



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

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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/PUMP HOUSE/141R/ET-3357	Dated: 30/12/2025
Job Title कार्य का नाम:	“AUGMENTATION WORK OF MAIN PUMP HOUSE AT GRSE FOJ UNIT”	
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	06/01/2026 Time: 11:00 hrs.	
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि	15/01/2026	14:00 hrs.
Tender Due Date निविदा जमा की अंतिम तिथि	20/01/2026	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथि (तकनीकी- वाणिज्यिक बोली भाग-I)	21/01/2026	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधि	90 days from date of opening of Tender (Part – I)	

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

FEES / DEPOSITS	
Tender Fee निविदा प्रपत्र मूल्य (स्टैक के परिच्छेद 03 में उदधृत)	Rs 500/-
Earnest Money Deposit (EMD) बयाना राशि जमा	Rs. 43,000/-
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
Billing Frequency बिल करने की अवधि	On Completion of 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 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.**
- Registered Vendors with GRSE need not upload documents at Sl. 8 above, if valid documents already submitted / available with GRSE Vendor Registration Cell.**

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	Kolkata
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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) Tenure of Contract संविदा कार्यकाल- The contract will be established for a period of **100 days** from the date of commencement.

(B) Mobilisation Period लामबंदी अवधी- 07 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 is to be commenced immediately after issuance of PO/LOI and as per instruction of ES&CM dept. of GRSE.

(D) Job Completion date / Period of Contract कार्य समाप्ती तिथी/अनुबन्ध का समय – The job has to be completed within **100 days** from the date of commencement.

(E) Place of Work - GRSE FOJ unit.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन -

Job is to be carried out strictly as per **SOTR** (SOTR No: ES&CM/AKG/MAIN PUMP HOUSE/SOTR/01) dt. 16.12.2025 at **Annexure 1**, Drawings, GRSE requirement and in case of doubt, instructions of instructions of ES&CM Dept. are to be followed.

ARTICLE 8 अनुच्छेद-8: GUARANTEE & WARRANTY गारंटी एवं वारंटी –

Guarantee / Warranty of the job: Applicable for a Period of **12 months** from the date of job completion (as per date mentioned in job completion certificate). The details are as per GRSE STAC (Annexure 2)

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 and it may vary according to actual requirement of job during the period of contract. The selected Bidder has to execute the required quantity at same rate, terms & conditions. Necessary amendment of the Purchase Orders will be issued accordingly.

The detailed BOQ as per SOTR is given below:

Sl. No.	Description	Quantity/Ship	UOM
1	Earth work in excavation of foundation trenches or drains, in all sorts of soil (including mixed soil but excluding laterite or sandstone) including removing, spreading or stacking the spoils within a lead of 75 m. as directed. The item includes necessary trimming the sides of trenches, levelling, dressing and ramming the bottom, bailing out water as required complete. (b) Depth of excavation for additional depth beyond 1,500 mm. and upto 3,000 mm. but not requiring shoring.	50.00	M3.
2	Filling in foundation or plinth by silver sand in layers not exceeding 150 mm as directed and consolidating the same by thorough saturation with water, ramming complete including the cost of supply of sand. (payment to be made on measurement of finished quantity) (B) Do - by fine sand	15.50	M3
3	Single Brick Flat Soling of picked jhama bricks including ramming and dressing bed to proper level and filling joints with local sand.	20.00	M2
4	Brick work with 1st class bricks in cement mortar (1:4) in ground floor. (consider 3rd corrigenda & Addenda page -1, SL-3)	4.00	M3
5	Labour for hoisting and placing in proper position (up to 1st floor level) departmental R.S. joists, channels, angles. Tees, plates etc. including fitting and fixing same with bolts and nuts, if necessary (but excluding cost of such bolts and nuts) (a) Add extra for each additional floor over 1st floor.	80.00	QNL
6	Hire and labour charges for shuttering with centering and necessary staging... (a) 25 mm to 30 mm thick wooden shuttering	25.00	M2
7	Reinforcement for reinforced concrete work in all sorts of structures..(a) For works in foundation and upto roof of ground floor, (i) Tor steel/Mild Steel, (II). Other than SAIL/ TATA/RINL. (2nd Corrigenda & Addenda Page-02, SL-1)	0.80	MT
8	Ordinary cement concrete (mix 1:1.5:3) with graded stone chips (20mm nominal size) excluding shuttering... (As per Rate Analysis)	5.90	M3
9	Plaster (to wall, floor, ceiling etc.) with sand and cement mortar.. (ii) With 1:4 cement mortar, (a) 20 mm thick plaster. (3rd Corrigenda & Addenda Page-50, SL-1)	60.00	M2
10	Neat cement punning 1.5mm thick	60.00	M2
11	Making one set of scaffolding. (a) up to height 3.9m	40.00	Nos
12	Making one set of scaffolding b) Extra for additional 3.6 height or part thereof	240.00	Nos
13	MS structural work in columns beams etc with simple rolled structure members...i) for structural member of specified section weight less than 22.5kg/m (Consider 3rd Corrigenda & Addenda, P-84, SL-01)	17.00	MT
14	Welding in M.S. structural work with gas or electric: (a) Tack weld	800.00	Nos
15	Welding in M.S. structural work with gas or electric: (b) Continuous weld.	800.00	CM
16	Priming one coat On steel or other metal surface:	850.00	M2
17	Painting one coat (b) On steel or other metal surface, other than hi-gloss, (iv) Two coats (with any shade except white)	850.00	M2
18	Applying Exterior grade Acrylic primer of approved quality and brand on plastered or concrete surface old or new surface to receive decorative textured (matt finish) or smooth finish acrylic exterior emulsion paint including scraping and preparing the surface thoroughly, complete as per manufacturer's specification and as per direction of the EIC. In Ground Floor: (a) One Coat	140.00	M2
19	Protective and Decorative Acrylic exterior emulsion paint of approved quality, as per manufacturer's specification and as per direction of Engineer-in-Charge to be applied over acrylic primer as required. The rate includes cost of material, labour, scaffolding and all incidental charges but excluding the cost of primer. In Ground floor (Two Coat) (a) Normal Acrylic Emulsion	140.00	M2
20	Supplying P.V.C. water storage tank of approved quality with closed top with lid (Black) - Multilayer (h) 5000 litre capacity	2.00	Nos

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. 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 सूछ्म एवं छोटे उद्योग -

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

ARTICLE 18 अनुच्छेद-18: 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: ES&CM/AKG/MAIN PUMP HOUSE/SOTR/01 dt. 16.12.2025 (**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. 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 **30.11.2025**. 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. Anjan Kumar Ghosh, SM (Civil) / FOJ Unit, Mobile No. +91 76030 39448, e-mail: Ghosh.AnjanKumar@grse.co.in**
 - b. Any query/difficulty in understanding of Commercial Terms may be got clarified from and **Mr. Ashim Kumar Dey, SM (Contract)/ 61 Park Unit, Mobile No. +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 हेतू ई. मेल पता: Vendor to provide e-mail address to enable faster communication.

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

- a) To participate in the e-Bid submission for GRSE, it is mandatory for the bidders to get their firms registered with GRSE E-Procurement portal <https://eprocuregrse.co.in>
- b) It is mandatory for all bidders to have class – III Digital Signature Certificate (DSC) in the name of the person who will digitally sign the bid from any of licensed Certifying Agency (CA). Bidders can see the list of licensed CAs from the link <http://www.cca.gov.in>.
- c) Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in E-Procurement portal <https://eprocuregrse.co.in>; Central Public Procurement Portal <https://eprocure.gov.in/cppp/> and GRSE website <https://grse.in/tender-published>. They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format.
- d) Bidders need to fill up Part II (Price) bid online in Excel Template price bid format by inserting unit price only. No other attachment to the price bid will be reckoned.
- e) In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work



executed by the successful bidder accordingly.

- f) Bids can be submitted only during validity of registration of bidder with GRSE e- Procurement portal.
- g) The amendments / clarifications to the bid document, if any, will be posted on E- Procurement portal / GRSE web site only.
- h) It will be the bidder's responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.
- i) **AMENDMENT OF TENDER DOCUMENT**
 - i. Before the deadline for submission of tenders, the Tender Document may be modified by GRSE Ltd. by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped prior to the deadline for submission of tenders as finally stipulated.
 - ii. Addendum/corrigendum, if any, will be hosted on website / e-procurement portal and shall become a part of the tender document. All Tenderers are advised to see the website for addendum/ corrigendum to the tender document which may be uploaded prior to the deadline for submission of Tender as finally stipulated.
 - iii. To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

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

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

1. Bidder's failure to furnish sufficient or complete details for evaluation of the bids within the given period 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 APLICABLE CLAUSES ठेका जारी करनेके पश्चात लागू उपधारा -

A. Security Deposit प्रतिभूति जमा -

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

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 AGM (ES&CM) / SM (ES&CM) / their nominated Officer 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 90% bill amount with full GST will be paid on completion of job within 30 days of bill submission duly certified by Bill Certifying Authority & supported with satisfactory Work Done Certificate duly certified by WDC certifying Authority. Amounts recoverable from contractor, if any, is to be adjusted from the bill as per certification of Bill Certifying Authority. Moreover, release of payment is subject to clearance of ESI / P.F. and other labour related mandatory liabilities of the Contractor. In case the employees engaged by the Contractor are out of the purview of ESI, then they should be covered under Employee Compensation Policy (covering benefits under Employees Compensation Act, 1923)
- b) Balance 10% of the bill amount will be released after expiry of guarantee period on certification by Bill Certifying Authority or on submission of Performance Bank Guarantee of 10% of the value of Purchase Order valid for a period of 60 days beyond the expiry of Guarantee period. For release of this 10% retention money either after guarantee period or on submission of PBG, the PBG release application to be submitted to Contract Cell duly certified by DGM (ES&CM) / SM (ES&CM) after expiry of guarantee period.
- c) The contractor shall submit the R/A bills in triplicate along with all necessary / required supporting documents, measurement sheet etc. Maximum 02 Bills will be accepted (1st RA Bill and Final Bill) for the work order on certification of quantity and quality of work by Engineer / Engineer's Representative.
- d) **Bill Certifying Authority:** AGM (ES&CM) / SM (ES&CM).
- e) **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 **06.01.2026 from 11:00 hrs.** onwards at FOJ Unit, Civil Engineering Dept. 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. Anjan Kumar Ghosh, SM (Civil) / FOJ Unit, Mobile No. +91 76030 39448, e-mail: Ghosh.AnjanKumar@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**

GRSE Ltd.	Annexure-1 AUGMENTATION WORK OF MAIN PUMP HOUSE AT GRSE FOJ UNIT	SOTR No. ES&CM/AKG/MAIN PUMP HOUSE /SOTR/01 Sheet : 01 to 16
Yard No. : NA		Rev : 02
Group : ES&CM		
Inspection : GRSE ES&CM Dept.	Prepared by : A.K.Ghosh , SM(ES&CM) Date : 16.12.2025	Checked by : AGM(ES&CM)

STATEMENT OF TECHNICAL REQUIREMENT (SOTR) AND SPECIAL TERMS & CONDITIONS

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1 GENERAL

This set of technical requirements provide a general guideline for carrying out the execution of works. General items of work required to be carried out for successful implementation of the project are included. All items are required to be carried out in accordance with the following specifications / standards.

- a) Specification as per the latest PWD schedule, West Bengal and relevant corrigendum issued from time to time.
- b) Relevant Indian Standard Codes.

2 DETAIL SCOPE OF WORK

2.1 Work Requirements

The work primarily involves Augmentation of Main Fresh water Pump House at GRSE FOJ Unit.

2.1.1 Scope of work included in this tender broadly comprises of following;

- a) Site Survey, detail measurement etc. of work site.
- b) RCC Foundation work of 03 nos additional columns in Pump House.
- c) Structural Fabrication work for additional structural works.
- d) Structural Fabrication work for overhead platform for additional water tanks.
- e) Removing and Re fixing existing GRSE Logo Lights at top of structure.
- f) Supplying, Fitting and Fixing of 02 no 5000 ltr tanks with existing water tanks.
- g) Enamel Priming work Structural works
- h) Enamel Painting works of Structural works
- i) Emulsion Primer work
- j) Emulsion Painting works
- k) Testing of Fresh Water Pipe Line
- l) Site Clearance/Hand over to ES&CM Dept.

2.2 General Requirements

2.2.1 The Contractor shall carry out detail survey on condition of the existing worksite/structures for finalisation of work.

2.2.2 The Contractor will be responsible for overall site management and coordination of site activities within the boundary of the works, as necessary to ensure the adequacy, stability and safety of the works and of persons at the site. The contractor shall require planning his work in coordination with on-going production activities of GRSE, other contractors working in and around the workplace.

2.2.3 To minimise the interference to production activity of GRSE at the working site , the Contractor has to work progressively as directed by GRSE.

2.2.4 The contractor shall take all necessary height work permit, Hot work permit from concern Dept. of GRSE (i.e. Safety, Fire etc.) as applicable in line with prevailing rule in GRSE.

- 2.2.5 The contractor shall take all precautionary measures in consultation with GRSE Safety Dept. while working at height, structural welding, priming, painting etc. Additional safety precautions should be taken by contractor at site.
- 2.2.6 The submission to and comment/acceptance by the Engineer of such programmes, methods, drawings, designs, QAPs and HSPs shall not relieve the Contractor of any of his duties or responsibilities under the Contract.

2.3 **Detail Job Quantity**

- 2.3.1 BOQ with item quantities for the work as part of SOTR are given in the tender is tentative. The quantities set out in the BOQ of the tender shall be treated as estimated quantities of the work and shall not be deemed as actual or correct quantities of the work to be executed by the Contractor.
- 2.3.2 The Contractor shall execute required quantity for successful completion of project work at the same contractual rates and terms & conditions for any extent of variation in stipulated BOQ quantities
- 2.3.3 List of BOQ Items considered under the scope of this tender is provided at successive clause for reference.
- 2.3.4 All bidders shall quote against each items of above BOQs, otherwise, their bid would be considered as incomplete Bid and shall be liable for rejection.

2.4 **Contractor to Supply all Materials**

- 2.4.1 Unless stipulated otherwise in the Contract, all materials including consumables required for the work shall be procured and supplied by the Contractor with the approval of the Engineer or his Representative and subject to subsequent testing as may be required by the Engineer or his Representative. However GRSE has got surplus materials, which can be awarded to the vendor for the purpose.
- 2.4.2 The Contractor shall comply with the relevant IS Codes.

2.5 **Deployment of Resources**

- 2.5.1 Contractor shall provide adequate number of qualified / experienced workmen, with experienced Engineer / Supervisor having Technical qualification not less than diploma in Civil Engg. And also sufficient construction equipment, materials, tools & tackles etc. for achieving the schedule target as per approved work schedule. The contractor shall ensure timely deployment of all above resources at site to ensure contractual completion.
- 2.5.2 The contractor shall ensure deployment of adequate and proper skilled /semi-skilled workforce as per work requirements and optimum supporting unskilled workforce as necessary.

2.6 Testing of Materials, QAP and Acceptance

- 2.6.1 Test samples shall be prepared and submitted for approval of the Engineer or his Representative, whenever required to do so, all at the Contractor's cost.
- 2.6.2 The Contractor shall submit valid correlated test certificates conforming to applicable standards for materials/items before incorporation in the permanent works.
- 2.6.3 Testing of materials shall be conducted as per the approved Quality Assurance Plan or relevant Indian Standards.
- 2.6.4 Unless stipulated otherwise in the Contract, the cost of any test required by the Engineer or his representative in respect of materials and workmanship deployed on the work shall be borne by the Contractor.

2.7 Inspection by the Engineer

- 2.7.1 For Site inspection, the Contractor shall give adequate notice to the Engineer (authorised representative of GRSE).
- 2.7.2 The Contractor shall provide the Engineer with proper free and safe access to the Contractor's works and stores or his sub-contractor's works and stores at all times and shall provide reasonable facilities to enable him to undertake his inspection.
- 2.7.3 The Contractor shall make all necessary arrangements to enable stage inspections by the Engineer.
- 2.7.4 The Engineer or his Representative shall have power to certify or disapprove/reject works or materials, in accordance with the Conditions of Contract.

2.8 Quality & Workmanship

- 2.8.1 Quality and workmanship of all items/materials and work shall conform to BOQ /Technical Specification / relevant Indian Standards. The Contractor shall be responsible for any loss/damage during the course of work to machinery, equipment, fittings, wiring, piping, and systems etc. caused by his workman (or his sub contractor's) and the Contractors shall make good such damage free of cost.

2.9 Materials / Work not acceptable to Engineer

- 2.9.1 The Engineer or his Representative shall have the power to inspect any material and work at any time and to order at any time – (a) for removal from the Site of any material which in his opinion is not in accordance with the Contract or the instruction of the Engineer or his Representative, (b) for the substitution by the proper and suitable materials, or (c) the removal and proper re-execution of any work, which in respect of material and workmanship is not in accordance with the Contract or the instructions of the Engineer. The Contractor shall comply with such order at his own expense and within the time specified in the order. If the Contractor fails to comply, the Engineer shall be at liberty to dispose any such materials and re-do any work in the manner convenient to the Engineer by engaging any outside agency at

the risk and expense of the Contractor and after giving him a prior written notice of 7 (seven) days. The Contractor shall extend his full assistance as required by the Engineer during inspection.

2.10 Contractor to Commence Work

2.10.1 The Contractor shall mobilize and commence the work on site on the Commencement Date stated in the LOA/PO. The Contractor shall then proceed with the work with due expedition and without delay, except as may be expressly sanctioned or ordered by the Engineer or his Representative, time being deemed the essence of the Contract on the part of the Contractor.

2.11 Supervision by the Contractor

- 2.11.1 The Contractor shall engage experienced and qualified Engineers/Supervisor having Technical qualification not less than diploma in Civil Engg. At site in day-to-day charge of the work and he should be authorized to receive instructions from the Engineer/GRSE. He shall receive orders given by the Engineer from time to time and shall act on them promptly. Biodata along with due clearance of Supervisor to be obtained from GRSE.
- 2.11.2 The Contractor shall also engage experienced designated Safety Personnel at site for day to day supervising safety compliances related to construction, fabrication and erection work.
- 2.11.3 The Contractor shall provide necessary and adequate supervision during the execution of the works and as long thereafter as the Engineer or his Representative shall consider necessary during the Defect Liability Period.
- 2.11.4 The Contractor or his competent and authorised agent or representative shall be constantly at site during working hours. The Contractor shall inform the Engineer or his Representative in writing about such representative / agent of him at site. Replacement of any of the authorised agent of the Contractor during the currency of Contract shall only be with prior written approval of the GRSE/ Engineer.
- 2.11.5 The Contractor and his authorised agent or representative shall be readily available to meet with the GRSE and/or Engineer and/or Engineer's Representative and instructions given to him by the Engineer or his Representative in writing shall be binding upon the Contractor.

2.12 Setting Out

- 2.12.1 The Contractor shall be responsible for the true and proper fitting / alignment of the Works in relation to reference points / lines / levels as applicable. The checking of any alignment or level by the Engineer or his Representative shall not in any way relieve the Contractor of his responsibility for the correctness thereof and he shall fully provide, protect and preserve the setting out of the works.
- 2.12.2 The Contractor shall promptly notify the Engineer of any discrepancy in the setting out of the works.

2.13 Care of the Work

2.13.1 From the commencement of the works till issue of the Completion Certificate hereof; the Contractor shall take full responsibility for the care thereof. Save for the excepted risks, any damage, loss or injury to the work or any part thereof shall be made good by the Contractor at his own cost as per instruction and to the satisfaction of the Engineer, failing which the Engineer or his Representative may cause the same to be made good by any other agency and the expenses incurred and certified by the Engineer / Owner, shall be recovered from the Contractor.

2.14 Protection of the Existing Structures / Machines

2.14.1 The Contractor will be responsible for the protection of all existing structures, machines, cranes etc. adjacent to and within the Works from any type of damage.

2.14.2 Before the commencement of work, the Contractor to take necessary precautions and measures to safeguard the existing structures/machines/materials and protect them from possible damages. For that the Contractor will arrange adequate safety nets, ropes etc. without any extra cost.

2.14.3 If any damage occur by the Contractor or contractor's workmen, will be recovered suitably from the Contractor.

2.15 Existing Roads & Shop floor to be kept clean

2.15.1 Existing roads & Shop floor used by vehicles/machineries of the Contractor or any of his subcontractors for supplies of materials or plant shall be kept clean and clear of all dirt, mud or any other materials dropped by the said vehicles or their tyres. The Contractor shall provide and maintain all equipment as may be necessary to keep the Owner's roads clean as required by this Clause.

2.15.2 Any damage caused by the Contractor to the surface of the roads or car parks shall be made good at his own cost.

2.16 Control of Pollution / Health Hazards

2.16.1 The Contractor shall take care to comply with current legislation on the Control of Pollution.

2.17 Site-In charge / Log Book / Hindrance & other Records

2.17.1 One fully responsible and experienced / Qualified Site-in-charge has to be posted at the site during progress of work.

2.17.2 One dedicated and experienced / Qualified Safety Officer at site

2.17.3 Details of technical personnel deployed for the job.

2.17.4 Log book for re-work/ modification.

2.17.5 Site instruction book.

- 2.17.6 Details of materials brought by vendor along with copies of challan.
- 2.17.7 Proper record of hindrances is to be maintained by the contractor for the purpose of timely removal of the hindrance and is to be put up for approval by the Engineer on weekly basis.

2.18 **Clearance of Site**

- 2.18.1 During construction work, the Contractor shall remove all unsalvageable dismantled materials, excavated surplus earth etc. as directed by the Engineer from the site progressively so that construction activities remain unaffected. These materials shall be disposed off to a suitable area (to be arranged by the Contractor in conformity with statutory rules) outside the GRSE premises.
- 2.18.2 On receiving the Completion Certificate, the Contractor shall remove any remaining Contractor's Equipment, surplus material, scrap materials, wreckage, debris, rubbish and temporary works from the Site or as directed by the Engineer.
- 2.18.3 The site shall be handed over in a tidy and workmanship manner.
- 2.18.4 If all these items have not been removed within 28 (twenty eight) days, after the issue of Completion Certificate the Owner may sell or otherwise dispose of any remaining items. The Owner shall be entitled to be paid the costs incurred in connection with, or attributable to, such sale or disposal and restoring the Site.

3 **GRSE SCOPE OF SUPPLY**

3.1 **Electricity**

- 3.1.1 GRSE will provide electrical power supply at one point / suitable location near the construction area / site at free of cost for execution of job. The Contractor shall make necessary arrangements for further distribution, as required, from that point on a temporary basis all at his own cost. The contractor shall ensure consumption of power in very economical way to save energy.

3.2 **Water**

- 3.2.1 Construction water will be provided at free of cost from existing source of GRSE. The Contractor shall arrange necessary water distribution pipe line and pump as required all at his own cost.

4 **TECHNICAL SPECIFICATIONS**

4.1 **Structural Steel Work & Erection work**

- 4.1.1 All steel and other materials used for steelwork and in association with steel work shall conform to the appropriate Indian Standard. All structural steel shall be of tested quality.

- 4.1.2 Mild steel shall conform to IS: 2026 Grade –‘A’ for rolled sections and plates. Mild steel used in gutters and collector pipes shall conform to IS: 1079.
- 4.1.3 In case the material is procured by the Contractor, the Contractor shall submit the test certificate conforming to appropriate standards of all steel materials used for fabrication. All structure steel shall be free from rust, scales, lamination, cracks, fissures and other surface defects.
- 4.1.4 Steel used for construction exposed to weather or other corrosive influences shall not be less than 8 mm in thickness and in construction not exposed to weather, thickness shall not be less than 6 mm. The controlling thickness as specified above, for rolled beams and channels shall be taken as the mean thickness of flange, regardless of web thickness
- 4.1.5 Sealed tubes and sealed hollow box sections used for external construction exposed to weather shall not be thinner than 4 mm and for construction not exposed to weather shall not be thinner than 3 mm.
- 4.1.6 All fabrication of structural steelwork shall be in accordance with IS: 800 and as per the approved drawings unless otherwise specified. The tolerances of fabrication of steel structures shall be in accordance with IS: 7215 unless otherwise specified.
- 4.1.7 The welding work shall conform to IS:814 (Covered electrodes for manual metal arc welding), IS:818 (Safety requirement, health provision), IS:822 (code of procedure for inspection and testing of welds).
- 4.1.8 In Erection work the Contractor shall erect the steel structures according to drawings, specifications and directions of the Engineer/Consultant. The work of erection shall include loading of fabricated structures from storage yard/fabricator’s shop, transporting and unloading these materials at the site of work including all handling rectification before erection, cleaning, assembling, reaming, drilling, welding, bolting and erection as per the approved drawings and specifications and instructions given by the Engineer/Consultant from time to time. One coat of primer paint and finished paint respectively before erection and one coat of finished paint after erection and alignment to be applied, as per specification.
- 4.1.9 Erection of structural steelwork shall be carried out in accordance with IS:800 and other relevant Indian Standards in an expeditious manner in conformity with the approved drawings and specifications.
- 4.1.10 The Contractor shall ensure that parts required to be inspected by the Engineer/Consultant before erection is not erected without inspection.
- 4.1.11 The suitability and capacity of all plants, equipment etc used for erection shall be indicated in the proposed equipment deployment list along with the organisation chart.

4.2 Rectification / Modification / Strengthening of existing Structure

- 4.2.1 All rectification / modification shall be done as per approved sketches following the best practice of fabrication as enumerated under fabrication of Steel Structures.
- 4.2.2 Control & distortion in welding as specified under fabrication of steel structures shall be followed during rectification / modification.

4.3 Painting Work

- 4.3.1 The Exterior and Interior Painting on all types of surface in accordance with the 'drawings' and Schedule of finishes or as per the guideline explained in IS:1477, IS: 2395 and as per direction of the Engineer and 'Schedule of Quantities'.
- 4.3.2 All surfaces for painting shall be properly sand papered and cleaned and where necessary good quality putty shall be used to hide all holes, cracks, open joints etc. The rate for painting includes such work.
- 4.3.3 Paint shall be applied with approved brushes and surfaces shall be sand papered after every coat. All work when completed shall present a smooth, clean solid and uniform surface, to the satisfaction of the Engineer-in- Charge.
- 4.3.4 All surfaces for painting, if they are new, should have a coat of suitable primer before application of the paint. Old surfaces where existing paints have been completely worn out owing to long use should also receive a coat of priming before application of fresh painting.
- 4.3.5 Steel Primer: For steel surface red oxide primer, zinc chromate primer of approved brand and manufacture and as per direction of the Engineer-in-Charge is to be applied on the surface.
- 4.3.6 Acrylic Primer Coat (solvent based Primer): Acrylic primer coat is to be used as base coat on wall finish of cement, lime or lime cement plaster surface before application of any wall coating e.g. distemper, oil based paints, synthetic enamel, acrylic emulsion etc. on them.
- 4.3.7 Enamel Paint: Enamel paint of approved brand and manufacture shall be used. Each coat shall be allowed to dry for 24 hours and lightly rubbed down with fine grade sand paper and dusted before the next coat is applied. The finished surface shall present an even and uniform appearance.
- 4.3.8 Acrylic Emulsion Paint: Acrylic emulsion paint are not suitable for application on external surface and surface which are liable to heavy condensation and are be used generally on internal surface. For plastered surfaces a cement priming coat is required before application of acrylic emulsion. Acrylic emulsion paint of approved brand and manufacture and of the required shade shall be used.

4.4 **Approved Make / Brand as applicable**

Item	Make / Brand
Cement	Lafarge / ACC / Ultratech or equivalent as approved by Engineer
Reinforcement Steel	TISCO / SAIL / ESSAR / RINL/ SRMB or equivalent as approved by Engineer.
Structural Steel	SAIL / TATA / RINL/ JINDAL / equivalent as approved by Engineer
Metal Sheet	TATA
GI Pipes	TATA / JINDAL / equivalent as approved by Engineer
Valve	ISI Branded as approved by Engineer
Paint	Asian Paints / Berger / ICI / Nerolac or equivalent as approved by Engineer

Ceramic Tiles	Somany / Kajaria / Johnson or equivalent as approved by Engineer
UPVC Pipe	SUPREME / PRINCE /ORIPLAST or equivalent as approved by Engineer
PVC WATER TANK	SINTAX / PATTON / equivalent as approved by Engineer

5 SPECIAL TERMS AND CONDITIONS OF CONTRACT

5.1 Technical Eligibility Criteria

- 5.1.1 Bidder shall have experience of successful execution of Similar Nature /Type of Job i.e. Construction / Structural Fabrication and Erection work and related civil work during last five (05) years. Supporting documents meeting Technical Eligibility Criteria to be submitted along with the bid. Also full contact details like name, address, telephone numbers of the person under whose direct jurisdiction the work was executed etc.) to prove that they had carried out such works successfully in any PSU / Corporate house / Industry.
- 5.1.2 Bidder has to fulfill experience in successful completion of aforesaid similar jobs/ Civil jobs of value not less than Rs. 20 lakhs including GST for One job / not less than Rs. 14 lakhs including GST each for Two jobs in last five (05) years. The bidder must submit necessary proof duly endorsed along with the bid.

5.2 Pre-Bid Meeting

- 5.2.1 Pre-bid Meeting will be held on 7th / 14th day from the date of publication of tender.
- 5.2.2 Prospective Tenderers shall submit their queries, if any in connection with the Tender, in writing by email at the earliest to enable GRSE to clarify the same. The last date of submitting the queries is 2 days prior to the pre-bid meeting. Copies of the Employer's response will be displayed on GRSE website www.grse.in including a description of the enquiry but without identifying its source.

5.3 Submission of Technical Documents along with the Bid

- 5.3.1 The Tenderer shall submit following documents along with their bids;
- i) Bar chart / schedule of work
 - ii) Necessary supporting documents for experience as per technical eligibility criteria.

5.4 Site Condition

- 5.4.1 The Tenderer shall consider that accommodation for personnel of the Contractor and their sub-contractors is not allowed to reside at GRSE premises.
- 5.4.2 All the work sites are within the compound of a running engineering works and the Contractor's works will have to be carried out in a manner so as to avoid

interruption in the normal shipyard production activities. Accordingly, the Contractor is to co-operate with GRSE to minimize disruption to shipbuilding activities and is to preserve and maintain GRSE vehicular access route for the transport of ship blocks etc.

- 5.4.3 Before quoting, the Tenderer in his own interest shall carry out site visits to know the site conditions / situations and full implications of the assignment in particular the erection method. This will also help him in proper assessment of the work. Failure to do so will not absolve the contractor of his responsibility to carry out the work as specified in the Tender Documents. The cost of visiting the site shall be borne by the Tenderer and shall be at his own responsibility and risk.

5.5 **Site Consultations**

- 5.5.1 The work shall be carried out in consultation with the ES&CM Dept/Civil Engg Dept/FOJ Unit of GRSE headed by AGM (ES & CM), with other officers as nominated by him.

5.6 **Award of Work**

- 5.6.1 L1 Bidder quoting lowest total Tender Sum against the said job will be decided after price evaluation of the said work.
- 5.6.2 The work will be executed as a whole without splitting of order.

5.7 **Work Done Certificate (W.D.C.)**

- 5.7.1 The contractor will put up Work done for certification to Engineer along with all inspection report / measurement sheet/ gate entry challans. Work Done Certificate will be signed by SM(ES&CM)/AGM(ES&CM). Any recovery towards usage of GRSE resources is also to be indicated.

5.8 **Completion Period**

- 5.8.1 Completion period of the entire scope of work under this tender shall be:-
100 Days from the date of issue of LOA/Work Order whichever is earlier.
- 5.8.2 The Tenderer, however, is required to assess the period and confirm the completion period. The tenderer must submit a network schedule explaining planning and program in detail for execution of the project.

During execution of work the contractor shall ensure the timely mobilization of their equipment, adequate manpower and materials based on agreed work schedule / milestones. The contractor shall adopt necessary measures to avoid any delay in work progress. In case of interim delay, the contractor shall augment more manpower and also work during extended working hours / holidays to catch up the delay.

5.9 **Guarantee Period / Defect Liability Period (DLP)**

5.9.1 The work executed including equipment or components thereof are to be guaranteed for satisfactory performance for the period of 12 (Twelve) Calendar months from the date mentioned in the Completion Certificate, unless otherwise agreed in writing by the Engineer. This will be deemed as the 'Guarantee Period'/ 'Defect Liability Period'.

5.10 **Terms of Payment**

5.10.1 The contractor shall submit the R/A bills in triplicate along with all necessary / required supporting documents, measurement sheet etc.

5.10.2 Maximum 02 Bills will be accepted (1st RA Bill and Final Bill) for the work order on certification of quantity and quality of work by Engineer / Engineer's Representative.

5.10.3 Bill certifying Authority is SM(ES&CM) and AGM(ES&CM)

5.11 **Submission of RA Bills by the Contractor**

5.11.1 The Contractor shall submit to the Engineer, RA bills (in triplicate) for the payments, for the amount due along with all relevant documents each signed by the Contractor's authorised representative, such interim measurement and valuation of the works, material entry documents, etc. signed by the Engineer's Representative, certificates of inspection/ trials, as may be applicable to respective stages. Works completed shall be jointly measured by the Contractor & Engineer /Engineer's representative.

5.12 **Ownership of Scrap**

5.12.1 All scrap items (salvageable) i.e. Metal and wooden scrap materials (loose) if obtained/generated by demolishing of any structure / during excavation shall remain the property of the Owner/GRSE and shall be shifted and stacked at place earmarked by owner within GRSE premises and other GRSE units (within a lead of 5KM). However, steel embedded within concrete shall be disposed of from site by the Contractor along-with excess earth, debris and rubbish etc.

5.13 **Completion Certificate**

5.13.1 When the whole of the work has been completed to the satisfaction of the Engineer and has passed any final test as per the Specification/Contract/ instruction of the Engineer, the Contractor shall, within 21 (twenty one) days of submission of his application to the Engineer, be entitled to receive a "Certificate for Completion" of work.

5.13.2 If any part of the total work having been completed to the satisfaction of the Engineer, be taken over and / or used by the Owner, the Contractor shall on application be entitled to partial completion certificate indicating the portion of the work covered by it, so that the Contractor's liability during Defect Liability Period of the Contract, if any, shall commence from the date mentioned in such certificate so far as the completed portion of the work is concerned.

5.14 Variation and its Valuation

The Engineer shall have the power to order the Contractor in writing to make any variation of the quantity, quality or form of the works or any part thereof that may, in his opinion, be necessary and the Contractor upon receipt of such an order shall act as follows:

- a) Increase or decrease the quantity of any work included in the Contract.
- b) Omit any work included in the Contract.
- c) Change the character or quality of kind of any work included in the Contract.
- d) Execute extra and additional work of any kind necessary for completion of the works.

5.14.2 Quantities in Price Schedule are estimated

BOQ as part of SOTR given in the tender is tentative. The detail BOQ is attached with the SOTR. It may vary according to actual requirement of job during the tenure of the work/contract. The Contractor shall assess actual quantity of work based on drawings and requirements of Owner (to be decided by Engineer) and shall submit updated BOQ incorporating quantity variation to the Engineer for review/approval. No variation (upward/downward) in quantity (without any limit) and value shall no way vitiate or invalidate the Contract or be treated as revocation of the Contract, but the value (if any) of all such variations evaluated shall be taken into account and the Contract Price shall be varied accordingly without any change in agreed rates of Price Schedule/BOQ on account of variation. Due to above quantity variation in individual items, the total Purchase Order Value may vary for successful completion of the job. Necessary amendment of PO will be issued accordingly. Limit on Cost of Variation Value of contract may increase up to a maximum of 10% of the total Contract Value. This is to be a cumulative total for all variations. The Contractor shall give reasonable prior notice to the Engineer of any variation which may cause this cumulative limit to be exceeded.

5.14.3 Payment for Extra, Additional, Omitted, Substituted Work

- a) The Contractor shall not be entitled to any claim of additional work unless they have been carried out under the written orders of the Engineer.
- b) The Engineer shall solely determine the amount (if any) to be added to or deducted from the sum named in the Tender in respect of any additional work done or work omitted by his order subject to approval of the Owner.
- c) All additional or substituted work done or work omitted by order of the Engineer shall be valued on the basis of the rates and prices set out in the Contract, if in the opinion of the Engineer, the same shall be applicable. If the Contract does not contain any rates or prices directly applicable to the extra, additional or substituted work, the Engineer shall solely determine suitable rates in the manner deemed by him as fair and reasonable, and his decision shall be final, binding and conclusive.
- d) Rates of item of work that is not included in the schedule of items/BOQ shall be fixed as per the following procedure:
 - (a) Where the extra works are of similar character and of equivalent value and / or executed under similar conditions as to any item of work appearing at Schedule of Quantities, then the rates for such extra items shall be equal to the rates of such items.
 - (b) If the extra works are of similar character but differing in particulars then the rate of such item or items shall be derived from Schedule of Quantities, as

modified to take fair account of the differences in particulars.

(c) Where items of similar character are not contained in the Schedule of Quantities and none of the foregoing methods are applicable, rates shall be based on the norms of PWD/CPWD for labour, materials content respectively. However, in both cases local prevailing market rate for labour & material shall be adopted.

(d) Where rates for extra item of works cannot be established by rate analysis as per the above, then rate for such item shall be estimated and fixed by the Engineer based on the market rates and assessment for labour, materials and other factors involved thereon.

5.15 **Site Visit** : Vendors must visit the site and attend Pre Bid Meeting before quoting the rate with a written intimation to the Civil Dept . During the visit the vendor must thoroughly survey / inspect the site condition / structure for proper assessment of work requirement. If at any stage it is found that vendor has not visited the site / Visited site without proper intimation to Civil Dept/ Did not attend the Pre Bid Meeting then the Technical Bid of that Bidder will not be evaluated and the Bid of that particular vendor/bidder will be treated as cancelled.

5.16 **BOQ (BILL OF QUANTITY) :**

Sl No	Description	Quantity	Unit
01	Earth work in excavation of foundation trenches or drains, in all sorts of soil (including mixed soil but excluding laterite or sandstone) including removing, spreading or stacking the spoils within a lead of 75 m. as directed. The item includes necessary trimming the sides of trenches, levelling, dressing and ramming the bottom, bailing out water as required complete.(b) Depth of excavation for additional depth beyond 1,500 mm. and upto 3,000 mm. but not requiring shoring.	50.00	M3.
02	Filling in foundation or plinth by silver sand in layers not exceeding 150 mm as directed and consolidating the same by thorough saturation with water, ramming complete including the cost of supply of sand. (payment to be made on measurement of finished quantity)(B) Do - by fine sand	15.50	M3
03	Single Brick Flat Soling of picked jhama bricks including ramming and dressing bed to proper level and filling joints with local sand.	20.00	M2
04	Brick work with 1st class bricks in cement mortar (1:4) in ground floor. (consider 3rd corrigenda & Addenda page -1,SL-3)	4.00	M3
05	Labour for hoisting and placing in proper position (up to 1st floor level) departmental R.S. joists, channels, angles. Tees, plates etc. including fitting and fixing same with bolts and nuts, if necessary (but excluding cost of such bolts and nuts) (a) Add extra for each additional floor over 1st floor.	80.00	QNL
06	Hire and labour charges for shuttering with centering and necessary staging... (a) 25 mm to 30 mm thick wooden shuttering	25.00	M2
07	Reinforcement for reinforced concrete work in all sorts of structures..(a) For works in foundation and upto roof of ground floor,	0.80	MT

	(i) Tor steel/Mild Steel, (II). Other than SAIL/ TATA/RINL. (2nd Corrigenda & Addenda Page-02, SL-1)		
08	Ordinary cement concrete (mix 1:1.5:3) with graded stone chips(20mm nominal size) excluding shuttering... (As per Rate Analysis)	5.90	M3
09	Plaster (to wall, floor, ceiling etc.) with sand and cement mortar.. (ii) With 1:4 cement mortar, (a) 20 mm thick plaster. (3rd Corrigenda & Addenda Page-50, SL-1)	60.00	M2
10	Neat cement punning 1.5mm thick	60.00	M2
11	Making one set of scaffolding. (a) up to hight 3.9m	40.00	Nos
12	Making one set of scaffolding b) Extra for additional 3.6 height or part thereof	240.00	Nos
13	MS structural work in columns beams etc with simple rolled structure members...i) for structural member of specified section weight less than 22.5kg/m (Consider 3rd Corrigenda & Addenda, P-84,SL-01)	17.00	MT
14	Welding in M.S. structural work with gas or electric: (a) Tack weld	800.00	Nos
15	Welding in M.S. structural work with gas or electric: (b) Continuous weld.	800.00	CM
16	Priming one coat On steel or other metal surface :	850.00	M2
17	Painting one coat (b) On steel or other metal surface, other than hi-gloss,(iv) Two coats (with any shade except white)	850.00	M2
18	Applying Exterior grade Acrylic primer of approved quality and brand on plastered or concrete surface old or new surface to receive decorative textured (matt finish) or smooth finish acrylic exterior emulsion paint including scraping and preparing the surface thoroughly, complete as per manufacturer's specification and as per direction of the EIC. In Ground Floor: (a) One Coat	140.00	M2
19	Protective and Decorative Acrylic exterior emulsion paint of approved quality, as per manufacturer's specification and as per direction of Engineer-in-Charge to be applied over acrylic primer as required. The rate includes cost of material, labour, scaffolding and all incidental charges but excluding the cost of primer.In Ground floor (Two Coat) (a) Normal Acrylic Emulsion	140.00	M2
20	Supplying P.V.C. water storage tank of approved quality with closed top with lid (Black) - Multilayer (h) 5000 litre capacity	2.00	Nos

*****END*****



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.



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 **30.11.2025** 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.

**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 received 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	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 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.



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