Payment
1	After complete submission of application for Consent to Operate	40%
2	After receipt of Consent to Operate	40%
3	After receipt of Factory Licence	20%

(ad) **CONSULTANT FOR FIRE SAFETY RECOMMENDATION:**

Stage	Job Description	% of Payment
1	After complete submission of application for Fire Safety Recommendation	40%
2	After receipt of Fire Safety Recommendation	40%
3	After receipt of Factory Licence	20%

(ae) **CONSULTANT FOR FIRE SAFETY LICENCE:**

Stage	Job Description	% of Payment
1	After complete submission of application for Fire Safety Licence	40%
2	After receipt of Fire Safety Licence	40%
3	After receipt of Factory Licence	20%

(af) **CONSULTANT FOR FACTORY PLAN:**

Stage	Job Description	% of Payment
1	After complete submission of application for approval of Factory Plan	40%
2	After receipt of approved Factory Plan	40%
3	After receipt of Factory Licence	20%

(ag) **CONSULTANT FOR FACTORY LICENCE:**

Stage	Job Description	% of Payment
1	After complete submission of application for approval of Factory Registration & Factory Licence	40%
2	After receipt of Factory Registration & Factory Licence	60%

- c) Payment will be made on actual certification basis.
- d) Clearance of statutory liabilities (PF, ESI, etc.) are not required for release of payment.
- e) **Bill Certifying Authority:** Occupier of Timber Pond or his nominated officer of GRSE.
- f) **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. 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 BID/बिड की पेशी –

1. Last date of submission of Bid / Date of opening of bid is indicated in Tender Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno-Commercial offer.



2. Date of opening of Part II offer i.e. Price Bid will be notified to all Techno-Commercially qualified bidders in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer. After opening of e-Price bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet from their own portal.
3. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.
4. Acceptance Format Matrix should be filled up and attached with techno-commercial bid as marks of acceptance of NIT/SOTR/STAC. In case of non-receipt of filled in STACs acceptance format matrix, it would be presumed that you have accepted all our terms & conditions as per GRSE tender until & unless deviation is specially mentioned in offer.

ARTICLE 25 अनुच्छेद 25: CONTRACT WORKMAN WAGE PAYMENT: -

- a. Contractor is liable for payment of PF, ESI to their engaged workmen and for other labour oriented mandatory liabilities as applicable for the job.
- b. The Contractor has to comply with the minimum wages & statutory liabilities (as revised time to time) of the engaged manpower applicable for the job.
- c. Payment of wages to the contractor's employee should be made through individual bank account on monthly basis instead of cash payment. PF-UAN activation of all the contractor's employee/workmen is mandatory. Vendors are to comply all statutory provisions for disbursing payment to their workmen/employees.

ARTICLE 26 अनुच्छेद 26: STATUTORY RESPONSIBILITY OF CONTRACTOR DEPLOYING THEIR WORKMEN INSIDE GRSE PREMISES – AS PER ANNEXURE- 5.

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

A pre-bid meeting will be held on **12.03.2026 from 11:00 hrs.** onwards to discuss the detail scope of work of the tender. Interested bidders should forward their queries (if any) through mail to the following contact person 02 days prior to the interactive session. Venue details / VC link will be shared accordingly.

- a. **Mr. Partha Narayan Sardar, SM (CSB)/ 61 Park Unit, Mobile No. +91 91633 31720, e-mail: Sardar.ParthaNaryan@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

**HIRING OF CONSULTANCY FOR OBTAINING TRADE
LICENCE, POLLUTION CERTIFICATE, FIRE LICENCE
AND FACTORY LICENCE FOR GRSE**



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



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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CHAPTER – 1

GENERAL TERMS & CONDITIONS

1. Purpose:

- a) Garden Reach Shipbuilders and Engineers Ltd (GRSE), Kolkata invites tender for engagement of competent consultant to obtain TRADE LICENCE, POLLUTION CERTIFICATE, FIRE LICENCE AND FACTORY LICENCE for it's newly acquired facility in West Bengal.
- b) Draft Layout drawing of proposed shipyard shall be shared during Pre-bid meeting on receipt of Non Disclosure Agreement (NDA) from respective bidders (proforma for NDA is attached with NIT).

2. Pre-Bid Meeting:

- a) Attending pre-bid meeting followed by site visit physically is mandatory and the submitted bid will not be considered in case of non-participation in pre-bid meeting. Pre-bid Meeting will be held on 10th day from the date of publication of tender.
- b) Prospective bidder should submit their queries, if any, in connection with the Tender, in writing by email at the earliest to enable GRSE to clarify the same during pre-bid meeting. The last date of submitting the queries is 2 days prior to the pre-bid meeting. Copies of the GRSE's response will be displayed on GRSE website (www.grse.in) including a description of the enquiry but without identifying its source.

3. Eligibility Criteria:

The bidder must:

- a) Be an individual / firm / company.
- b) Possess valid PAN and GST registration.
- c) Not be blacklisted by any Government or Local Authority/ PSU.

4. Submission of Documents along with the Bid:

The Tenderer shall submit following documents along with their technical Bid-

- a) Application letter on bidder's letterhead
- b) Proof of identity and address (like, Aadhar Card, Voter Card, Passport, etc.)
- c) PAN card and GST registration
- d) Memorandum & Article of Association (for company/ firm), if applicable
- e) Partnership Deed for Partnership Firm
- f) Self-declaration for not be blacklisted by any Government or Local Authority/ PSU
- g) Work Plan i.e. Methodology.
- h) Schedule/Programme of work with milestones.
- i) Necessary supporting documents for work experience as per technical eligibility criteria.

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



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5. Award of Work:

- a) L1 bidder will be decided based on the total quoted sum and work is awarded to L1 bidder with established rate.
- b) GRSE reserves the right to discontinue/ short close the order at any part/stage/package of the project or reduce the quantum of work without assigning any reason thereof and other factors related to GRSE.

6. Work Done Certificate (WDC):

The consultant will put up Work done for certification to Project Officer along with all requisite document. Work done certificate is to include whether work has been completed as per delivery schedule or the delay in days/weeks occurred in completion of work. Any recovery towards usage of GRSE resources is also to be indicated.

7. Inspection Authority: Inspection and WDC shall be certified by Project Officer (Timber Pond) or his nominated officer of GRSE.

8. Bill Certifying Authority: Bill shall be certified by Occupier of Timber Pond or his nominated officer of GRSE.

9. Completion Period:

- a) The Period of Completion of the work will be 120 days from the date of issuing of LOA/PO whichever is earlier.
- b) However, 10 days mobilization time will be provided separately over and above-mentioned days after placement of LOA/ PO whichever is earlier.
- c) The bidder, however, is required to assess the period and confirm the completion period. The bidder must submit a detailed schedule explaining planning and program in detail for execution of the project.
- d) Completion period may be extended further on discretion of GRSE, if requisite information/ document cannot be provided by GRSE as per projected schedule from successful bidder.



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CHAPTER – 2

CONSULTANT FOR OBTAINING TRADE LICENCE

1. Background:

a) All Municipal Corporation mandates that every trade, profession, or business operating within its jurisdiction shall obtain a valid Trade Licence / Certificate of Enlistment under the relevant provisions of the respective Municipal Corporation Act and applicable Rules.

b) In this regard, a consultant is proposed to be engaged to facilitate the process of obtaining the said Trade Licence from local Municipal Corporation of GRSE's newly acquired place for shipbuilding.

2. **Objective:** The objective of this assignment is to engage a competent consultant to assist GRSE in obtaining a Trade Licence (Certificate of Enlistment) from the local Municipal Corporation to start new Ship construction and Ship Repair activities in an urban area of West Bengal.

3. Scope of Work:

The consultant shall perform the following activities:

- a) Study and interpret the applicable provisions, rules, and guidelines of the local Municipal Corporation relating to Trade License.
- b) Advise on eligibility, category of trade and applicable fee structure as prescribed by local Municipal Corporation.
- c) Submit list of documents/ information required from GRSE for Trade License.
- d) Assist in preparation, compilation, and verification of all documents required for submission to local Municipal Corporation.
- e) Fill up and submit the Trade License application through the local Municipal Corporation online portal and/or physical submission, as applicable.
- f) Coordinate and liaise with concerned officials of the License Department of local Municipal Corporation.
- g) Assist during inspection of premises, if required by local Municipal Corporation authorities.
- h) Respond to queries, objections, or deficiencies raised by local Municipal Corporation and ensure compliance thereof.
- i) Facilitate payment of statutory fees (to be paid by GRSE).
- j) Ensure issuance and delivery of the final Trade License / Certificate of Enlistment.

4. Deliverables:

- a) Duly submitted Trade License application

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



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- b) Acknowledgement / receipt issued by local Municipal Corporation
- c) Regular status updates
- d) Final approved Trade License (Certificate of Enlistment) issued by local Municipal Corporation

5. Time Frame:

- a) The assignment shall commence from the date of engagement and shall remain valid until the Trade Licence is obtained, subject to timelines prescribed by local Municipal Corporation.
- b) Estimated time duration is 90 days from handover of all information/document by GRSE, as prescribed by consultant.
- c) Completion period may be extended further on discretion of GRSE, if requisite information/ document cannot be provided by GRSE as per projected schedule from successful bidder.

6. Responsibilities of the Consultant:

- a) Ensure adherence to all rules, regulations, and procedures of local Municipal Corporation
- b) Maintain confidentiality of all documents and information
- c) Provide professional and timely services until completion of the assignment

7. Responsibilities of the GRSE:

- a) Provide accurate information and required documents in time
- b) Pay all statutory fees and taxes as prescribed by local Municipal Corporation or reimburse to consultant against original receipt from Statutory Authority.

8. Payment Terms: Professional fees shall be paid as per below schedule-

- a) 1st Stage: 40% of professional fees after complete submission of application for Trade Licence.
- b) 2nd Stage: 40% of professional fees after receipt of Trade Licence.
- c) 3rd Stage: 20% of professional fees after receipt of Factory Licence.

However, Government fees shall be paid/ reimburse separately by the GRSE.

9. Eligibility Criteria

The bidder must:

- a) Have minimum 10 yrs experience in municipal licensing compliance.
- b) Have prior experience in obtaining Trade Licenses from municipal bodies.

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



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10. Documents to be Submitted

- a) Experience certificate(s) / work orders (if available) regarding obtaining Trade Licenses from any municipal bodies.
- b) Documentary evidence to establish 10 yrs experience in obtaining Trade Licenses from any municipal body.



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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CHAPTER – 3

CONSULTANT FOR OBTAINING CONSENT TO ESTABLISH (CTE)

1. Background:

a) GRSE intends to establish a Shipbuilding/ Ship Repair Facility in an urban area of West Bengal. As per provisions of the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981, prior Consent to Establish (CTE) from the West Bengal Pollution Control Board (WBPCB) is mandatory.

b) For this purpose, GRSE intends to engage a competent environmental consultant to provide end-to-end professional services for obtaining CTE approval.

2. **Objective:** The objective of this assignment is to engage a competent consultant to assist GRSE in obtaining a Consent to Establish from the West Bengal Pollution Control Board to start new Ship construction and Ship Repair activities in an urban area of West Bengal.

3. **Scope of Work:** The consultant shall be responsible for the following:-

3.1 Preliminary Assessment:

- a) Study and interpret the applicable provisions, rules, and guidelines of the West Bengal Pollution Control Board relating to Consent to Establish.
- b) Advise on eligibility, category of pollution and applicable fee structure as prescribed by WBPCB.
- c) Submit list of documents/ information required from GRSE for CTE.
- d) Study the proposed shipbuilding activities and site conditions
- e) Confirm pollution category (Orange) and applicable regulations
- f) Identify statutory approvals required from WBPCB and allied authorities

3.2 **Documentation & Report Preparation:** Preparation of all documents required for CTE, including but not limited to:

- a) Detailed Project Report
- b) Manufacturing Process Flow Diagram
- c) Water Balance Diagram
- d) Effluent and Waste Management Plan
- e) Air and Noise Pollution Control Measures
- f) Solid and Hazardous Waste Management Plan
- g) Factory Layout Plan (in coordination with the company)
- h) Compilation of land, location, and statutory documents

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



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3.3 Online Application & Submission:

- a) Assist in preparation, compilation and verification of all documents required for submission to WBPCB.
- b) Fill up and submit a complete and compliant CTE application through the WBPCB online portal and/or physical submission, as applicable.
- c) Uploading/submission of all documents in prescribed formats
- d) Payment coordination for statutory fees (fees to be paid by GRSE)

3.4 Liaison & Compliance:

- a) Coordinate and liaise with concerned officials of WBPCB and local authorities.
- b) Assist during inspection of premises, if required by WBPCB authorities.
- c) Respond to queries, objections, or deficiencies raised by WBPCB and ensure compliance thereof.
- d) Ensure issuance and delivery of the final Consent to Establish (CTE) within the stipulated timeframe.

4. Deliverables:

- a) Duly submitted Consent to Establish (CTE) application
- b) Acknowledgement / receipt issued by WBPCB
- c) Regular status updates
- d) Responses to WBPCB queries/observations
- e) Final approved Consent to Establish (CTE) from WBPCB
- f) Submission of a compliance summary and list of conditions for CTO stage

5. Time Frame:

- a) The assignment shall commence from the date of engagement and shall remain valid until the Consent to Establish is obtained, subject to timelines prescribed by WBPCB.
- b) Estimated time duration is 90 days from handover of all information/document by GRSE, as prescribed by consultant.
- c) Completion period may be extended further on discretion of GRSE, if requisite information/ document cannot be provided by GRSE as per projected schedule from successful bidder.

6. Responsibilities of the Consultant:

- a) Ensure adherence to all rules, regulations, and procedures of WBPCB
- b) Maintain confidentiality of all documents and information
- c) Provide professional and timely services until completion of the assignment

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



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7. Responsibilities of the GRSE:

- a) Provide accurate information and required documents in time
- b) Pay all statutory fees and taxes as prescribed by WBPCB or reimburse to consultant against original receipt from Statutory Authority.

8. Payment Terms: Professional fees shall be paid as per below schedule-

- a) 1st Stage: 40% of professional fees after complete submission of application for Consent to Establish.
- b) 2nd Stage: 40% of professional fees after receipt of Consent to Establish.
- c) 3rd Stage: 20% of professional fees after receipt of Factory Licence.

However, Government fees shall be paid/ reimburse separately by the GRSE.

9. Consultant Eligibility Criteria: The consultant must-

- a) Have minimum 10 years of experience in environmental clearances
- b) Have prior experience in Orange category industries, preferably shipbuilding / fabrication / heavy engineering
- c) Be familiar with WBPCB consent procedures and portal

10. Documents to be Submitted:

- a) Documentary evidence to establish prior experience in obtaining Consent to Establish (CTE) from Pollution Control Board.
- b) Documentary evidence to establish 10 years of experience in guiding Consent to Establish (CTE) approvals.

11. Exclusions: The scope shall not include-

- a) Consent to Operate (CTO)
- b) Environmental Impact Assessment (EIA), if later required
- c) Construction or installation of pollution control equipment



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CHAPTER – 4

CONSULTANT FOR OBTAINING CONSENT TO OPERATE (CTO)

1. Background:

a) GRSE intends to establish a Shipbuilding/ Ship Repair Facility in an urban area of West Bengal. As per provisions of the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981, prior Consent to Operate (CTO) from the West Bengal Pollution Control Board (WBPCB) is mandatory.

b) For this purpose, GRSE intends to engage a competent environmental consultant to provide end-to-end professional services for obtaining CTO approval.

2. Objective: The objective of this assignment is to appoint a competent and experienced environmental consultant to provide professional services for preparation, submission, follow-up, and successful procurement of Consent to Operate (CTO) from WBPCB in compliance with applicable environmental statutes.

3. Scope of Work: The consultant shall perform, but not be limited to, the following tasks:-

3.1 Review & Applicability:

- Review existing Consent to Establish (CTE), environmental approvals, and statutory compliances.
- Study and interpret the applicable provisions, rules, and guidelines of the West Bengal Pollution Control Board relating to Consent to Operate.
- Advise on eligibility, category of pollution and applicable fee structure as prescribed by WBPCB.
- Submit list of documents/ information required from GRSE for CTO.
- Study the proposed shipbuilding activities and site conditions
- Assess applicability of environmental laws including the Water (Prevention & Control of Pollution) Act, 1974, Air (Prevention & Control of Pollution) Act, 1981, and relevant rules.

3.2 Documentation & Data Collection:

- Identify all documents, reports, drawings, and data required for CTO application.
- Assist the organization in compilation and verification of operational, pollution control, and monitoring details.

3.3 Application Preparation & Submission:

- Prepare the CTO application in the prescribed WBPCB format.

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



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- b) Upload and submit the application through the WBPCB online portal along with all required enclosures.

3.4 Liaison & Follow-up:

- a) Liaise with WBPCB officials for processing of the CTO application.
b) Respond to observations, clarifications, or deficiencies raised by WBPCB within stipulated timelines.

3.5 Inspection & Compliance Support:

- a) Provide assistance during site inspection by WBPCB officials, if conducted.
b) Prepare and submit compliance reports, action-taken reports, or undertakings as required.

3.6 Completion of Assignment:

- a) Facilitate completion of all statutory formalities.
b) Ensure receipt of Consent to Operate (CTO) from WBPCB.

4. Deliverables:

- a) Duly prepared and submitted CTO application
b) Acknowledgement / receipt issued by WBPCB
c) Regular status updates
d) Responses to WBPCB queries/observations
e) Assistance during inspection, if applicable
f) Final CTO certificate issued by WBPCB

5. Time Frame:

- a) The assignment shall commence from the date of engagement and shall remain valid until the Consent to Operate is obtained, subject to timelines prescribed by WBPCB.
b) Estimated time duration is 90 days from handover of all information/document by GRSE, as prescribed by consultant.
c) Completion period may be extended further on discretion of GRSE, if requisite information/ document cannot be provided by GRSE as per projected schedule from successful bidder.

6. Responsibilities of the Consultant:

- a) Ensure adherence to all rules, regulations, and procedures of WBPCB
b) Maintain confidentiality of all documents and information
c) Provide professional and timely services until completion of the assignment

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



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7. Responsibilities of the GRSE:

- a) Provide accurate information and required documents in time
- b) Pay all statutory fees and taxes as prescribed by WBPCB or reimburse to consultant against original receipt from Statutory Authority.

8. Payment Terms: Professional fees shall be paid as per below schedule-

- a) 1st Stage: 40% of professional fees after complete submission of application for Consent to Operate.
- b) 2nd Stage: 40% of professional fees after receipt of Consent to Operate.
- c) 3rd Stage: 20% of professional fees after receipt of Factory Licence.

However, Government fees shall be paid/ reimburse separately by the GRSE.

9. Consultant Eligibility Criteria: The bidder must-

- a) Have at least 10 years of experience in environmental compliance.
- b) Have prior experience in obtaining CTOs from WBPCB or other SPCBs.
- c) Be familiar with WBPCB online consent management systems.

10. Documents to be Submitted:

- a) Documentary evidence to establish prior experience in obtaining Consent to Operate (CTO) from Pollution Control Board.
- b) Documentary evidence to establish 10 years of experience in guiding Consent to Operate (CTO) approvals.



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CHAPTER – 5

CONSULTANT FOR OBTAINING FIRE SAFETY RECOMMENDATION (FSR)

1. Background:

- a) GRSE plans to establish/expand a Shipbuilding/ Ship Repair Facility in an urban area of West Bengal and intends to engage a competent consultant to provide end-to-end guidance for obtaining Fire Safety Recommendation (FSR) from the Department of Fire & Emergency Services, West Bengal.
- b) The consultant Should assist in layout plan preparation, statutory compliance, liaison with authorities and obtaining the Fire Safety Recommendation (FSR).

2. Objective: To engage a consultant to provide end-to-end technical and regulatory support for-

- a) Preparation and submission of fire safety plan
- b) Liaison with the Department of Fire & Emergency Services and other statutory authorities
- c) Ensuring compliance with statutory, safety, and environmental requirements
- d) Obtaining the final Fire Safety Recommendation (FSR)

3. Scope of Work: The Consultant should provide professional services to assist GRSE in obtaining the Fire Safety Recommendation (FSR) from the Department of Fire & Emergency Services, including but not limited to-

- a) Study and interpret the applicable provisions, rules, and guidelines of the Department of Fire & Emergency Services relating to FSR.
- b) Advise on eligibility and applicable fee structure as prescribed by Department of Fire & Emergency Services.
- c) Submit list of documents/ information required from GRSE for FSR.
- d) Assist in preparation, compilation, and verification of all documents required for submission to Department of Fire & Emergency Services.
- e) Survey and assessment of premises for fire safety compliance.
- f) Preparation of fire safety plan and documentation as per Department of Fire & Emergency Services.
- g) Guidance on installation and placement of fire safety equipment (extinguishers, alarms, signage, etc.).
- h) Fill up and submit the FSR application through the Department of Fire & Emergency Services online portal and/or physical submission, as applicable.
- i) Coordinate and liaise with concerned officials of the Department of Fire & Emergency Services.
- j) Assist during inspection of premises, if required by Department of Fire & Emergency Services.
- k) Respond to queries, objections, or deficiencies raised by Department of Fire & Emergency Services and ensure compliance thereof.

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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- l) Facilitate payment of statutory fees (to be paid by GRSE).
- m) Any other assistance required for successful issuance of FSR.

4. Deliverables:

- a) Duly submitted FSR application
- b) Acknowledgement / receipt issued by Department of Fire & Emergency Services
- c) Regular status updates
- d) Final Fire Safety Recommendation (FSR) issued by Department of Fire & Emergency Services

5. Time Frame:

- a) The assignment shall commence from the date of engagement and shall remain valid until the Fire Safety Recommendation (FSR) is obtained, subject to timelines prescribed by Department of Fire & Emergency Services.
- b) Estimated time duration is 90 days from handover of all information/document by GRSE, as prescribed by consultant.
- c) Completion period may be extended further on discretion of GRSE, if requisite information/ document cannot be provided by GRSE as per projected schedule from successful bidder.

6. Responsibilities of the Consultant:

- a) Ensure adherence to all rules, regulations, and procedures of Department of Fire & Emergency Services
- b) Maintain confidentiality of all documents and information
- c) Provide professional and timely services until completion of the assignment

7. Responsibilities of the GRSE:

- a) Provide accurate information and required documents in time
- b) Pay all statutory fees and taxes as prescribed by Department of Fire & Emergency Services or reimburse to consultant against original receipt from Statutory Authority.

8. Payment Terms: Professional fees shall be paid as per below schedule-

- a) 1st Stage: 40% of professional fees after complete submission of application for Fire Safety Recommendation.
- b) 2nd Stage: 40% of professional fees after receipt of Fire Safety Recommendation.
- c) 3rd Stage: 20% of professional fees after receipt of Factory Licence.

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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However, Government fees shall be paid/ reimburse separately by the GRSE.

9. Eligibility Criteria:

- a) Minimum 10 years of experience in providing fire safety consultancy.
- b) Prior experience in obtaining FSR for similar type of buildings/facilities.
- c) Be familiar with Department of Fire & Emergency Services consent procedures and portal

10. Documents to be Submitted:

- a) Documentary evidence to establish prior experience in obtaining FSR for similar type of buildings/facilities.
- b) Documentary evidence to establish 10 years of experience in guiding FSR approvals.

11. Exclusions: The scope shall not include-

- a) Fire Safety License (FSL/NOC)
- b) Construction or installation of fire control equipment



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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CHAPTER – 6

CONSULTANT FOR OBTAINING FIRE SAFETY LICENSE (FSL)

1. **Background:**

- a) GRSE plans to establish/expand a Shipbuilding/ Ship Repair Facility in an urban area of West Bengal and intends to engage a competent consultant to provide end-to-end guidance for obtaining Fire Safety License (FSL/NOC) from the Department of Fire & Emergency Services, West Bengal.
- b) The consultant Should assist in fire safety plan preparation, statutory compliance, liaison with authorities and obtaining the Fire Safety License (FSL/NOC).

2. **Objective:** To engage a consultant to provide end-to-end technical and regulatory support for-

- a) Prepare the fire safety plan and documents
- b) Arrange equipment and inspection readiness
- c) Liaise with the Fire Department for faster approval
- d) Ensuring compliance with statutory, safety, and environmental requirements
- e) Obtaining the final Fire Safety License (FSL/NOC)

3. **Scope of Work:** The Consultant should provide professional services to assist GRSE in obtaining the Fire Safety License (FSL/NOC) from the Department of Fire & Emergency Services, including but not limited to:

- a) Study and interpret the applicable provisions, rules, and guidelines of the Department of Fire & Emergency Services relating to NOC.
- b) Advise on eligibility and applicable fee structure as prescribed by Department of Fire & Emergency Services.
- c) Submit list of documents/ information required from GRSE for NOC.
- d) Assist in preparation, compilation, and verification of all documents required for submission to Department of Fire & Emergency Services.
- e) Survey and assessment of premises for fire safety compliance.
- f) Preparation of fire safety plan and documentation as per Department of Fire & Emergency Services.
- g) Preparing and submitting all documents and application forms for Fire Safety License.
- h) Conducting a pre-inspection fire safety audit of the factory premises.
- i) Guiding the factory management to rectify non-compliance issues before inspection.
- j) Fill up and submit the FSL application through the Department of Fire & Emergency Services online portal and/or physical submission, as applicable.
- k) Coordinate and liaise with concerned officials of the Department of Fire & Emergency Services.

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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- l) Assist during inspection of premises, if required by Department of Fire & Emergency Services.
- m) Respond to queries, objections, or deficiencies raised by Department of Fire & Emergency Services and ensure compliance thereof.
- n) Facilitate payment of statutory fees (to be paid by GRSE).
- o) Any other assistance required for successful issuance of Fire Safety License.

4. Deliverables:

- a) Duly submitted Fire Safety License application
- b) Acknowledgement / receipt issued by Department of Fire & Emergency Services
- c) Regular status updates
- d) Final Fire Safety License (NOC) issued by Department of Fire & Emergency Services

5. Time Frame:

- a) The assignment shall commence from the date of engagement and shall remain valid until the Fire Safety License (FSL) is obtained, subject to timelines prescribed by Department of Fire & Emergency Services.
- b) Estimated time duration is 90 days from handover of all information/document by GRSE, as prescribed by consultant.
- c) Completion period may be extended further on discretion of GRSE, if requisite information/ document cannot be provided by GRSE as per projected schedule from successful bidder.

6. Responsibilities of the Consultant:

- a) Ensure adherence to all rules, regulations, and procedures of Department of Fire & Emergency Services
- b) Maintain confidentiality of all documents and information
- c) Preparing application and documents for Fire NOC.
- d) Pre-inspection audit of fire safety measures.
- e) Guidance to fix any compliance gaps before Fire Department inspection.
- f) Staff training / evacuation planning if required.
- g) Provide professional and timely services until completion of the assignment

7. Responsibilities of the GRSE:

- a) Provide accurate information and required documents in time
- b) Pay all statutory fees and taxes as prescribed by Department of Fire & Emergency Services or reimburse to consultant against original receipt from Statutory Authority.

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
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Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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8. Payment Terms: Professional fees shall be paid as per below schedule-

- a) 1st Stage: 40% of professional fees after complete submission of application for Fire Safety License.
- b) 2nd Stage: 40% of professional fees after receipt of Fire Safety License.
- c) 3rd Stage: 20% of professional fees after receipt of Factory Licence.

However, Government fees shall be paid/ reimburse separately by the GRSE.

9. Eligibility Criteria:

- a) Minimum 10 years of experience in providing fire safety consultancy.
- b) Prior experience in obtaining Fire Safety License for similar type of buildings/facilities.
- c) Be familiar with Department of Fire & Emergency Services consent procedures and portal

10. Documents to be Submitted:

- a) Documentary evidence to establish prior experience in obtaining Fire Safety License for similar type of buildings/facilities.
- b) Documentary evidence to establish 10 years of experience in guiding FSL approvals.



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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CHAPTER – 7

CONSULTANT FOR OBTAINING FACTORY PLAN APPROVAL

1. Background:

a) GRSE plans to establish/expand a Shipbuilding/ Ship Repair Facility in an urban area of West Bengal and intends to engage a competent consultant to provide end-to-end guidance for obtaining factory plan approval from the Directorate of Factories, West Bengal.

b) The consultant should assist in layout plan preparation, statutory compliance, liaison with authorities, and obtaining the final approval certificate.

2. Objective: To engage a consultant to provide end-to-end technical and regulatory support for-

- Preparation and submission of factory layout plan
- Liaison with the Directorate of Factories and other statutory authorities
- Ensuring compliance with statutory, safety, and environmental requirements
- Obtaining the final factory plan approval certificate

3. Scope of Work: The consultant shall perform, but not be limited to, the following tasks:-

3.1. Technical Guidance:

- Study the proposed shipbuilding activities and site conditions
- Review preliminary factory layout plan and recommend modifications for compliance with West Bengal Factory Rules and local building codes.
- Submit list of documents/ information required from GRSE for CTE.
- Advise on placement of machinery, utilities, safety zones, and other statutory requirements.

3.2. Documentation Support:

- Assist in preparation of all required documents for submission (land documents, NOCs, identity proofs, environmental clearance if applicable).
- Ensure completeness and accuracy of application forms.

3.3. Submission & Follow-up:

- Submit factory plan application to the Directorate of Factories and coordinate with authorities.
- Follow up on inspections, queries, and comments from officials.
- Assist in addressing corrections or modifications suggested by authorities.

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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3.4. Compliance & Certification

- a) Ensure that the approved plan meets all statutory and regulatory requirements.
- b) Facilitate receipt of the factory plan approval certificate.

4. Deliverables:

- a) Reviewed and compliance-ready factory layout plan
- b) Duly submitted application for Factory Plan approval
- c) Acknowledgement / receipt issued by Directorate of Factories, West Bengal
- d) Regular status updates
- e) Responses to Directorate of Factories queries/observations
- f) Complete submission package for the Directorate of Factories
- g) Documentation of liaison and correspondence with authorities
- h) Final factory plan approval certificate

5. Time Frame:

- a) The assignment shall commence from the date of engagement and shall remain valid until the approved Factory Plan is obtained, subject to timelines prescribed by Directorate of Factories.
- b) Estimated time duration is 90 days from handover of all information/document by GRSE, as prescribed by consultant.
- c) Completion period may be extended further on discretion of GRSE, if requisite information/ document cannot be provided by GRSE as per projected schedule from successful bidder.

6. Responsibilities of the Consultant:

- a) Ensure adherence to all rules, regulations, and procedures of Directorate of Factories, West Bengal
- b) Maintain confidentiality of all documents and information
- c) Provide professional and timely services until completion of the assignment

7. Responsibilities of the GRSE:

- a) Provide accurate information and required documents in time
- b) Pay all statutory fees and taxes as prescribed by Directorate of Factories, West Bengal or reimburse to consultant against original receipt from Statutory Authority.

8. Payment Terms: Professional fees shall be paid as per below schedule-

- a) 1st Stage: 40% of professional fees after complete submission of application for approval of Factory Plan.
- b) 2nd Stage: 40% of professional fees after receipt of approved Factory Plan.

Prepared by: P N Sardar
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CGM (Proj & Tech)



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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c) 3rd Stage: 20% of professional fees after receipt of Factory Licence.

However, Government fees shall be paid/ reimburse separately by the GRSE.

9. Eligibility Criteria: The consultant must have-

- a) Professional qualified personnel from Industrial Engineering, Architecture or related field
- b) Minimum 10 years of experience in guiding factory plan approvals in West Bengal
- c) Familiarity with the Factories Act, 1948, West Bengal Factory Rules and local municipal regulations
- d) Proven track record of successful factory plan approvals

10. Documents to be Submitted:

- a) Documentary evidence to establish 10 years of experience in guiding factory plan approvals.
- b) Documentary evidence to establish prior experience in obtaining Factory Plan from Directories of Factories.



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CHAPTER – 8

CONSULTANT FOR OBTAINING FACTORY REGISTRATION & LICENSING

1. Background:

- a) GRSE intends to engage a competent consultant to assist in obtaining factory registration and factory license for its premises under the Factories Act, 1948 and other applicable rules of West Bengal.
- b) The consultant will provide technical guidance, documentation support, and liaison with statutory authorities.

2. **Objective:** To appoint a competent consultant to guide and assist in obtaining Factory Registration and Factory Licence from the Directorate of Factories, Government of West Bengal, ensuring full compliance with all statutory requirements.

3. **Scope of Work:** The consultant will be responsible for following tasks-

- a) Assist in preparation and submission of application for Factory Registration with the Directorate of Factories, West Bengal.
- b) Assist in preparation and submission of application for Factory License for hazardous / non-hazardous processes, including environmental clearances if applicable.
- c) Prepare and validate factory layout plan, site plan, and process flow diagram as per statutory requirements.
- d) Liaison with state authorities, inspectors, and statutory bodies for registration and licensing approvals.
- e) Guide the company in compliance with safety, health, welfare, and environmental norms.
- f) Ensure timely follow-up for inspections and approvals.
- g) Provide final registration certificate and license documents to the company.
- h) Advise on periodic renewal requirements and record-keeping.

4. Deliverables:

- a) Complete Factory Registration Certificate.
- b) Complete Factory License with statutory approvals.
- c) Verified layout plans and documentation for statutory compliance.

5. Time Frame:

- a) The assignment shall commence from the date of engagement and shall remain valid until the Factory Registration Certificate and Factory License is obtained, subject to timelines prescribed by Directorate of Factories.

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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- b) Estimated time duration is 90 days from handover of all information/document by GRSE, as prescribed by consultant.
- c) Completion period may be extended further on discretion of GRSE, if requisite information/ document cannot be provided by GRSE as per projected schedule from successful bidder.

6. Responsibilities of the Consultant:

- a) Assist in obtaining Factory Registration Certificate.
- b) Assist in obtaining Factory License, including preparation of applications, supporting documents, and coordination with Directorate of Factories.
- c) Ensure compliance with layout plans, safety standards, worker welfare facilities, and environmental norms.

7. Responsibilities of the GRSE:

- a) Provide accurate information and required documents in time
- b) Pay all statutory fees and taxes as prescribed by Directorate of Factories, West Bengal or reimburse to consultant against original receipt from Statutory Authority.

8. Payment Terms: Professional fees shall be paid as per below schedule-

- a) 1st Stage: 40% of professional fees after complete submission of application for approval of Factory Registration & Factory Licence.
- b) 2nd Stage: 60% of professional fees after receipt of Factory Registration & Factory Licence.

However, Government fees shall be paid/ reimburse separately by the GRSE.

9. Eligibility Criteria for Consultant:

- a) Must have professional qualified personnel from Industrial Engineering, Architecture or related field
- b) Minimum 10 years of experience in guiding factory license approvals in West Bengal
- c) Familiarity with Factories Act, 1948, and relevant state rules.
- d) Experience in handling hazardous processes, safety compliance, and environmental regulations.
- e) Ability to provide end-to-end consultancy, including document preparation, liaison, and follow-ups.

10. Documents to be Submitted:

Prepared by: P N Sardar
SM (CSB)

Approved by: Cdr B Mishra, IN (Retd)
CGM (Proj & Tech)



Hiring of consultancy for obtaining Trade Licence, Pollution Certificate, Fire Licence and Factory Licence for GRSE

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- a) Documentary evidence to establish prior experience in obtaining Factory Registration & Factory License from Directories of Factories.
- b) Documentary evidence to establish 10 years of experience in guiding factory license approvals.

***** END OF DOCUMENT *****

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) <i>(Supporting soft or, hard copy to be submitted)</i>	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 <i>(Supporting soft or, hard copy to be submitted)</i>

(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 **28.02.2026** 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.

**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	<p>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.</p> <p>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.</p> <p>3. <u>Hours of Work</u>: The total nos. of hours of work in a week, including overtime, shall not exceed sixty.</p> <p>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.</p>
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	<p>1. Every contractor shall obtain the following before commencement of work:</p> <p>(a) PF Code No. of the firm.</p> <p>(b) PF UAN i.r.o of the workmen engaged by him.</p> <p>(c) Ensure submission of nominee and dependent details while applying for UAN of workmen.</p>
		Contractor	<p>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.</p>

Sl. No.	Relevant Statues	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.



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 21 (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