



www.grse.nic.in

गार्डेन रीच शिपबिल्डर्स एण्ड इंजिनियर्स लिमिटेड
Garden Reach Shipbuilders & Engineers Limited
(भारत सरकार का उपक्रम)
रक्षा मंत्रालय

Defence

43/46 गार्डेन रीच रोड,
कोलकाता - 700 024

43/46 Garden Reach Road,
KOLKATA - 700 024

email: mtl.eproc@grse.co.in
दुरभाष Phone: 033-24893902
फैक्स: FAX: 033-24692020
CIN:
L35111WB1934GOI007891
GST Registration No.
19AAACG9371K1Z4

CORRIGENDUM – II

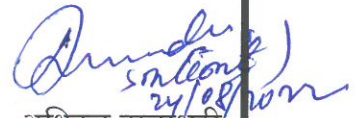
Sub: "Transfer and Re-Location of TTC Baranagar Unit at GRSE TU"

E- Tender No: - SCC/AJK/OT/SHIFTING OF TTC BARANAGAR/039/ ET-1889

1. The existing EMD value has been modified as follows:

Article no.	Existing (मौजूदा)	Revised (संशोधित)
2	Earnest Money Deposit (EMD) (refer clause 04 of STAC) - Rs. 1,00,000.00	Earnest Money Deposit (EMD) (refer clause 04 of STAC) - Rs. 28,000.00

2. All other Terms & Conditions of the Tender shall remain unaltered.



अधिकृत हस्ताक्षरी
Authorized Signatory



www.grse.nic.in

गार्डन रीच शिपबिल्डर्स एण्ड इंजिनियर्स लिमिटेड
Garden Reach Shipbuilders & Engineers Limited
(भारत सरकार का उपक्रम)
रक्षा मंत्रालय

43/46 गार्डन रीच रोड,
कोलकाता - 700 024

(A Govt. of India Undertaking)
Ministry of Defence

43/46 Garden Reach Road,
KOLKATA - 700 024

email: mtl.eproc@grse.co.in
दुरभाष Phone: 033-24893902
फैक्स: FAX: 033-24692020
CIN:
L35111WB1934GOI007891
GST Registration No.
19AAACG9371K1Z4

शुद्धिपत्र (I): निविदा के जमा तिथि के विस्तार के लिये

CORRIGENDUM (I): FOR EXTENSION OF DUE DATE OF TENDER

निविदा संदर्भ सं Tender Ref. No.: **SCC/AJK/OT/SHIFTING OF TTC BARANAGAR/039/
ET-1889 DATE-12-08-2022**

विषय Item: **Transfer and Re-Location of TTC Baranagar Unit at GRSE TU**

जमा तिथि Due date: **22.08.2022** (12:00 बजे 12:00 noon)

विस्तारित जमा तिथि Extended Due Date: **29-August-2022** (12:00 बजे 12:00 noon)

खुलने की तिथि Opening date: **30-August-2022** (14:00 बजे 14:00 hrs.)

निविदाकारों से अनुरोध है कि विस्तारित जमा तिथि के अंदर उपरोक्त निविदा में भाग लें.

BIDDERS ARE REQUESTED TO PARTICIPATE IN THE ABOVE MENTIONED TENDER WITHIN
EXTENDED DUE DATE & TIME.

निविदा के अन्य सभी नियम एवं शर्तों में कोई बदलाव नहीं है.

ALL OTHER TERMS & CONDITIONS OF THE TENDER ENQUIRY REMAIN UNALTERED.

अधिकृत हस्ताक्षरी
Authorized Signatory

GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लि मिटेड

(A GOVERNMENT OF INDIA UNDERTAKING)

(भारत सरकार का प्रतिष्ठान)

Address 43/46, Garden Reach Road, Kolkata-700 024

43/46, गार्डन रीच रोड, कोलकाता-700 024

Phoneदूरभाष: (033)2469-8100 to 8114 Extnविस्तार 200/, FAXफैक्स: (033)2469 3932

Web siteवेब: www.grse.nic.in, E-Mailई मेल: Kandir.Anukaran@grse.co.in

CINसी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited is a **leading Warship Builders and Engineering Product Company**, invites interested, reputed, resourceful and financially solvent contractors and subcontractors 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/AJK/OT/SHIFTING OF TTC BARANAGAR/039/ET-1889. DATE-12-08-2022
Job Title कार्य का नाम:	"Transfer and Re-Location of TTC Baranagar Unit at GRSE TU" [to be executed as per SOTR No. TTC/1 dtd. 08.08.2022 [Annexure-I]
Tender issuing Dept. विभाग द्वारा जारी:	Contract Cell

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

SCHEDULE सारणी		
Pre Bid Meeting बोली-पूर्व बैठक	NA	
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि	19/08/2022	14:00 hrs.
Bid submission Closing Date निविदा जमा की अंतिम तिथि	22/08/2022	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथि (तकनीकी- वाणिज्यिकबोली भाग-I)	23/08/2022	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 व्यवसायिक आवश्यकता:

FEES / DEPOSITS	
Tender Fee (refer clause 3 of STAC) निविदा प्रपत्र मूल्य (स्टैक के परिच्छेद 3 में उद्धृत)	INR 500
Earnest Money Deposit (EMD) (refer clause 4 of STAC) बयाना राशि जमा (स्टैक के परिच्छेद 4 में उद्धृत)	INR 1,00,000/- (Rupees One Lakh only)
Security Deposit (SD) प्रतिभूति PBG पी बी जी	3%of individual Order Value (inclusive of GST)
Liquidity Damage परिनिर्धारित नुकसान	3% of individual Order Value (inclusive of GST)
Billing Frequency बिल करने की अवधि	0.5% per week, Max 5% of unexecuted job
Evaluation of L1 एल1 का मूल्यांकन	On monthly progressive basis
	Item wise

NOTE. Attending Site visit is mandatory for participation against this tender as per SOTR. Any bid received from any vendor who has not visited the site will not be considered for processing of the tender. For site visit, please contact Sri. Niloy Halder, SM (TU), mob: 7603064718/ E-mail: Hakder.Niloy@grse.co.in

ARTICLE 3 अनुच्छेद-3: ANNEXURES FORMS PART OF THIS TENDER निविदा की संलग्नक प्रपत्र:

ARTICLES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलग्नक परिच्छेद	
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR) and Special Terms and Conditions (Annexure-I)
Annexure 2 संलग्नक-2	GRSE Standard Terms And Conditions (STAC) (Annexure-II)
Annexure 3 संलग्नक-3	Format for Technical Eligibility Criteria
Annexure 4 संलग्नक-4	Format for Financial Eligibility Criteria
Annexure 5 संलग्नक-5	Format for Self-Certification for not having blacklisted /not received any tender holiday
Annexure 6 संलग्नक-6	Check List of Statutory Responsibility of Contractor and Principal Employer
Annexure 7 संलग्नक-7	Format for – Disclosure by sub-contractor of existing work load and proposed execution plan of this tendered job(please refer www.grse.in)
Annexure 8 संलग्नक-8	Fire & Safety Guidelines (please refer www.grse.in)
Annexure 9 संलग्नक-9	Special condition of contract (please refer www.grse.in)
Annexure 10 संलग्नक-10	General Requirement (please refer www.grse.in)
Annexure 11 संलग्नक-11	Check List for Bill submission (please refer www.grse.in)
Annexure 12 संलग्नक-12	Bank Guarantee Format for SD (please refer www.grse.in)
Annexure 13 संलग्नक-13	Bank Guarantee Format for PBG (please refer www.grse.in)
Annexure 14 संलग्नक-14	Guide line for Bank Guarantee (please refer www.grse.in)
Annexure 15 संलग्नक-15	PF, ESI declaration form (please refer www.grse.in)

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

SL	DESCRIPTION
1	DD/PO or MSE/NSIC Exemption certificate towards tender fee
2	MSE/NSIC Exemption certificate towards EMD
3	Technical Acceptance format as available with NIT after being downloaded and filled up
4	Commercial Acceptance Format as available with NIT after being downloaded and filled up
5	Documents meeting the Technical Eligibility Criteria as per format at Annexure 3
6	Documents meeting the Financial Eligibility Criteria as per format at Annexure 4
7	Audited/Certified Annual Accounts and Annual Report for immediate last three (03) financial years ending on 31st Mar'2021 in support of Financial Eligibility.
8	Self-certification for not having blacklisted /not received any tender holiday as per format at Annexure 5
9	PAN/TAN,GST, Labour License Certificate, Registration Certificate of the Company with ROC
10	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner.
11	Copies of registration with PF, ESI authorities.
12	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID. [As per guideline from GOI, MOD]

- a) Registered Vendors with GRSE need not upload documents at Sl. 9 above, if valid documents already submitted / available with GRSE Vendor Registration Cell.
- b) Bidders have to indicate Unique GeM Seller ID in the COMMERCIAL MATRIX or prior to opening of price bids, failing which price bid of the bidder shall not to be opened for further processing.

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	Earnest Money Deposit (EMD) (refer clause 4 of STAC) बयाना राशि जमा (स्टैक के परिच्छेद 4 में उद्धृत)	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

Note: Above mentioned original Instruments as stipulated, to reach the office of Addl. General Manager, Contract Cell, GRSE Main Unit, within stipulated period as indicated above in a sealed envelope with tender number and job duly superscripting on it (preferably through speed post /courier service).

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

(A) Mobilisation Period लामबंदी अवधि- 07 days from the date of LOA/PO whichever is earlier and as per instruction of SM (TTC)/nominated authority of GRSE.

(B) Job Starting Date कार्य आरम्भ तिथि - Job may have to be started within 07 days from the date receipt of LOA/Order and communication of SM (TTC) or his nominated rep.

(C) Job Completion date / Period of Contract कार्य समाप्ति तिथि/अनुबन्धका समय- Job to be completed within 30 days from the date of handing over of site or receipt of work order/LOA whichever is later.

(D) Quality Assurance Authority/Inspection Authority: SM (TTC)/Authorized representative.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन -

Job is to be carried out strictly as per SOTR and in case of doubt, instructions of the SM (TTC) to be followed.

ARTICLE 8 अनुच्छेद-8: GURANTEE & WARRANTEE गारंटी एवं वारंटी - Warranty period of the road work is 06 (Six Month) after full completion of the work.

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य -

Price quoted will be firm and fixed for the entire contract period till completion of the work. Price is to be quoted without taxes & duties. GST is to be indicated separately in the Invoice and will be paid extra. No escalation whatsoever will be considered under any circumstances within the stipulated period of contract.

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

ARTICLE 11 अनुच्छेद-11: UNREASONABLE QUOTES अतर्कसंगत भाव -

- i. In case the price of 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.
- iii. If justification is acceptable to GRSE, then Bidder have to submit a declaration to execute the job till satisfactory completion of entire contract. In case of breach of contract, GRSE shall reserve the right to impose Tender Holiday for a period of at least 03 years.

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 120 days against valid reason.

ARTICLE 13 अनुच्छेद-13: CONDITIONAL OFFER सशर्त प्रस्ताव -

Conditional offers w.r.t. SOTR will not be accepted. However, in case the bidder wishes to deviate from any/ some commercial Terms & conditions, then separate deviation statement has to be uploaded along with Part-I bid. However, GRSE reserves the right to accept / reject the deviations / bid with deviations after giving reasonable opportunity to the Bidder. If the deviation is acceptable to GRSE, then suitable loading for such deviation on the price quoted by the bidder will be considered (during TNC/CNC proceedings) prior to determine the L1 price.

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

L1 Bidder to be decided Package wise (Package- A & Package – B)

Package-A – 1. Disconnecting, Loading & Transportation of 25 nos., various types of M/Cs to GRSE (TU) + 2. Unloading, positioning, grouting, Installation & Commissioning of 25 nos. various type of M/Cs.

Package-B - 1. Disconnecting, Loading & Transportation of 50 KVA DG Set to GRSE (TU) + 2. Unloading, positioning, grouting, Installation & Commissioning of 50 KVA DG set at GRSE TU.

Bidder has to quote the rates for both the packages mentioned above.

However, in case of loading the price, GRSE will evaluate L1 bidder offline, considering all applicable loading factors on quoted price.

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 entire 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 certification of GRSE.

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 will also be intimated about their non-consideration for further processing. If any bidder qualifies for trial order, price bid of such bidder shall not be opened prior to successful completion of trial. Trial order will be awarded at established rate.

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

- a) 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.
- c) Class A and B items are to be considered as non-divisible within the same class of ships and tender is to be awarded on a single bidder on totality basis unless there is any specific clause in the tender enquiry to indicate divisibility of the tendered quantity.

1. ARTICLE 18 अनुच्छेद-18: AWARDING JOBS TO MULTIPLE BIDDER बहुल बिडर के लिए ठेका कार्य - NA.

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

(A) Technical Criteria:- As per SOTR as follows:

Minimum 01 year experience in similar Job (b) Vendor should have registration no. of PF & ESI (c) The vendor should have local registered office within Kolkata. (d) Vendor should have experience on transport insurance.

Supporting documents meeting Technical eligibility criteria as detailed in SOTR to be submitted along with the Part-I bid. All documentary evidences such as relevant past performance, job completion certificates, order copies, etc. to be submitted with **Annexure-3 attached with the NIT.**

(B) Financial Eligibility Criteria:-

Bidder's Average Audited/Certified Annual financial turnover during last 03 financial years ending on 31st March, 2021 should be at least **Rs. 16.0 Lakhs.**

Supporting documents meeting Financial Eligibility Criteria i.e. Audited Balance Sheet, Profit & Loss Account etc. of the company for last 03 (three) financial years ending on 31st March 2021 to be submitted along with the part - 1 bid as per format given in **Annexure-4 attached with the NIT.**

- (C) The bidder should give self-certification that they neither been Blacklisted nor, have received any tender holiday from any PSUs'/DPSUs'/Central & State Govt. Organizations during **last 03 years ending on 31.07.2022.** The bidder has to submit self-certification for the same along with the techno-commercial offer. If any

tender holiday was issued to the bidder prior to last 03 years, a letter of revocation from appropriate authority should be submitted along with 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. Self-certification is to be submitted as per format attached at **Annexure-5 attached with the NIT.**

[Documents mentioned in above clauses to be submitted with Techno-commercial (Part-I) bid without which submitted offer will not be considered for processing of tender]

Note: Requisite formats attached with NIT as **Annexure 3, 4 & 5** to be filled up by the bidders in support of above eligibility criteria and submit the same along with the Techno-Commercial bid with documentary evidences.

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

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

GRSE also reserves the right to reject any and 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.

4. General Contractors assume all safety related responsibilities 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, Health & Safety rules, regulations, policies, procedures and guidelines when performing work in the facility or site.
5. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within 10 calendar day 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.

6. Job is to be carried out as per SOTR and instruction of the Engineer in-charge.
7. 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.
8. 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 CNC, failing which the processing of bid will not be taken further.
9. 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%.
10. 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.
11. A Bidder is allowed to submit only one Bid under any capacity / status.
12. GRSE will follow the guidelines & directives as promulgated by GOI post COVID 19 pandemic outbreak. All the qualified bidders have to quote considering the same accordingly.
13. All consignment on Transit will be insured by the vendor. Vehicles & Drivers provided for transportation of materials should have valid documents of vehicles and valid driving license duly updated.
14. Difficulty in submitting the bid:
 - a) Any query/difficulty in understanding of SOTR or other technical terms may be got clarified from **Mr. Niloy Halder, SM (TTC), Mob-7603064718**, e-mail: Halder.Niloy@grse.co.in prior to submission of offer.
 - b) Any difficulty in submitting / uploading of e-tender or for any system help **Mr. Saraswata Palit, SM (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]
15. **E-mail Address for communication** संचार हेतु ई. मेल पता: Vendor to provide e-mail address to enable faster communication.

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

- a) To participate in the e-Bid submission for GRSE, it is mandatory for the bidders to get their firms registered with E-Procurement portal <http://www.grse.in/etender> or <http://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-1 (Techno-Commercial) bid documents along with all attachments. They need to fill up the downloaded

documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format.

- d) Bidders need to fill up Part II (Price) bid online in HTML price bid format by inserting unit price only. No other attachment to the price bid will be reckoned.
- e) In case 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 7 days 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 up to 7 days 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.
- j) GRSE will follow the guidelines & directives as promulgated by GOI post COVID 19 pandemic outbreak. All the qualified bidders have to quote considering the same accordingly.

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) 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. EMD validity period is shorter than specified in the tender enquiry.
8. Bidders have indicated / attached / shown any price anywhere else other than as per provision in e-portal [Art.21 (d)], then offer will be treated as cancelled.
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. Bidders not submitting Original Bid Security Declaration within 7 GRSE working days from the tender closing date.

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

i. Security Deposit प्रतिभूति जमा –

a) Successful bidder will deposit an amount equivalent to 3% (percent) of the total contract value (inclusive of GST) as interest free refundable Security Deposit (SD) in the form of Pay Orders/D.Ds/Bank Guarantees (in case of BG- with validity of sixty days beyond contract period as per GRSE format) on any schedule bank other than Co-operative bank payable at Kolkata, duly crossed favouring “Garden Reach Shipbuilders & Engineers Limited”, within 15 days from the date of work order. In case of non-submission of SD as per schedule, penal interest will be changed for delayed period of submission of SD beyond 15 days at the prevailing SBI cash credit rate on the amount of SD to be submitted.

b) If SD is to be submitted in the form of BG then the same is to be forwarded directly to AGM. (Finance), GRSE, by the Bank in Banker’s sealed envelope failing which same will not be accepted. Details of B. G. should also be confirmed to Ordering Department, GRSE.

c) SD amounts would be refunded / returned after successful execution of the job. The Contractor is to apply for release of their SD which has to be certified by Executing user dept./ nominated officer of GRSE through GRSE Ordering Dept. In the event of failure to execute the order satisfactorily or default by the Contractor, the security deposit will be forfeited.

d) The firms registered with NSIC (having the relevant service listed in NSIC certificate) can be exempted from submitting Security Deposit up to the monetary limit for which the unit is registered. And that of Security Deposit will be sought from the vendor if the value of purchase orders greater than the monetary limit.. However this will be as per prevailing rules circulated by D.P.E from time to time. To claim the exemption, a copy of valid NSIC certificate is to be scanned and enclosed with the technical bid (Part – I) and the list of relevant activities contained in NSIC certificate should cover the activity for which tender is issued.

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

Work done certificate will be issued by DGM (W)/Manager (Civil) based on clear inspection report signed by Quality Assurance Authority as detailed in SOTR. 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 [in days/weeks specified therein]. Any recovery/deduction is also to be indicated on WDC.

iii. **Bill Submission** बिल प्रस्तुति:

On obtaining WDC, bills to be raised in line with order terms. Bills (in quadruplicate) with duly filled Work Done Certificate, are to be submitted in at the Bill Receiving Counters located at the respective unit of Company. Bill is to be submitted in sealed envelope super-scribing on the envelope the Purchase Order No., Vendor code, Bill / Invoice No., Name of person / employee to whom bill is addressed, for processing.

iv. **Payment Terms** भुगतान की शर्तें:

The certified bill amount with full GST will be paid within 30 days of receipt of bill duly certified by GM (RBD) or his nominated rep. Bill certifying officer & supported with satisfactory Work Done Certificate duly certified by AGM(RBD) / Manager (Civil)/Authorised rep for 100% of job done. Amounts recoverable from contractor, if any, is to be adjusted from 100% payment as per certification of Bill Certifying Authority. Moreover, release of payment is subject to clearance of ESI / P.F. and other labour related mandatory liabilities of the Contractor. The stages of payment will be as follows:

a) 97% bill amount with full GST will be paid as monthly progressive basis.

b) 3% of the certified bill amount will either be retained from each bill as Performance Guarantee and the same will be released after expiry of guarantee period certified by the bill approving authority as per SOTR or be paid against submission of Performance Bank Guarantee of equivalent amount valid till expiry of Guarantee period. Material Reconciliation Statement, if any, to be submitted to claim this 3% balance payment.

c) Payment will be made on actual certification basis.

v. **Liquidated Damages** निर्णीत हर्जाना

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

vi. **Risk Purchase** जोखिम खरीद

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

GRSE shall be at liberty to purchase/obtain the service from the alternative source as it deems fit, to make good such default and or in the event of the contract being terminated, the balance of the remaining service to be delivered there under. Any excess over the job price / service rates, paid and incurred by GRSE, as the case

may be, over the contract price shall be recoverable from the firm. To make good the recoverable excess amount paid, GRSE shall be at liberty to invoke Bank Guarantee and/or with other available dues of the firm.

- vii. **Time of completion shall always be considered as essence of the contract / PO (कार्य समापन अवधी निविदा का मूलतत्व)** and cannot be extended for any reason whatsoever. However, in an unlikely situation beyond the control of the contractor, application for extension of due time shall be submitted by the Contractor, 1 Month in advance with proper justification duly endorsed by Engineer In-charge / PL of GRSE. Please note LD will be levied for the unexecuted portion for such time extension.
- viii. **Increase in quantity or introduction of items is strictly prohibited under any circumstances** मात्रा में वृद्धि या प्रवेशण किसी भी परिस्थिती में अमान्य. However, in an unlikely situation for completion of the job in all respect demand a minor increase of quantity or item, the same has to be brought to the notice to the Engineer In-charge/PL, in writing, sufficient time in advance. Only on approval / amendment of PO/ Contract in writing and in advance has to be considered for this additional quantity or item. Contractor should not do any such additional work on verbal clearances of any Authority of GRSE. No post facto approval request for such deviation will be accepted.
- ix. **Contractor's Safety Personnel:** 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: PRE BID MEETING बोलीपूर्व बैठक – NA

**ARTICLE 26अनुच्छेद 26: CONTRACT WORKMAN WAGE PAYMENT ठेका श्रमिक मजदूरी
अदयगी -**

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.

**A. J. KANDIR
SR. MGR (Contract)
Garden Reach Shipbuilders & Engineers Limited
43/46, Garden Reach Road, Kolkata – 700 024**

ANNEXURE-1

GRSE Ltd.		Dis-connect/mental, loading, Transportation of 25 nos of Machineries & 1nos of 50 KW DG Set, laying at Technical training Centre (BU) & unloading, positioning, installation Commissioning of the same at GRSE(TU)	SOR No. TTC/1
Yard No. :	TTC		Date : 08.08.2022
Total No. of Pages: 5			Prepared by: SM(TTC) Checked & Approved by: IC(TTC)

SOTR

(Statement of Technical Requirements)

**Dis-connect/mental, loading, Transportation of 25 nos of
Machineries & 1nos of 50 KW DG Set, laying at Technical
training Centre (BU) & unloading, positioning, installation
Commissioning of the same at GRSE(TU)**

Garden Reach Shipbuilders & Engineers Ltd.

GRSE Ltd.		Dis-connect/mental, loading, Transportation of 25 nos of Machineries & 1nos of 50 KW DG Set, laying at Technical training Centre (BU) & unloading, positioning, installation Commissioning of the same at GRSE(TU)	SOR No. TTC/1
Yard No. :	TTC		Date : 08.08.2022
Total No. of Pages: 5			Prepared by: SM(TTC) Checked & Approved by: IC(TTC)

A. Intent:-

(i) To shifting of all, existing **25 nos of Machineries & one no of 50KW DG Set** of TTC(BU), The same has to placed / installed & commissioned at GRSE(TU) along with Civil work & proper ground wiring.

(ii) The contract prices are firm and fixed till the execution of order. However, price is inclusive of packing and forwarding, insurance and Freight charges.

(iii) Service charges will be applicable & will be burned by GRSE.

(iv) While dispatching each item should be identified & Packing list should indicate all deliverable items. Materials will be moved from one unit of GRSE to another unit with proper gate pass & "SIR" against list of items.

B. Contractor Scope of Work: The contractor scope of work is as follows: -

- (i) **Shifting of all existing Machineries & 50 KW DG Sets from TTC-BU to GRSE-TU**
- (a) The contractor has to provide sufficient man-power (if required HYDRE) to lifting of M/C's & 50 KW DG from ground & positioning at respective places at GRSE(TU).
- (b) The contractor has to provide Truck for transportation from TTC-BU to GRSE-TU.
- (c) The contractor has to provide technician for installation & commissioning of above said items along with material required for cementing work & wiring of M/C's & DG Set.
- (d) The contractor has to ensure at least six-month smooth running of installed & commissioned M/C's.

(ii)Foundation of Equipments: - Concrete Foundation of all existing Machineries & DG Sets. with fixing bolts and earthing at DG room, if required, however, necessary, modification of foundation for fixing the M/Cs & generator with existing bolts is to be undertaken by vendor. The DG should be connected with existing earthing and earthing value to be measured with earth tester. If required earth strip to be extended to connect with the newly installed DG/Welding M/C. **For Commissioning of equipments all electrical items & Civil work items will be provided by the Vender**

(iii)Load Distribution of DG Set: - The generator has maximum load bearing capacity of 80A. Hence part of unimportant load is to be diverted and connected to existing main power supply. The vendor has to supply and install 100A JB for interconnection of existing cable. Laying of cable, end termination is under vendor scope of supply. However, 50 Sq mm, 3.5 Core armoured aluminium cable (Approximate 60Meter length) for interconnection of Hand change over switch with existing cable will be supplied by GRSE.

GRSE Ltd.		Dis-connect/mental, loading, Transportation of 25 nos of Machineries & 1nos of 50 KW DG Set, laying at Technical training Centre (BU) & unloading, positioning, installation Commissioning of the same at GRSE(TU)	SOR No. TTC/1	
Yard No. :	TTC		Date : 08.08.2022	
Total No. of Pages: 5			Prepared by: SM(TTC) Checked & Approved by: IC(TTC)	

SI	ACTIVITY	Price for man power/ Hydra	Price of Truck for Trans.	T. Amount Rs
1	Dis-connect/mantel, Loading & transportation of 25 Nos, various types of M/Cs to GRSE(TU)			
	ACTIVITY	Price for man power/ Hydra	Price of raw materials	
2	Un-loading, positioning, grouting, installation & commissioning of 25 Nos, various types of M/Cs.			
	ACTIVITY	Price for man power/ Hydra	Price of Truck for Trans.	
3	Dis-connect/mantel, Loading & transportation of 50 KVA Generator & transportation to GRSE(TU)			
	ACTIVITY	Price for man power/ Hydra	Price of raw materials	
4	Un-loading, positioning, grouting, installation & commissioning, of 50 KVA Generator at GRSE(TU)			

NB: L-1 price is to be considered for all individual activities separately (i.e.L-1 price for 1+2 & L-1 price for 3+4)

Venders are requested to visit the TTC-BU to assess the actual nos./ volume of items to be transferred prior to bid submission.

For Commissioning of equipments all electrical items & Civil work items will be provided by the Vender.

C. Job Competition period: -The work Shall be started immediately after handing over the site to the vendor by GRSE and Transfer (Loading & Transportation) has to be completed within 10 days & Un-Loading, installation, commissioning may take another 20 days. Days will be counted from the date of handing over the site to vendor.

D. Inspection: -Joint inspection by GRSE rep. & Vender rep. for placement of all items in allotted places.

(i) **Receipt Inspection:** On arrival of items / materials at GRSE(TU) premises a Joint Receipt Inspection shall be carried out at TU Gate to check and list out received items / materials.

(ii) **Inspection Authority:** Inspection authority will be SM(TTC)

(iii) **Final Inspection & Testing:** Final Inspection shall be carried out in front of GRSE Representative with prior intimation. Compatibility with existing distribution system shall be tested during this final inspection.

GRSE Ltd.		Dis-connect/mental, loading, Transportation of 25 nos of Machineries & 1nos of 50 KW DG Set, laying at Technical training Centre (BU) & unloading, positioning, installation Commissioning of the same at GRSE(TU)	SOR No. TTC/1
Yard No. :	TTC		Date : 08.08.2022
Total No. of Pages: 5			Prepared by: SM(TTC) Checked & Approved by: IC(TTC)

E. Insurance: Transport Insurance will be burned by the Vender.

F. Defect Liability Obligations: - The service provider will have to ensured the sustainable of equipment's has to be run in defect free for at least six months. For any electrical fault, the Vender has to attend within a week with free of cost.

(G) (i) The Defect Liability Period (DLP) :- shall be six (6) months from the date of taking over / completion of installation of equipment's.

(ii) If during the Defect Liability Period any defect be found in the equipments has to be rectified by the Vender without any additional cost.

H. Compatibility of items: - Supplier shall check the end connections of existing system at site before submitting their quote. Vendor shall ensure that supplied items shall match with existing equipment used in GRSE. In case if it is found that any of the supplied items are not fitting with existing equipment than it shall be replaced with a compatible / matching identical items (equivalent functional specification) at free of cost.

I. Safety at work (i) GRSE safety norm shall be followed while work execution in side of the factory premises. Under no circumstance, safety shall be compromised.

(ii) Vender has to take care of all workmen performed the above said work within the company premises

(iii) GRSE has no liability for any accident, payment & other IR issues of any labor

(iv) The Vender will have to entered the company premises along with his deputed labor with proper gate pass.

K. LD Clause: - Standard LD clause of GRSE Stack is applicable for

L. Order Acknowledgement: The Vender on whom the Order will be placed, will acknowledge the Order within 10 days of its receipt by them. If no contrary advice is received from them within seven days of its dispatch from GRSE, this will be deemed to have been accepted by them.

O. Cancellation of Order: In case of unsatisfactory progress of work at any point of time after placement of order, GRSE reserves the rights to cancel the order without assigning any reason and procure the materials from other source at firm's risk & cost.

P. Validity of Offer: The offer is valid up to one month from price BID opening.

N. Other terms & conditions are as per GRSE Stack.



ANNEXURE-3

FORMAT FOR EXECUTED RELEVANT JOBS DURING LAST 03 YEARS

1. **Name of the Bidder:**

2. **Job Description:**

3. **Tender Reference:**

(A) **Details of Executed relevant jobs (During last 03 years ending on 31st JUL, 2022):**

Sl. No.	Description of Executed relevant jobs	Order No. & Date <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 Deployed	Work completion certificate Ref. No. & date <i>(Supporting soft or, hard copy to be submitted)</i>

(Signature of Authorized Representative)

Date:

Name:

Designation:

Note: Please add additional pages if required



FORMAT FOR FINANCIAL ELIGIBILITY
(To be submitted in Company's Letterhead)

Financial Data for evaluating Financial Eligibility

SL. No.	Financial Years	Turn Over (Rs. In Lacs)
1	2020-21	
2	2019-20	
3	2018-19	

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation:



**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 31.07.2022 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: -----

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.
