



www.grse.nic.in

गार्डेन रीच शिपबिल्डर्स एण्ड इंजिनियर्स लिमिटेड
Garden Reach Shipbuilders & Engineers Limited
(भारत सरकार का उपक्रम) (A Govt. of India Undertaking)
रक्षा मंत्रालय
Ministry of Defence

43/46 गार्डेन रीच रोड,
कोलकाता - 700 024

43/46 Garden Reach Road,
KOLKATA - 700 024

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

CORRIGENDUM (1): FOR REVISION OF PRE-BID MEETING DATE & TIME

निविदा संदर्भ सं Tender Ref. No.: **SCC/AJK/OT (PRESS)/CANTEEN SERVICE/057/ET-1911**
Dated 22.11.2022

विषय Item: **RATE CONTRACT FOR PREPARING AND SERVING LUNCH AND OTHER ALLIED SERVICES IN GRSE CONTRACTOR'S WORKMEN CANTEENS**

Initial Pre-bid Meeting Date & Time: **29.11.2022 (10:00 बजे 10:00 hrs.)**

Modified Pre-bid Meeting Date & Time: **06-December-2022 (02:00 बजे 02:00 noon)**

निविदाकारों से अनुरोध है कि संशोधित बैठक की तारीख एवं समय में भाग लें.

BIDDERS ARE REQUESTED TO PARTICIPATE IN THE PRE BID MEETING AS PER MODIFIED MEETING 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 लिमिटेड
(A GOVERNMENT OF INDIA UNDERTAKING)
(भारत सरकार का प्रतिष्ठान)

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

Phoneदूरभाष: (033)2469-8100 to 8113 Extnबिस्तार 200/203/204/211, FAXफैक्स: (033)2469 3932

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

CINसीआईएन: 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 & Sub-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/AJK/OT (PRESS)/CANTEEN SERVICE/057/ET-1911 Dated 22.11.2022**

Job Title कार्य का नाम: "RATE CONTRACT FOR PREPARING AND SERVING LUNCH AND OTHER ALLIED SERVICES IN GRSE CONTRACTOR'S WORKMEN CANTEENS" as per **SOTR No: Canteen/Contract Workmen/22-23 (Annexure 1)**

Tender issuing Dept. बिभाग द्वारा जारी: Contract Cell

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

SCHEDULE सारणी		
Pre Bid Meeting बोली-पूर्व बैठक	29.11.2022	10.00 hrs.
Tender Due Date निविदा जमा की अंतिम तिथी	14.12.2022	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथी	15.12.2022	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधी	120 days from Tender due date	

Note: - Attending Pre-Bid meeting is mandatory for participation against this tender as per SOTR. Any bid received from any vendor who has not attended pre bid meeting will not be considered for processing of the tender. For pre bid meeting, please contact Sri. Sandip Paul, SR. MGR (HR)/Canteen & Welfare, Paul.Sandip@grse.co.in, Cont. - 9163361885

ARTICLE 2 अनुच्छेद-1: COMMERCIAL REQUIREMENT FOR THE NIT निविदा की ब्यवसायिक आवश्यकता:

FEES / DEPOSITS	
Tender Fee (refer clause 3 of STAC) निविदा प्रपत्र मुल्य (स्टैक के परिच्छेद 03 मे उदधृत)	INR 500.00
Earnest Money Deposit (EMD) (refer clause 4 of STAC) बयाना राशि जमा (स्टैक के परिच्छेद 04 मे उदधृत)	INR 5,00,000/-
Security Deposit (SD) प्रतिभूति	3 % of Order Value
Billing Frequency बिल करने की अवधी	Monthly
Evaluation of L1 एल1 का मूल्यांकन	In totality

ARTICLE 3 अनुच्छेद-3: ANNEXURES FORMS PART OF THIS TENDER निविदा की संलग्नक प्रपत्र:
Please find all enclosures as indicated below in GRSE website by clicking the link <http://www.grse.in/index.php/tender.html> and then click Enclosure to all sub-contracting activities.

ARTICLES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलगित परिच्छेद		
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR) and Special Terms and Conditions	Yes
Annexure 2 संलग्नक-2	GRSE Standard Terms And Conditions (STAC) (please refer www.grse.nic.in)	Yes
Annexure 3 संलग्नक-3	Format for - Integrity Pact (please refer www.grse.nic.in)	Yes
Annexure 4 संलग्नक-4	Format for Technical Eligibility Criteria (Attached with NIT)	Yes
Annexure 5 संलग्नक-5	Format for Financial Eligibility Criteria (Attached with NIT)	Yes
Annexure 6 संलग्नक-6	Format for Self Certification (Attached with NIT)	Yes
Annexure 7 संलग्नक-7	Fire & Safety Guidelines (please refer www.grse.nic.in)	Yes
Annexure 8 संलग्नक-8	Special condition of contract (please refer www.grse.nic.in)	Yes
Annexure 9 संलग्नक-9	Contractors Responsibility (please refer www.grse.nic.in)	Yes
Annexure 10 संलग्नक-10	General Requirement (please refer www.grse.nic.in)	Yes
Annexure 11 संलग्नक-11	Check List for Bill submission (please refer www.grse.nic.in)	Yes
Annexure 12 संलग्नक-12	Format for - Bank Guarantee Format for EMD (please refer www.grse.in) → Tender → Enclosures Related to tenders of Sub-Contracting Activities)	Yes

Annexure 13 संलग्नक-13	Format for - Bank Guarantee Format for SD (please refer www.grse.nic.in)	Yes
Annexure 14 संलग्नक-14	Format for - Bank Guarantee Format for PBG (please refer www.grse.nic.in)	No
Annexure 15 संलग्नक-15	Guide line for Bank Guarantee (please refer www.grse.nic.in)	Yes

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

Self-Attested documents are to be scanned and uploaded with Part I of e-bid ई-बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभिप्रामाणित दस्तावेज		Required
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 4	YES
6	Documents meeting the Financial Eligibility Criteria as per format at Annexure 5	YES
7	Audited/Certified Annual Accounts and Annual Report for last three years in support of Financial Eligibility.	YES
8	PAN /TAN, GST, Labour License Certificate, Registration Certificate of the Company with ROC	YES
9	Integrity Pact (refer clause 01 of STAC)	YES
10	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	YES

- Registered Bidders with GRSE need not upload para 8 documents if valid documents already submitted / available with GRSE Vendor Registration Cell.
- Winning Bidder may submit ink signed hard copy of all above documents, prior to issuance of PO

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

PHYSICAL SUBMISSION			
SL	DESCRIPTION	DETAILS/TIME SCHEDULE	REQUIREMENT
1	Tender Fee instrument	Within 03 days from opening of Part I bid	Yes
2	EMD Instrument	Within 03 days from opening of Part I bid	Yes
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	Kolkata	

	payable at		
3	Integrity Pact (if reqd .)	Within 03 days from opening of Part I bid	Yes

Above original Negotiable Instruments as stipulated, to reach to Senior Manager, Contract Cell, Commercial Department, New Building complex, 1st Floor, GRSE Main Unit, 43/46, Garden Reach Road, Kolkata-700 024 within stipulated period as indicated above in a sealed envelope with tender number and job duly superscripting on it

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

(A) Mobilisation Period लामबंदी अवधी- 07 days' notice will be given for commencement of work.

(B) Tenure of Contract संविदा कार्यकाल- The contract will be for two years (24 months) which may be extended further for 01 year depending upon satisfactory performance by the agency on mutual consent basis.

(C) Job Starting Date कार्य आरम्भ तिथी- Tentatively from Jan 2023 on Order placement/after mobilization as per instruction of GRSE HR Department .

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 HR Dept. are to be followed.

ARTICLE 8 अनुच्छेद-8: GURANTEE & WARRANTEE गारंटी एवं वारंटी -

Not Applicable

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य -

Price quoted will be firm and fixed for the entire contract period till completion of work awarded during valid contract period. Price is to be quoted with all taxes & duties. GST is to be indicated separately and will be paid extra. No escalation whatsoever will be considered under any circumstances within the stipulated period of contract.

Bidder should quote all rates against each line item as per price bid format. Bidder has to quote the Meal cost (Line Item No. 01 of price bid) considering 100% value which will be paid as follows: -

- The value of 75% of the quoted / negotiated per meal cost will be paid by GRSE.
- Service provider has to collect rest 25% of Meal Cost from the dinners/their contractors through issuance of meal coupons.
- In case of decimal figure of coupon charges (i.e. 25% of Meal cost) the same will be rounded off with higher value.

ARTICLE 10. अनुच्छेद-10: ESCALATION मूल्य वृद्धी -

Bidders have to quote escalation percentage as an optional item in the price bid. In case of extension of contractual period beyond 02 years, lowest quoted escalation (in %) will be decided through negotiations with L1 bidder. This escalation will be applicable only on successful completion of the contract period of 02 years. A single escalation percentage will be

applicable for all units of GRSE. This optional Escalation percentage will not be considered for determination of L1 bidder.

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 the tender will be cancelled. During re-tendering, such bidder with low quote will not be allowed for participation.
- 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 01 year.

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

Offer is to be valid for 120 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 of bidder wish to deviate on any/ same 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 prior to determine the L1 price.

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

- a. L1 will be decided on totality basis without considering the optional item.
- b. However, in case of loading the price due to any deviation against the tender condition, GRSE will evaluate L1 bidder offline, considering all applicable loading factors decided during TNC / CNC proceedings on quoted price.
- c. Bidder should consider Minimum Wages and other statutory payments for their engaged workmen during submission of prices. Present applicable statutory liabilities are as follows:
 -
 - P.F. @13% of monthly basic
 - ESI @4.75% of the monthly gross wages
 - Bonus @8.33% on Monthly Gross pay (i.e. Basic + Allowance)
 - Monthly cost of Annual Leave considering 15 days EL per year

d. **Distribution of job:**

GRSE intends to distribute the total job amongst 02 bidders (L1 & L2 Bidder) at established L1 rate with the 02 packages (Package A & Package B) detailed below. If L2 fails to accept established L1 rate, L3, L4... to be considered in chronological order. The package of highest value will be loaded to L1 bidder and so on.

- (i) **Package A** – (a) **For Contractor’s Workmen Canteen GRSE Main** - Prepare & Serve Lunch for Contractor’s workmen Canteen at Main Unit + Lunch Coupon Printing for GRSE Main Contractor’s workmen Canteen (White) + Cleaning of Canteen at GRSE Main.
- (b) **For Contractor’s Workmen Canteen at RBD Unit** - Prepare & Serve Lunch for Contractor’s workmen Canteen at RBD + Lunch Coupon Printing for RBD Contractor’s workmen Canteen (Yellow) + Cleaning of Canteen at RBD.
- (ii) **Package B** - **For Contractor’s Workmen Canteen at FOJ Unit** – Preparation of Lunch at FOJ for the Contractor’s workmen Canteen at FOJ, 61 Park & Taratala Unit + Serve Lunch at FOJ unit, 61 Park & Taratala Unit Canteen + Lunch Coupon Printing for Contractor’s workmen canteen at FOJ unit, 61 Park & Taratala Unit (Red, Blue & Green) + Cleaning of Canteen at FOJ unit, 61 Park & Taratala Unit + Transportation of Lunch from FOJ to 61 Park & Taratala Unit.
- (iii) In case of number of qualified bid received is 01 (one), both the packages will be awarded to single bidder.

e. Annual Price escalation beyond contract period to be quoted in percentage in separate sheet ANNEXURE C1. This escalation will not be considered for determination of L1 bidder.

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 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 qualifies 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 the bidder shall not be opened prior to successful completion of trial.

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

Purchase preference may be given to eligible Micro and Small Enterprise Firms as per MSME Act provided, the tendered job is listed in their MSE document. (Detail at Clause 2 of STAC)

ARTICLE 18 अनुच्छेद-18: AWARDING JOBS TO MULTIPLE BIDDER बहुल बिडर के लिए ठेका कार्य –
Applicable as per Article – 14.d (Distribution of job).

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

Technical Criteria (i) -

- a. Bidder experienced in successfully providing canteen services i.e. cooking, serving, distribution of lunch, cleaning & washing of kitchen, dining halls, washing of utensils and other related services to at-least 400 diners on daily basis i.e. for serving minimum 1,00,000 diners for a continuous period of 01 year in between 01 Apr 2017 and 31 Mar 2022. The bidder has to provide copies of purchase orders in support of its aforesaid experience in any Government Departments, PSUs, Government Guest House, Reputed Higher Educational Institutions, Providing food services to patients in at-least 400 bedded reputed hospitals, Industrial Canteens of reputed Limited Company.
- b. Besides valid PF, ESI, GST registrations, bidder having FSSAI licence and ISO 9001:2015 and/or ISO 22000:2005/ISO 22000:2018 certification valid till 31 December 2022 will be eligible to apply. Such certificates needs to be renewed thereafter till validity of the Contract.
- c. The bidder should have full-fledged registered office in and around Kolkata/Howrah/South 24 Parganas.
- d. It is the responsibility of the bidders to arrange visit of aforesaid canteens where currently they have a running contract.
- e. Format for Technical Eligibility Criteria has been attached to this document as per format attached at Annexure - 4. The format has to be filled up and to be uploaded with the Techno-commercial Bid.

Financial Criteria

- a. Bidder should have average minimum Annual Turnover of **Rs.1.32 Cr.** during last 03 (three) financial years ending on 31.03.2021.
- b. Audited Balance Sheet and Profit & Loss Account of the company for last 03 (three) financial years need to be submitted in support of above requirement.
- c. Format for Financial Eligibility Criteria in this regard has been attached to this document as per format attached at Annexure - 5. The format has to be filled up and to be uploaded with the Techno-commercial Bid.
- d. The bidder should give self-certification (as per Annexure-6) 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 31.10.2022. 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.

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.

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.

In case of non-submission of the self-certification document as per format at Annexure-6, the bidder will be treated as non-responsive and their offer will be rejected

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.

- a) 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.
- b) In case of non-submission of the self-certification document as per format at **Annexure-06**, the bidder will be treated as non-responsive and their offer will be rejected.

[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]

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 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 assumes all safety 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, 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 HR Dept.
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 Act.
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 continued.
9. Contractors are responsible to clean up of the area of work for all sort of debris on daily basis. If they fail to do so GRSE reserves the right to perform the cleaning up and charge the contractor with penalty of up to 25%.
10. Bidder to declare in what capacity he is participating in the tender. As a PSU, Limited Co, Pvt. Ltd. Co., Sole Proprietorship, Partnership, Joint Venture, etc. Supporting documents confirming such status to be scanned and uploaded as attachment to Part I bid.
11. A Bidder is allowed to submit only one Bid under any capacity / status.
12. Difficulty in submitting the bid:
 - a. Any query/difficulty in understanding of SOR or other technical Terms may be got clarified from Store Department **Mr. Sandip Paul, SR. MGR (HR)/Canteen & Welfare, Cont. - 9163361885** prior to submission of offer
 - b. Any difficulty in submitting / uploading of e-tender or for any system help SR. MGR (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]
13. **E-mail Address for communication** संचार हेतू ई. मेल पता: Vendor to provide e-mail address to enable faster communication.
14. **Integrity Pact (समग्रताअनुबंध):**

The Integrity pact essentially envisages the agreement between prospective vendors /Bidders & buyers committing the person/officials of both the parties not to exercise any corrupt influence on any aspects of the contract. Only those vendors/bidders who enter into such an integrity pact with the buyer would be competent to participate in the bid. The format of integrity Pact is enclosed with tender documents. Refer Annexure-4. The "Integrity pact" duly filled as per enclosed format to be submitted along with the offer. Bidders to ensure that every page of IP is ink signed with company seal/stamp.

14. Independent External Monitors (IEM): (Applicable for the Contract value more than Rs. 2.0 Cr.) Either or both of the following Independent External Monitors will have the power to access the entire project document and examine any complaints received by him. In case of any change in IEMs, it will be informed accordingly.

The communication details of the IEMs are as follows:-

(A) Shri Bam Bahadur Singh,
Height-7; Flat No.1802, Uniworld City,
New Town, Rajarhat,
Kolkata-700160
Email: bbsinghbeml@gmail.com

(B) Shri Pidatala Sridhar, IRS (Retd.)
Flat 2C, Kanaka Lakshmi Apartments 3-6-467 & 468
Street Number-6,
Himayatnagar, Hyderabad-500029
Email: sridharpidatala@gmail.com

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 <https://eprocuregrse@nic.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 Excel price bid format by inserting unit price/GST 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.

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 who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.

9. Bidder not agreeing for furnishing of the required Security Deposit (SD).

10. Bidders not submitting Original instrument of EMD within 7 GRSE working days from the tender closing date.

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

i. Security Deposit प्रतिभूति जमा -

Non-interest bearing security deposit of 3% of total order value is to be deposited in the manner elaborated at clause 5 of STAC.

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

The bidder is required to submit unit-wise monthly work done certificate for each service, i.e. preparing and serving Lunch, Cleaning of Canteen with supporting documents (if required) and Coupon Booklet Printing with supporting documents (if required) in triplicate, duly signed and stamped by Authorised representative of the bidder to the respective Unit Canteen In-Charges. However for FOJ unit, in addition to the above, transportation work done certificate are also to be submitted to the In-Charge (Canteen), FOJ. No defective/incomplete bills will be entertained under any circumstances.

iii. Minimum Wages & Other statutory liabilities: - While performing the contractual work, the service provider must ensure compliance with all the existing statutory labour enactment/ regulations, including the following: -

- a) Contractor Labour (R & A) Act, 1970 and Central & State Rules as applicable.
- b) Minimum Wages Act, 1948.
- c) ESI Act, 1948
- d) EPF & MP Act, 1952.

iv. Bill Submission बिल प्रस्तुति:

The bills submitted by the bidder will be thoroughly checked and certified by respective unit Canteen In-Charges or any other representative authorised by GM (HR&A) or GM (ER & Legal) or Unit In-Charges for further processing of bills including SAP service entry sheet and onward forwarding to finance department for Payment within 15 days after receipt of the bill subject to deduction of Tax as per prevailing rules. Unit Canteen In-Charges will forward the duly certified bill along with work done certificate and SAP entry Sheet to corporate HR department for necessary payment.

v. Payment Terms भुगतान की शर्तें:

a. 100% payment will be paid within 15 days on submission of monthly original bill in triplicate, for completed work in previous month along with satisfactory completion of actual work done certificate and on clearance of ESI & P.F. liabilities from the concerned department.

For each meal cost, GST will be applicable as per prevalent rules. GST will be paid on the entire meal cost i.e. 100% meal cost (item no. 1 of price bid) and amount collected from issuance of coupons should be indicated in the bill. Amount payable by GRSE will be

(100% meal cost + GST) MINUS amount collected from issuance of coupons in a month (@ 25% of meal cost for each coupon).

- b. Payment will be made through ECS Mode.
- c. GST (as applicable) will be paid extra by GRSE.

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. **Increase in quantity or introduction of items is strictly prohibited under any circumstances मात्रा में वृद्धि या प्रवेशन 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.

viii. **Penalty जुर्माना:-**

- (i) The bidder should perform in effective and efficient manner to discharge their responsibilities as per the scope of work laid down in the PO or LOI and comply with statutory provisions, rules and GRSE policies while discharging their duties. Any delay in lunch service over 30 minutes from the scheduled lunch time to the contractor's workmen in any unit of GRSE resulting in loss of production and /or IR issue will not be accepted and will attract levy of penalty by way of deduction up to 5% from bills by the respective unit canteen in-charges for that day.

- (ii) Further, if the bidder fails to carry out the work repeatedly as per the terms and conditions mentioned hereinabove, the contract is liable to be terminated immediately without any further notice or intimation and in such cases the security Deposit amount will be forfeited and the work will be arranged through other sources/parties, as may be decided by GRSE entirely at the risk and cost of the bidder. Any loss sustained by GRSE by way of any such failure on the part of the bidder shall be realized from the bidder.

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 (बोली पूर्व बैठक):

A pre-bid meeting will be held on 29.11.2022 at 10:00 AM in HR Department, GRSE main Unit to discuss the detail scope of work of the tender. Vendors interested to participate in Pre-bid meeting should inform SR. MGR (CONTRACT) through mail (e-mail ID –kandir.anukaran@grse.co.in by 14.10.2020 before 12:00 noon.

ARTICLE 26 अनुच्छेद 26: Statutory responsibilities of Contractor deploying their workmen inside GRSE premises - As per APPENDIX 'A' & APPENDIX 'B' enclosed.

**ANUKARAN J. KANDIR
SR. MGR (CONTRACT)
GRSE Ltd.43/46, Garden Reach Road,
Kolkata-700 024
(Cont. no. 9163361808)**

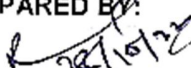
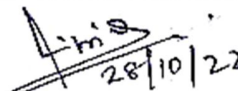
BOQ

Name of Work: RATE CONTRACT FOR PREPARING AND SERVING LUNCH AND OTHER ALLIED SERVICES IN GRSE CONTRACTOR'S WORKMEN CANTEENS

Tender No: SCC/AJK/OT (Press)/Canteen Service/057/ET-1911

Sl.No	Description of Work / Item(s)	Qty	Units
10	(Package A) For Contractor's Workmen Canteen GRSE Main & RBD		
1	Prepare & Serve Lunch for Contractor's workmen Canteen at GRSE Main Unit & RBD	530000	EA
2	Lunch Coupon Printing for Contractor's workmen Canteen at GRSE Main & RBD unit	5300	BK
3	Cleaning of Contractor's Workmen Canteen at GRSE Main unit	500	D
6	Cleaning of Contractor's Workmen Canteen at RBD unit	500	D
20	(Package B) For Contractor's Workmen Canteen at FOJ, 61 Park & Taratala Unit		
1	Preparation & Serve Lunch at FOJ for the Contractor's workmen Canteen at FOJ, 61 Park & Taratala Unit	350000	EA
2	Lunch Coupon Printing for Contractor's workmen Canteen at FOJ unit, 61 Park & Taratala Unit	3500	BK
3	Cleaning of Contractor's Workmen Canteen at FOJ unit	500	D
4	Cleaning of Contractor's Workmen Canteen at 61 Park unit	500	D
5	Cleaning of Contractor's Workmen Canteen at Taratala Unit	500	D
6	Transportation of Lunch from FOJ to 61 Park & Taratala Unit.	500	D

ANNEXURE-I

GRSE LTD. / MAIN UNIT	SOR FOR ENGAGING AGENCY TO PREPARE AND SERVE LUNCH AND OTHER ALLIED SERVICES IN GRSE CONTRACTORS' WORKMEN CANTEENS FOR TWO YEARS.	SOTR NO. Canteen/Contract Workmen/22-23 REV:
DEPTT.: ER/CANTEEN		
INSPECTION: CANTEEN DEPARTMENT	PREPARED BY:  SR. MANAGER (HR)/CANTEEN & WELFARE	CHECKED & APPROVED BY:  GM(ER & LEGAL)

1. Scope of Services:

The bidder is to prepare vegetarian and non-vegetarian wholesome lunch using branded grocery, rice, fresh & good quality vegetables, egg, etc. and serve in GRSE Contractors' Workmen Canteens and also provide allied services, i.e. Cleaning, Printing of Coupons and Transportation of cooked meals. The above services are required in following five units of GRSE for two years except Transportation of meals from FOJ unit to 61 Park and Taratala Units:

- | | |
|--|---|
| (a) Main unit
43/46, Garden Reach Road,
Kolkata – 700 024. | (b) FOJ unit
Netaji Subhas Dock Extension,
P-70, Karl Marx Sarani,
Kolkata – 700 043. |
| (c) RBD unit
44, Garden Reach Road,
Kolkata – 700 024. | (d) 61 Park unit
61, Garden Reach Road,
Kolkata – 700 024. |
| (e) Taratalla unit
P/2/2, Taratala Road,
Kolkata – 700 088. | |

2. Detailed Scope of Work and Responsibility of the Bidder:

- (a) **Prepare and serve lunch:**
- (i) The bidder has to generally prepare and serve lunch for 05 (Five) days in a week i.e. from Monday to Friday except holidays. If there is any additional requirement to serve lunch on Saturday/Sunday/Holiday, it shall be notified by GRSE in advance. Cooking is to be done in GRSE premises only. Lunch time: 12.30 pm to 1.00 pm. In no circumstances the lunch timing will be altered, except written permission from the unit canteen in charges.
- (ii) The bidder has to continue to provide lunch service from Monday to Friday irrespective of any call for Bandh or Strike on such day, if notice has been issued by the Management for maintaining normalcy in GRSE on such day.


संदीप कुमार पाल / Sandeep Kumar Paul
धरिष्क प्रबंधक (मानव संसाधन) - कैंटीन & वेलफेयर
Sr. Manager (HR), Canteen & Welfare
जी.आर.एस.एल. लिमिटेड/ GRSE Ltd.
४३/४६, गार्डन रीच रोड, कोलकाता - ७०० ०२४
13/46, Garden Reach Road, Kolkata-700 024

(b) **Cleaning:**

(i) The bidder is required to maintain canteen premises i.e. office room, store, kitchen, serving counter, dining hall, adjacent staircases, floor, doors, windows, washing places, basins, furniture, utensils, crockeries, cutleries, equipment, gadget etc. in a clean and hygienic condition. The bidder is to do cleaning of office, store, kitchen, dining hall, service counter, utensils, equipment, gas oven, fryer, dining tables, stools etc. on daily basis. Tables are to be cleaned after every batch of diners complete their lunch and thoroughly cleaned after the end of lunch time. The areas adjoining the canteen premises are also to be kept in neat and clean condition.

(ii) Unit-wise approximate area of the Contractors' Workmen Canteens are appended below:

Unit	Area of floor (in sq. mtr.)	Area of wall (in sq. mtr.)
Main	500.00	900.00
FOJ	399.16	600.24
RBD	372.48	907.40
61 Park	146.35	249.90
Taratala	101.37	161.60

(iii) The bidder is required to use adequate quantity of good quality cleaning materials like cleaning agents, phenyl, disinfectant, pest control spray, liquid soap, scrubbers, brooms, sponge wipes, mops, buckets, mugs etc. and of standard quality for cleaning activities.

(iv) The bidder has to keep the canteen premises free from all types of rodents and will be responsible for pest control in all the canteens twice in a year.

(v) The bidder is required to provide and maintain suitable clean uniform, apron, cap, safety shoe, hand-gloves etc. for their staff engaged in the canteens. It is the responsibility of the bidder that the staff should come and work in neat and clean condition.

(vi) The waste generated from the canteens are to be disposed-off in such a manner so that cleanliness is maintained around the canteen premises. The bidder is required to deploy their staff for disposal of food waste in designated places. The waste generated from these Canteens may be used to feed bio-gas plant.

(vii) The bidder is required to take back empty gunny bags, poly-packets of rice, pulses, condiments, sugar, spices, empty oil tins, etc. from GRSE premises in regular intervals in order to maintain cleanliness in and around canteen premises.


संदीप कुमार/पॉल / Sandip Kumar Paul
वरिष्ठ अधिकारी (संसाधन) / Sr. Manager (HR)
जी.आर.एस.ई. लिमिटेड / GRSE Ltd.
52/88, गार्डन रोड रोड, कोलकाता-700 024
17/46, Garden Reach Road, Kolkata-700 024

(c) **Coupon printing & Requisition:**

(i) The bidder is required to print lunch coupon booklet consisting 100 coupons per booklet as per the tentative sample provided at Annexure – I. The coupons will have separate serial number and colour for different units as given below:

Unit	Coupon Serial	Coupon Colour
Main	M-0000X to M-000XX	White
FOJ	F-0000X to F-000XX	Red
RBD	R-0000X to R-000XX	Yellow
61 Park	61P-0000X to 61P-000XX	Blue
Taratata	T-0000X to T-000XX	Green

(ii) The bidder is to issue coupons on daily, weekly, fortnightly basis to the various contractors deployed in GRSE or their authorized representatives against signed and properly stamped requisitions raised by contractors or contractor's authorized representatives and serve lunch based on coupons issued. The bidder is required to preserve coupon requisition, counter-part of coupon booklet and any other communication for future references during the tenure of the contract. The coupon issuance in all units may be supervised by GRSE Management or its authorized representatives. The specimen requisition format is placed at Annexure – II.

(iii) The bidder should only accept requisitions duly signed and stamped by the contractors or contractor's authorized representatives before issuance of coupon. **Overwritten or modified** requisitions are not to be accepted for issuance of coupons. Number of coupon requisition and issuance of coupons should match in all circumstances and should be maintained in the coupon issue register.

(iv) The bidder is required to preserve the requisition forms and counter-part of coupon booklet for future references during the tenure of contract and to record of issued coupon in a register as per direction of Canteen In-charges.

(d) **Transportation of cooked meal from FOJ unit to 61 Park and Taratata units:**

(i) Kitchen facilities are available at Main, FOJ & RBD units and not available at 61 Park & Taratata units. The bidder has to transport cooked food before scheduled lunch time i.e. 12:30 PM from FOJ to 61 Park and Taratata unit, on daily basis, in hygienic condition, using covered stainless steel containers including packaging, loading, unloading etc., so that there is no delay in lunch service in these two units.

(ii) For the food being transported from FOJ to 61 Park and Taratata Unit, bidder is to provide waterproof cover or tarpaulin to protect stainless steel containers in the event of rain / storm etc. Bidder will not be allowed to load enroute any other material, person / party in the transport while carrying cooked food from FOJ to 61 Park and Taratata unit. The bidder

Handwritten signature and stamp of Sandip Kumar Paul, Sr. Manager (HR), Canteen & Welfare, GRSE, 43/44 Garden Reach Road, Kolkata-700 045.

has to return empty and clean stainless steel containers or covered tiffin carriers to FOJ Contractors' Workmen Canteen by 04:00 PM on the day.

(iii) The vehicle (owned/hired) used for transportation of cooked food should be maintained in hygienic condition during the tenure of contract. This vehicle should not be used for transportation of any substance which may hamper the hygienic condition. Canteen in-charge may inspect the vehicle from time to time for ensuring compliance of hygienic conditions.

(iv) The to and fro distance between FOJ to 61 Park and Taratala Unit and back to FOJ is approx. 5 KM.

(e) **Maintenance of various Records & Registers:**

(i) The bidder is required to maintain the following registers without any overwriting or modification, at the bidder's cost, in connection with provisions of Rule 71 of the West Bengal Factories Rules, 1958 and other Acts/Rules in force from time to time:

- (a) Coupon issue and coupon book stock register.
- (b) Register for weekly menu.
- (c) Stock and issue register for raw materials, cleaning agent, etc.
- (d) Daily cleaning register.
- (e) Register for transport.
- (f) LPG register with recordings of number of meals cooked per day.
- (g) Register of bills submitted by bidder.
- (h) Inventory register of equipment, utensils, crockeries, etc.
- (i) Any other register required from time-to-time as directed by the company.

(ii) All the above registers (formats given in Annexure-V) are to be maintained in all the unit canteens and must be properly signed and stamped by the bidder or his authorized representatives on regular intervals. The registers will be verified by the respective canteen in-charges or their authorized representatives and the bidder shall be liable to produce such documents from time-to-time. All the registers should be handed over to the respective Canteen In-charges on the last day of the contract.

(f) **Precautionary measures and Safety:**

(i) All precautions are to be taken by the bidder for proper handling of equipment, utensils, crockery and cutlery sets to prevent breakage / damage. Inventory register of all equipment, utensils, crockeries, cutlery items, LPGs with manifold rooms, etc. is to be maintained by the bidder. Such register are to be prepared at the commencement of the contract and to be updated every month, duly endorsed by the unit canteen in-charges or any other GRSE authorized personnel along with periodic checking of the itmes and LPG manifold room. Any breakage, damage, loss etc. of equipment, utensils, crockeries, cutleries etc. are to be

28/12/22
St. Manager (HR) / Sandip Kumar Paul
Canteen & Welfare
GRSE Ltd.
15, Garden Reach Road, Kolkata, 700 034

recorded in the inventory register with proper justification with countersignature of GRSE authorized personnel. The bidder shall replace / repair the damaged items at his own cost if the same is due to negligence or proper care by the staff of the bidder. The bidder has to submit the updated inventory register after completion of the contract.

(ii) The bidder is to take necessary steps to intimate the canteen in charges well in advance for required preventive maintenance of all items provided by GRSE to run the canteens during the contractual period.

(iii) All precautionary measures are to be adopted by the bidder to ensure safety, security and hygiene in the canteens / GRSE premises as per statutory obligations and company's rules. Any safety / security lapse will be viewed seriously. Accident, if any, in canteen premises should be informed to respective canteen In-charge immediately including initiating reports as per the statute.

(g) **Price bid and billing procedure:**

(i) The bidder has to submit rates in the price bid format for each element of jobs separately as mentioned below:

- (a) To prepare and serve each meal
- (b) Unit-wise cleaning of canteen per day
- (c) Printing of coupons per booklet of 100 coupons and
- (d) Daily rate for transportation of meals from FOJ unit to 61 Park and Taratala units and back.

(ii) All the above rate quoted by the bidder is subject to negotiation, if required, as per GRSE norms (A sample price bid format is given in (Annexure VIII)).

(iii) The monthly total bill amount for unit-wise cleaning of canteen per day, printing of coupons per booklet of 100 coupons and transportation of meals from FOJ to 61 Park and Taratala units & back will be paid by GRSE and GST will be applicable as per prevalent rules.

(iii) The established per meal cost will be paid as under to the bidder.

- (a) GRSE to pay 75% of per meal cost.
- (b) Bidder to collect rest 25% of per meal cost from contractors or their representatives during issuance of coupons.

(iv) For each meal cost, GST will be applicable as per prevalent rules. GST will be paid on the entire meal cost, i.e. on 100% of the per meal cost and for the purpose of GST bidder has to submit bill for 100% meal cost and amount collected from issuance of coupons should be indicated in the bill. Amount payable by GRSE will be (100% meal cost + GST) minus amount collected from issuance of coupons in a month. Therefore, the bill should indicate the following details:

28/08/22
Sd/-
St. Manoj Kumar / Sandip Kumar
St. Manoj Kumar (St. Manoj Kumar) - Jyoti & Associates
St. Manoj Kumar (St. Manoj Kumar) - Jyoti & Associates
43/46, Garden Reach Road, Kolkata-700024
43/46, Garden Reach Road, Kolkata-700024

लिपि दस/LIPI DAS
पञ्चस्य (को.स. लि. लि.) General Manager (ER & LEGAL)
गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
Garden Reach Shipbuilders & Engineers Ltd.
कोलकाता-700024/Kolkata-700024

- (a) 100% of meal cost in the Unit during the month.
- (b) GST amount on (a) above.
- (c) Amount collected in the Unit from issuance of coupons.

(v) The bidder has to submit duly signed date wise monthly statement of coupons issued with supporting documents i.e. coupon requisition slip and counter part of coupon booklet at the time of submission of monthly bills to respective Canteen In-charges.

(vi) Payment will be made by GRSE on the above services and GST will be applicable as per prevalent rules. Separate bill for each service is to be submitted to respective canteen in-charges.

(viii) The quoted and finalized rates for preparation & serving meal, transportation of meals, cleaning and coupons printing will remain firm and fixed during the contractual period of two years. No escalation of rates will be entertained. The contract may be extended for further period upto one year on same rates, terms and conditions of the NIT and PO depending upon satisfactory performance by the bidder.

(h) **Manpower to be deployed:**

(i) **Supervisor:**

The bidder has to deploy trained and experienced supervisor on regular basis for overall supervision of Contractors' Workmen Canteens in all five (05) units of GRSE including distribution of jobs, maintain taste, quality & quantity of food, solve diner's grievance, maintain records, stocks, requisitions, registers, etc. Therefore, one trained supervisor should be deployed in each canteen of Main, FOJ and RBD Unit. The supervisor posted in FOJ unit canteen is to also supervise canteens of 61 Park and Taratalla Unit.

(ii) **Cook, Helper & Cleaner:**

Sufficient number of experienced cook as well as experienced support staff for helping in cooking activities, serving, cleaning, transporting etc. are to be deployed in all the units.

(iii) The deployed staff of the bidder should not be involved in any criminal cases in past. Further, the staff will not be permitted to work inside GRSE premises under the influence of alcohol and any other banned similar substances.

(iv) The staff should have clear antecedents and should be of pleasant personality. The bidder will be responsible for verifying the antecedents of their staff before deployment.

(v) The food-handlers should not have any skin disease or contagious disease. Further, the bidder is to mandatorily arrange necessary health check-ups of their deployed staff at least twice during the contractual period.

(vi) The bidder should engage their staff in such a manner so that the canteen operates in a smooth manner without any IR problem. Staff must

Handwritten signature and stamp of Sandip Kumar Paul, Sr. Manager (M. P.M.) - Canteen & Welfare, GRSE Ltd., 1/145, Garden Reach Road, Kolkata-700 024.

not be changed frequently. In case of any exigency, it would be the responsibility of the bidder to take permission in advance from canteen in-charges for any change and also bidders' sole risk to brief the new staff of the duties required to be performed.

(vii) Any labour oriented issues with the staff deployed by the bidder have to be settled by the bidder himself. GRSE will not have any responsibilities for any issues between bidder and their staff.

(viii) The bidder will ensure discipline amongst the staff and his other employees.

(ix) The bidder has to provide uniform, hand gloves, cap, safety shoes, aprons, etc. while deploying their staff at GRSE. It is the responsibility of the bidder to ensure that the uniform and protective items are washed and thoroughly cleaned on regular intervals.

(x) GRSE reserves the right to decide the actual number of manpower requirement during pre-bid meeting or during the contractual period.

(i) **GRSE Gate entry / exit procedure:**

(i) **For deployed manpower:**

The bidder has to obtain individual Gate Pass of their staff as per GRSE entry/exit procedure. The bidder and their deployed staff must abide by the GRSE Security rules and regulations and also for arrangement of valid gate pass. Necessary Police verification of the concerned staff is mandatory without which no staff of the bidder will be allowed to enter GRSE premises. Deployed staff of the bidder has to record their attendance regularly in the GRSE attendance recorders.

(ii) **For materials:**

The bidder is to adhere to GRSE's gate entry / exit system for all the materials to be used in Contractors' Workmen Canteens i.e. GRSE's gate office endorsed challans / invoices for all materials which is to be preserved by the bidder for future references.

(j) **Menu Specification and other details:**

(i) The bidder is required to decide weekly menu in consultation with respective canteen in-charge or his authorized representatives well in advance.

(ii) The bidder is to display weekly menu on the canteen noticeboard before 09:00 AM on first day of the week.

(iii) Vegetarian / non-vegetarian lunch are to be cooked in Contractors' Workmen Canteens as per specification given below:

(iv) **Vegetarian menu to be served for four (04) days in a week to each meal :**

(a) Rice (Standard quality miniket rice): 180 gram per meal before cooking.

- (b) Dal (Standard quality): moong, musur, arhar, beuli (on rotation basis): 30 gram per meal before cooking.
- (c) Vegetable for curry: 150 gram (weight of vegetable and potato ratio = 2:1) per meal before cooking.
- (d) Side dish: 75 gram (weight of vegetable and potato ratio = 2:1) per meal before cooking or any alternative item.
- (e) Salt, onion, lemon and green chili as per requirement.
- (v) Non-vegetarian menu to be served for one (01) day in a week:
Egg curry in-lieu of vegetable curry with other items specified with vegetarian menu. Each diner will be provided with 01 egg weighing approx. 50 gram ($\pm 5\%$) each before cooking.
- (vi) Veg-fried rice and paneer curry to be served for one (01) day in a year i.e. on GRSE Day or on any other special occasion as notified by GRSE (1-2 days in a year):
Veg-fried rice instead of rice and paneer curry with the other items specified in vegetarian/non-vegetarian menu. (Weight of paneer before cooking is to be 50 gram per meal)
- (vii) The bidder is to prepare vegetable curry and side dish from different fresh seasonal vegetables on rotation basis. No repetition is allowed in a week.
- (viii) The bidder shall prepare lunch using fresh vegetables and good, standard quality raw materials of reputed brand raw materials for grocery items to the extent possible which should be free from dust, insect, hair, foreign particles etc. The bidder shall ensure that no material which is adulterated, sub-standard or is otherwise injurious to the diners health is used in cooking. The bidder will be solely responsible for such uses, occurrence and/or consequences thereof.
- (ix) Dal is to be prepared from different standard quality pulses on rotation basis.
- (x) The food should be tasty and not be under-cooked or over-cooked.
- (xi) Norms and quality of major items to be used for cooking and serving are annexed in Annexure – V & VI. The quality of the raw material & vegetables are subject to periodic inspection by respective canteen in-charges and substandard quality of raw material are liable for rejection. Further, if the quality of raw materials or service is substandard, GRSE will be at liberty not to make any payment for that entire service or make appropriate deduction from the bills at its discretion. GRSE will have the right to decide and to prescribe varieties and brands of various raw materials to be used in cooking.


Sandip Kumar Paul
Sr. Manager (HR), Canteen & Welfare
जी.आर.एस.ई. लिमिटेड/ GRSE Ltd.
83/46, गार्डन रोड, कोलकाता-700 024
13/46, Garden Reach Road, Kolkata-700 024

(k) **Other:**

(i) Beside daily normal service, the bidder may have to provide cooking, serving, cleaning services in case of exigency, within six (06) hours of notice in any Kolkata based GRSE units.

(ii) The bidder must comply with provisions of the Food Safety and Standards Act, 2006 and Regulations, 2011 (**FSSAI Certification**) during the entire tenure of the contract w.r.t. the preparation and serving of meals in GRSE.

(iii) If after award of contract, the performance of the bidder is found unsatisfactory or the bidder deviates from any of the conditions of contract, GRSE reserves the right to cancel the contract and forfeit the Security Deposit at any time after issuing notice for unsatisfactory performance of the bidder.

(iv) In the event of dispute of any nature, the decision of GRSE shall be final and binding on the bidder. Further, if any information given by the bidder is subsequently found to be false or misleading, GRSE reserves the right to terminate the contract without any notice or assigning any reason thereof.

3. **Total Quantum of Job:**

(a) The number of meals in all five units taken together will be approx. 880000 nos. ($\pm 30\%$) in two years. [Refer Annexure – III]

(b) Unit-wise estimated number of diner per day is indicated below which is subject to fluctuations based on actual requirement to the tune of approximately $\pm 30\%$:

Main	:	810
FOJ	:	400
RBD	:	250
61 Park	:	200
TU	:	100
Total	:	1760

(c) The above quantity of estimated number of diner per day per unit is subject to change based on actual deployment. Therefore, the number of diners per unit per day may vary as per actual requirement which may be more or less than 30% of the figures indicated above.

(d) The bidder is required to clean the canteen premises, detailed at para 2(b).

(e) The bidder is required to print coupon booklet consisting of 100 coupon per booklet, detailed at para 2(c) (i).

(f) Cooked food is to be transported from FOJ unit to 61 Park and Taratala Unit on week days except Holidays and back unless intimated otherwise. The requirement of transport is for approx. 500 days (± 20 days) for two years, detailed at para 2(d).

স্বাক্ষর করে / Sandip Kumar
Sr. Manager (HR) - Health & Safety
গার্ডেন রোচ শিপবিল্ডার্স এন্ড ইঞ্জিনিয়ার্স লিমিটেড
1/16, Garden Reach Road, Kolkata-700 024
1/16, Garden Reach Road, Kolkata-700 024

लिपि दास/LIPI DAS
28/10/22
लिपि दास (अ. सं. एंड वि.)/General Manager (ER & LEGAL)
गार्डन रीच शिपबिल्डर्स एंड इंजीनियर्स लिमिटेड
Garden Reach Shipbuilders & Engineers Ltd.
1/16, Garden Reach Road, Kolkata-700024

(ii) **Free issue consumables:**

LPG or fuel for cooking lunch for Contractors' Workmen will be provided in Main, FOJ & RBD units and electricity & water for running Contractors' Workmen Canteens for all the units.

(b) **Facilities / infrastructure:**

Furniture for dining hall, kitchen, office and storage facility, etc. will be provided.

11. **Vendor's scope of supply:**

(a) **Raw materials for cooking:**

Raw materials for vegetarian and non-vegetarian food should be as per details at para 2(j) and Annexure-V & VI.

(b) **Cleaning materials:**

The bidder is required to provide good quality and branded cleaning materials like cleaning agents, phenyl, disinfectant, pest control spray, liquid soap, scrubbers, brooms, sponge wipes, mops, buckets, mugs, etc., of standard quality and sufficient in quantity for purpose of cleaning as detailed at Annexure – IV. For details of cleaning work refer para 2(b).

(c) **Coupon printing:**

Refer para 2 (c).

(d) **Transportation:**

Refer para 2 (d).

(e) **List of documents:**

The bidder is required to use good quality and standard size registers at its own cost for record keeping purpose as detailed at para 2 (e) above.

(f) **Manpower:**

Please refer para 2 (h).

(g) **Facilities / infrastructure:**

(i) Not applicable.

(ii) **Details of tools & tackles:**

Not applicable.

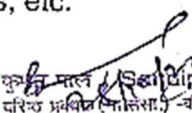
(h) **Ensuring safety for men & material:**

All precautionary measures are to be adopted by the bidder to ensure safety of their deployed staff and equipment in the canteens as per statutory obligations and company's safety guidelines / manual. Further, refer para 2(f).

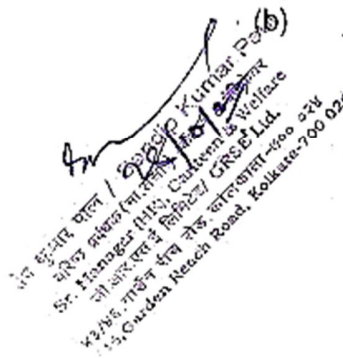
12. **Quality Control:**

(a) **Minimum criteria for quality of material supplied:**

The bidder shall prepare lunch using fresh vegetables and good, standard quality reputed brand raw materials such as rice, grocery items, etc. to the extent possible. All raw material used for cooking should be free from dust, insect parts, hair, foreign particles, etc.


संदीप कुमार पॉल / Sandip Kumar Paul
ज्येष्ठ प्रबंधक (मानवसाधन) - कैंटीन & वेलफेयर
Sr. Manager (HR), Canteen & Welfare
ओ.एस.एस.ई लिमिटेड/ GRSE Ltd.
83/84, एन.टी.डी. रोड, गार्डन रीच-700 024
/46, Garden Reach Road, Kolkata-700 024

- (b) **Minimum criteria for quality of consumables supplied:**
Refer para 2 (j) and Annexure V & VI.
- (c) **Minimum criteria for quality of work done:**
Cooked food should be tasty and neither be under-cooked nor over-cooked. Further, refer para 5.
13. **Quality inspection:**
Any Statutory Authority or their representatives, GM(HR&A), GM(ER&Legal), In-charge (Canteen), unit Canteen In-charges or their authorized representative may check quality of services provided by the bidder at any time and without any prior notice.
14. **Work done certificate:**
- (a) **Certification procedure:**
The bidder is required to submit unit-wise monthly work done certificate for each service, i.e. preparing and serving lunch, cleaning of canteen with supporting documents (if required) and coupon booklet printing with supporting documents (if required) in triplicate, duly signed and stamped by authorized representative of the bidder to the respective unit Canteen In-charges. However for FOJ unit, in addition to the above, transportation work done certificate are also to be submitted to the In-charge (Canteen), FOJ. No defective/incomplete bills will be entertained under any circumstances.
- (b) **Certification authority:**
The bills submitted by the bidder will be thoroughly checked and certified by respective unit canteen In-charges or any other representative authorized by GM(HR&A) or GM (ER&Legal) or Unit in-charges for further processing of bills including SAP service entry sheet and onward forwarding to Finance Department for payment within 15 days after receipt of the bill subject to deduction of Tax as per prevailing rules. Unit canteen in-charges will forward the duly certified bill along with work done certificate and SAP entry sheet to corporate HR department for necessary payment.
15. **Delivery schedule:**
Job starting & completion date:
As mentioned in Purchase Order or LOI.
16. **Special terms & conditions:**
- (a) **Job to be distributed or not:**
Bidder is not permitted to do job distribution or sub-contracting without prior approval of GM(HR&A), GM(ER&Legal) or their authorized representative.
- (b) **Liquidated Damages / Penal provision:**
(i) The bidder should perform in effective and efficient manner to discharge their responsibilities as per the scope of work laid down in the PO or LOI and comply with statutory provisions, rules and GRSE policies while discharging their duties. Any delay in lunch service over 30 minutes from the scheduled lunch time to the contractors' workmen in any unit of GRSE resulting in loss of production and/or IR issue will not be accepted



 Sr. Manager (HR&A), Canteen & Welfare
 42/1/6, 7th Floor, 3rd Cross, 4th Stage, Bannerghatta Road, Bangalore-560 075
 1-800-700 0200

(h) **Termination:**

In case, the bidder commit breach of any of the Terms and Condition set forth herein, including failure to render services, GRSE reserves its right to terminate the contract at the risk and cost of the bidder upon 30 days notice in writing.

(i) **Foreclosure:**

The contract may be foreclosed by GRSE without any financial implication / obligation whatsoever by giving one month's notice in writing with or without assigning any reason. In the event of foreclosure, bidder shall be entitled for payment of all their dues for the services rendered by them till the date of foreclosure. No claim of any loss or damage whatsoever shall be claimed by the bidder from GRSE on account of such foreclosure.

(j) **Others:**

(i) GRSE may award part order as per its discretion.

(ii) The bidder needs to attend the Pre-Bid meeting mandatorily. Offer of any bidder without attending the Pre-Bid meeting will be summarily rejected. No representation regarding the same will be entertained afterwards.


(iii) TNC at scheduled date and time with relevant documents which testifies to their fulfilment of qualification criteria.

(iv) Any request for change of location and/or date and/or time for TNC & PNC will not be entertained.

(v) If the bidder attend the TNC without relevant documents or fails to attend the TNC at scheduled date and time, GRSE reserves the right to eliminate the bidder without providing further chance to participate in the tender.

(vi) Bills older than 90 days shall be considered as time barred and not entertained subsequently.

(vi) GRSE reserves the right to discontinue the service in all / any of its Contractors' Workmen Canteens or to terminate the contract with prior notice of 30 days without assigning any reason. GRSE also reserves its rights to stop the service for a specific period and / or for temporary period during tenure of the contract without assigning any reason with 72 hours prior notice thereto.


संदीप कुमार पाल / Sandip Kumar Paul
भरिष्ठ प्रबंधक (भा. संसा.) - कैंटीन & वेल्फेयर
Sr. Manager (HR), Canteen & Welfare
जी.आर.एस.ई. लिमिटेड/ GRSE Ltd.
४३/४६, गार्डन रीच रोड, कोलकाता-७०० ०२४
43/46, Garden Reach Road, Kolkata-700 024

33. **Indent / PR No.:**
SAP Indent number: _____

34. **Prepared / Initiated by:** SR. MGR(HR)/Canteen & Welfare.

Date: 28/10/22 Name: Lipi Das Designation: GM(ER & LEGAL) Department: ER	Approved by
---	-------------



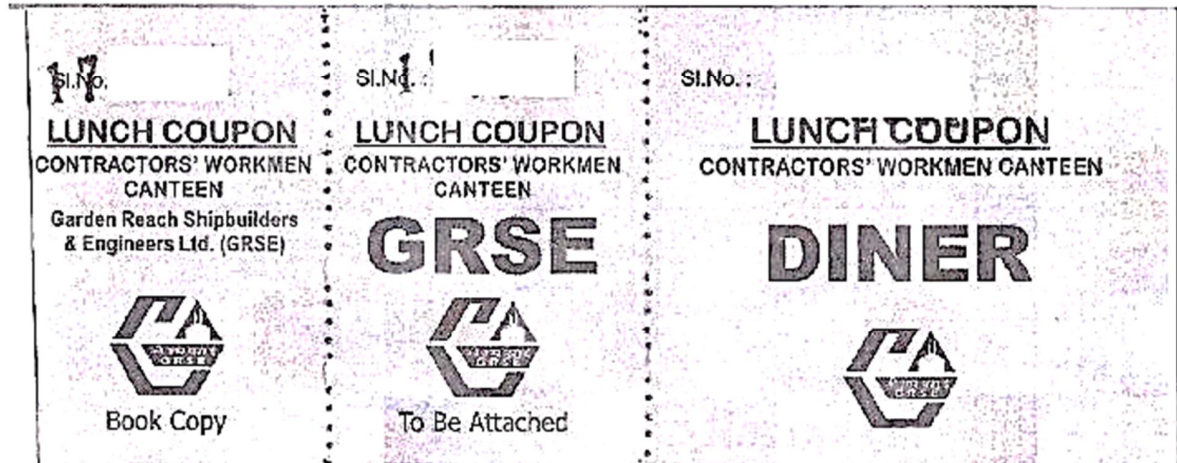
लिपि दास / LIPIDAS
(PR to attach SOR/SOTR)
मध्यमक (म. स. एंड बि.) / General Manager (ER & LEGAL)
गार्डन रोच शिपबिल्डर्स एंड इंजीनियर्स लिमिटेड
Garden Reach Shipbuilders & Engineers Ltd.
कोलकाता-७०००२४/Kolkata-700024



संदीप कुमार पाल / Sandip Kumar Paul
वरिष्ठ प्रबंधक (म.सं.स.) - कैंटीन & वेलफेयर
Sr. Manager (HR), Canteen & Welfare
जी.आर.एस.ई. लिमिटेड/ GNSE Ltd.
२३/४६, गार्डन रोच रोड, कोलकाता-७०० ०२४
46, Garden Reach Road, Kolkata-700 024

Annexure – I (Coupon sample):

For Reference



Annexure – II (Coupon requisition slip):

For Reference

BOOKING OF COUPONS FOR AVAILING LUNCH IN THE CONTRACTORS' WORKMEN CANTEEN, GRSE LTD.

UNIT:

Date:.....



Week

No.....(From.....to.....)

Name of the Contractor Firm	No. of Coupons	Total Amount

(Signature of Contractor/Authorized representative)
With Stamp of Contractors Firm

Received Rs.....

Signature & Stamp of Service Provider / Bidder


Sandip Kumar Paul
Sr. Manager (HR), Canteen & Welfare
जी.आर.एस.ई. लिमिटेड/ GRSE Ltd.
४३/४६ गार्डन रीच रोड, कोलकाता-७०० ०२४
43/46, Garden Reach Road, Kolkata-700 024

Annexure – III (Tentative number of diners of Contractors' Workmen Canteens for two years):

Unit-wise projection of diners						
	Main**	FOJ**	RBD**	61 Park**	Taratalla**	Total**
Total	405000	200000	125000	100000	50000	880000
Lunch/Day	810	400	250	200	100	1760
Projected total number of lunches for a period of two years						880000 nos.**

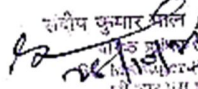
***The above projections may vary (±) 30% based on actual diner strength.*

Annexure – IV (Tentative quantity of cleaning agents for running Contractors' Workmen Canteens for two years):**

Unit	Liquid Soap (in Ltr./month)	Phenyl (in Ltr./month)	Bleaching powder (in Kg/month)	Washing basin bowl cleaner (in Ltr./month)
Main	70	35	15	5
FOJ	35	25	10	3
RBD	30	20	7	2
61 Park	20	10	4	2
Taratalla	10	5	2	1
Total/month	165	95	38	13
Total for 02 years	3960	2280	912	312

** In addition to aforesaid materials the bidder is required to provide good quality cleaning materials like cleaning agents, disinfectant, pest control spray, scrubbers, brooms, sponge wipes, mops, buckets, mugs, etc., of standard quality and sufficient in quantity for purpose of cleaning.

The aforesaid quantity of cleaning agents, materials, equipment etc. are only illustrative but not exhaustive. The bidder is required to provide good quality cleaning materials like cleaning agents, phenyl, disinfectant, pest control spray, liquid soap, scrubbers, brooms, sponge wipes, mops, buckets, mugs, etc. of standard quality and sufficient in quantity in such a manner so that daily cleaning can be done to maintain office, store room, kitchen, dining hall, staircase, floor, doors, windows, washing places, basin, etc. in a clean and hygiene condition and its precincts in cleaned and sanitary condition as per Rule 68(9) of The West Bengal Factories Rules, 1958 and furniture, service counter, utensils, crockeries, cutleries, equipment, gadget etc. in a clean and hygiene condition as per Rule 69(2) of The West Bengal Factories Rules, 1958.


Sandip Kumar Paul
 (Sandip Kumar Paul) - वकील & डेवेलपर
 Sandip Kumar Paul, Custom. & Welfare
 ऑफिसर एम ई लिमिटेड, GIC इ इंड.
 100, एन ईन एन रोड, नुक्का - 700 024
 (Mobile: 98303 700 024)

Annexure – V (Norms for major canteen items):

Sl. No.	Description of items	Norms per lunch (Approx. quantity)	Remarks
1.	Rice	180 gram before cooking	Miniket variety
2.	Pulses	30 gram before cooking	Moong, Msur, Arhar, Beuli
3.	Egg	50 gram ($\pm 5\%$) per egg before cooking	Hen
4.	Oil	15 gram before cooking	Sealed Mustard oil / Refined oil
5.	Spices	Sealed and branded materials to the extent possible	As per requirement
6.	Vegetable + Potato	100 gram + 50 gram before cooking	Vegetable and potato ration = 2:1
7.	Paneer	50 gram before cooking	Mother Dairy Calcutta / Amul

The aforesaid norms are illustrative only but not exhaustive.

Annexure – VI (Tentative list of major vegetable items to be used in Contractors' Workmen Canteens)

Sl. No.	Item	Quality	Period
01.	Potato (Aaloo)	Best quality, fresh & sound (Size: More than 02" without any spot or mark)	Throughout the year.
02.	Onion (Peyaj)	Best quality, fresh, sound & not to contain more than 30 nos. of uniform size in 01 kg lot	Throughout the year.
03.	Coconut (Narkel)	Best quality, fresh, sound & soft	Throughout the year.
04.	Green Chili (Kancha Lanka)	Best quality, fresh, green, sound & pungent to taste	Throughout the year.
05.	Garlic (Rosun)	Best quality, fresh & sound	Throughout the year.
06.	Ginger (Aada)	Best quality, fresh, green, sound & pungent to taste	Throughout the year.
07.	Tamarind (Green) (Kancha Tetul)	Best quality, fresh & sound	Throughout the year.
08.	Tamarind (Ripe) (Paka Tetul)	Best quality, fresh & sound	Throughout the year.
09.	Lemon (Pati Lebu)	Best quality, fresh, sound & containing 25 pcs. in 01 KG	Throughout the year.
10.	Pumpkin (Ripe) (Paka Kumro)	Best quality, fresh & sound (Each pumpkin should weight at-least 03 kg)	Throughout the year.
11.	Green Plantain (Kanch Kola)	Best quality, fresh & sound.	Throughout the year.
12.	Brinjal (Begun)	Best quality, fresh, sound, with least seed, tender, soft & should not contain more than 3 pcs. Of uniform size in 1 kg.	November to April

संदीप कुमार पाण्डे Sandip Kumar Paul
मैनेजर (आ.संसा.) -ईईन & वेलफेयर
Sr. Manager (HR), Canteen & Welfare
जी.आर.एस.ई. लिमिटेड/ GRSE Ltd.
प्लॉट/४६, गार्डन रोड, कोलकाता-७०० ०१४

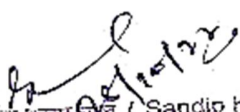
Sl. No.	Item	Quality	Period
13.	French Beans (Beans)	Best quality, fresh, sound, tender & soft	October to March
14.	Kidney Bean (Sheem)	Best quality, fresh, sound, with least seed, tender, soft & green.	October to April
15.	Ceylon Spinach (Pui Shak)	Best quality, fresh, sound, tender, soft & green.	April to October
16.	Ash Gourd (Chal Kumro)	Best quality, fresh, sound, with least seed, tender, green, seeds should be small & soft (if any)	March to October
17.	Asparagus Bean (Barbati)	Best quality, fresh, sound, soft & green	Throughout the year.
18.	Bottle Gourd (Lau)	Best quality, fresh, sound, seed should be tender & soft.	Throughout the year.
19.	Papaya (Pepe)	Best quality, fresh & sound.	Throughout the year.
20.	Hog Plum – Sour (Kancha Amra)	Best quality, fresh & sound.	Throughout the year.
21.	Ladies finger (Dheros)	Best quality, fresh, sound, soft & green.	Throughout the year.
22.	Biter Gourd (Karala)	Best quality, fresh, sound & green.	Throughout the year.
23.	Green Jack Fruit (Enchor)	Best quality, green, fresh, sound & each should not be more than 02 kg and not less than 1 kg in weight.	March to July
24.	Cucumber (Sasha)	Best quality, green, fresh, sound & each should not contain more than 10 pcs. in 01 kg.	Throughout the year.
25.	Green Mango (Kancha Aam)	Best quality, green, fresh, sound & standard size.	March to August
26.	Pointed Gourd (Patal)	Best quality, green, fresh, sound, not soaked in water & should not contain 30 pcs. in 01 kg.	Throughout the year.
27.	Rige Gourd (Jhinga)	Best quality, green, fresh, sound & soft.	November to July
28.	Cauliflower (Phool Kapi)	Best quality, green, fresh, sound, standard size, without leaf & stem, upto the level of flower.	October to April
29.	Cabbage (Bandha Kapi)	Best quality, green, fresh, sound, standard size, without stem & open leaf, not soaked in water.	October to April
30.	Tomato (Tomato)	Best quality, fresh, sound, standard size, ripe, reddish in colour, should not contain more than 24 pcs. in 01 kg.	Throughout the year.
31.	Radish (Mulo)	Best quality, fresh, sound, without leaves, only stem & should not contain more than 20 pcs. in 01 kg.	July to January

संदीप कुमार पाल / Sandip Kumar Paul

वरिष्ठ प्राध्यापक (आ.प्र.वि.) / वरिष्ठ निदेशक
Sr. Macroeconomic Research & Welfare
Officer (A.P.V.) / Sr. Director
Office, Panchajanya, Lucknow
Uttar Pradesh, India

Sl. No.	Item	Quality	Period
32.	Green Peas (Korai / Motor Shuti)	Best quality, green, fresh & sound.	Throughout the year.
33.	Spinach (Palong Shak)	Best quality, green, fresh & sound.	Throughout the year.
34.	Sweet Potato (Ranga Aaloo)	Best quality, fresh & sound.	Throughout the year.
35.	Drum Stick (Sajna Data)	Best quality, green, fresh & not more than 75 nos. in 01 kg.	February to August
36.	Carrot (Gajor)	Best quality, fresh & sound.	Throughout the year.
37.	Beetroot (Beet)	Best quality, fresh & sound.	Throughout the year.
38.	Spring Onion (Pianj koli)	Best quality, soft, fresh, sound & green.	November to March
39.	Snake Gourd (Chichinga)	Best quality, fresh, sound & green.	Throughout the year.
40.	Hog Plum – Sweet (Misti Amra)	Best quality, fresh & sound.	Throughout the year.
41.	Turnip (Ol kopi)	Best quality, fresh, sound & not more than 05 pcs. in 01 kg.	Throughout the year.
42.	Neem Leaves (Neem Pata)	Best quality, fresh & sound.	Throughout the year.
43.	Coriander Leaves (Dhone Pata)	Best quality, fresh & sound.	Throughout the year.
44.	Cooking Apple	Best quality, fresh & sound.	Throughout the year.
45.	Mango Ginger (Am-ada)	Best quality, fresh & sound.	Throughout the year.
46.	Red Leafy (Lal shak)	Best quality, fresh & sound.	Throughout the year.
47.	Pine Apple (Anaras)	Best quality, fresh, sound & large size.	May to September
48.	Sweet Bitter Gourd (Kankrol)	Best quality, fresh & sound.	Throughout the year.
49.	Amaranth Leafy (Note shak)	Best quality, fresh & sound.	Throughout the year.
50.	Katora data	Best quality, fresh & sound.	Throughout the year.
51.	Olives (Jalpai)	Best quality, fresh & sound.	Throughout the year.
52.	Tomato green (Kancha Tomato)	Best quality, fresh & sound.	Throughout the year.

The aforesaid list is illustrative only but not exhaustive.


 Sandip Kumar Paul
 Sr. Manager (HR), Canteen & Welfare
 GRSB Ltd.
 43/84, Park Road, Kolkata-700 024

Annexure – VII (Specimen of registers to be maintained):

(a) Coupon issue & Coupon book stock register:

Sl. No.	Date	Contractors Name	Coupon Booklet No	Coupon issue sl. no.		No. of coupon	No of coupon (in word)	Amount	Signature
				To	From				

(b) Weekly menu register:

Date	Day	Menu	Actual diner strength	Remarks

(c) Stock register of raw materials:


Date	Opening balance	Received	Issued	Closing balance	Remarks

(d) Daily cleaning register:

Date	Dining hall	Kitchen area	Office & store	Utensils	Equipment / Gadget	Signature by bidder		Remarks	GRSE representative
						Cleaning staff	Supervisor		

(e) Register for to-and-fro transportation of food from FOJ to 61 Park and Taratalla unit:

Date	Transport provided	Signature of bidder's supervisor	Signature of GRSE authorized representative


Sanjit Kumar Paul
Sr. Manager (IIR), Canteen & Welfare
GRSE Ltd.
43/45, Garden Reach Road, Kolkata-700 024

(f) LPG register:

Date	Empty cylinder out	Challan no. & date	Full cylinder in	Challan no. & date	SIR no & date	Meal cooked	Remarks

(g) Register of bills submitted by the bidder:

SI No.	Bill No.	Bill Date	No. of Coupon	Cleaning	Transport	Coupon Printing	Amount	Service entry sheet no.	BTN No.	Bill submitted to Finance

(h) Register for maintenance / repair work:

Date	Maintenance / problem brief	Concerned department	Maintenance / repair date	Remarks

(i) Inventory register of utensils / gadget / crockeries:

Utensils / gadget / crockeries	Month/Year		Next Month/Year	
	Quantity (in No.)	Remarks	Quantity (in No.)	Remarks

(j) Diner's grievance, clarification and feedback register:

Date	Name of diner	Contractors' Name & Gate-pass no.	Grievance / Feedback	Signature of diner


Sandip Kumar Paul
Sr. Manager (HR), Canteen & Welfare
जी.आर.एस.ई. लिमिटेड GRISE Ltd.
जी.आर.एस.ई. लिमिटेड - 700 024
Garden Reach Road, Kolkata-700 024

STANDARD TERMS & CONDITIONS (STAC)

मानक निबंधन और शर्ते (एसटीएसी)

(1) Integrity Pact समग्रताअनुबंध (For the value of Contract more than Rs.2.0 Cr.):

All the participating vendors in this tender are required to enter into agreement by signing an Integrity Pact.

“The Pact essentially envisages as agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both the parties, not to exercise any corrupt influence on any aspect of the contract”.

Signing of Integrity Pact will be preliminary qualification for participation of this tender, only those vendors who have entered into this Pact with GRSE will qualify for the contract. This Integrity Pact will be effective from the stage of invitation of bids till the date of complete execution of this contract.

Signing Authority for Integrity Pact:

(A) Vendor: Proprietor / Director / Authorized representative

(B) GRSE: Head of the ordering department, not below the rank of DGM / AGM

Vendors need to sign on each page of the Integrity Pact document and provide the same on a Govt. issued bond paper of Rs.100/- . The scanned copy of the same need to be uploaded along with the technical Bid documents and original copy of the same to be forwarded to Tendering Department before the due date of the tender.

(2) Micro & Small Enterprise (सूक्ष्मऔरछोटेउद्यम) -

- i. Purchase preference will be given to eligible Micro and Small Enterprise firms as per MSME Act on submission of valid Udyog Aadhar Memorandum (UAM) or Entrepreneurs Memorandum Part II (EM) or NSIC copy along with their offer to claim the benefit. Tendered Service is to be listed in the UAM or the EM Part II or NSIC submitted else they are disqualified to avail the benefit.
- ii. In tender, participating Micro and Small Enterprises (MSE) quoting price within price band of L1+15 per cent shall be allowed to provide a portion of requirement by bringing down their price to L1 price in situation where L1 price is from someone other than Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 per cent of total tendered value. In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity). This clause is applicable only when the job is divisible in nature and can be distributed to more than one vendor subject to tender terms.
- iii. In case the entitled MSE firm is owned by SC/ST category entrepreneur then the organization will be entitled for 4% out of 20% reserved order value for MSE firms as well as an equal portion out of the balance 16%. In such cases proof of owner belonging to SC/ST category has to be submitted.
- iv. Above allocation of order will be done only if the tendered service is allocable.

- v. In addition MSE firms will be entitled to avail the following benefits:
- Tender Documents will be issued free of cost.
 - Earnest Money Deposit will be exempted.
 - In addition, Firms registered with NSIC will also be entitled to exemption for submission of Security Deposit subject to monetary limit stated in the certificate.

(3) Tender Fee (निविदाशुल्क): Non Refundable

- Amount of declared non-refundable tender fee is to be submitted in the form of Demand Draft / Pay Order, Payable at Kolkata and issued in favour of "Garden Reach Shipbuilders & Engineers Limited" by any Nationalized/Scheduled Bank other than Co-operative Bank. Physical DD/PO to be forwarded to Tendering Department of GRSE within 07 days of tender due date. A scanned copy of the same is to be uploaded as an attachment to the PART I of e-bid submission.
- MSE registered firms having the tendered service listed in their MSE document will be eligible for exemption of tender fee. To claim the exemption, a copy of the valid MSE certificate with its annexure is to be scanned and uploaded as an attachment to the PART I of e-bid submission. The same is to be confirmed in the techno-commercial concurrence format.
- Non-submission of tender fee or a valid MSE certificate may lead to offer rejection.

(4) EARNEST MONEY DEPOSIT (INTEREST FREE) बयाना जमा (ब्याज रहित)

- Amount of declared interest free Earnest Money Deposit (EMD) is to be submitted in form of Demand Draft / Pay Order, Payable at Kolkata and issued in favour of "Garden Reach Shipbuilders & Engineers Limited" by any Nationalized/Scheduled Bank other than Co-operative Bank. Physical DD/PO to be forwarded to Tendering Department of GRSE within 07 days of tender due date. A scanned copy of the same is to be uploaded as an attachment to the PART I e-bid submission.
- EMD may also be submitted in the form of Bank Guarantee with six months validity as per enclosed GRSE format of Bank Guarantee and is to be forwarded directly to GM (Finance), GRSE in Bankers' sealed envelope failing which same will not be accepted. Details of B.G. are to be in Techno-Commercial part of offer.
- MSE registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting EMD. To claim the exemption a copy of the valid MSE certificate with its annexure is to be scanned and uploaded as an attachment to the General Document part of E-PROCUREMENT. The same is to be confirmed in the PART I concurrence format.
- Non-submission of EMD or a valid MSE certificate may lead to offer rejection.
- GRSE will issue Money Receipt against EMD submitted by way of DD/PO.
- Refund of Earnest Money Deposits
 - EMD of unsuccessful bidders will be refunded/ returned within 30 days of finalisation of order on surrendering the original copy of GRSE Money Receipt with

an application by bidder addressed to HOD of Ordering Department, GRSE on receipt of intimation from GRSE.

- b. EMD of disqualified bidders in TNC/CNC will be returned within 30 days from the date of receipt of application along with original copy of Money Receipt from the bidder. EMD, if not claimed within 1 year from the date of notification EMD will be forfeited.
- c. EMD of successful bidder will be returned after receipt of security deposit against work order as per contractual terms.

vii. Forfeiture of Earnest Money Deposit (बयाना जमा की जब्ती)

EMD may be forfeited under the following circumstances:

- a. The bidder withdraws the bid after opening of Price Bid during the period of validity of offer.
- b. The bidder does not accept the correction of error in bid price as indicated in Clause 21 hereinafter.
- c. The successful bidder fails within the specifies time limit to:
 1. Acknowledge the LOA/Order
 2. Furnish the required Security Deposit
 3. Non-performance of the contract by the Contractor
 4. If any registered vendor with Fixed EMD withdraws its bid prior to finalisation of the order and during the period of bid validity, the Fixed EMD as deposited by the vendor shall be liable to be forfeited.

(5) SECURITY DEPOSIT (INTEREST FREE) प्रतिभूति (ब्याज रहित):

- i. Successful bidder will deposit an amount equivalent to the declared per cent of the total contract value as interest free Security Deposit (SD) in the form of Pay Order/D.D/Bank Guarantee (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 site clearance. In case of non-submission of SD as per schedule, penal interest will be charged 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.
- ii. If S.D is submitted in the form of B.G then same is to be forwarded directly to our Gen. Mgr. (Finance) in Banker's sealed envelope failing which same will not be accepted. Details of B. G. should also be confirmed to Ordering Department, GRSE.
- iii. S.D. amount would be refunded / returned after successful execution of the job and certification of Material Reconciliation Statement by Internal Audit, if applicable. Vendor is to apply for release of their SD which has to be certified by PL/Engineer-in-charge of GRSE through GRSE Ordering Dept. In the event of failure to execute the order satisfactorily or default by the contractor/ sub-contractor, the security deposit will be forfeited.

iv. NSIC registered under single point may be exempted from depositing the security deposit. However this will be as per prevailing rules circulated by D.P.E from time to time. To claim the exemption a copy of NSIC certificate is to be scanned and enclosed with the technical bid (Part – I) and the list of activities contained in NSIC certificate / EM Part-II should cover the activity for which tender is issued.

(6) **COMPLIANCE OF ESI & PF (ईएसआई और पीएफ का अनुपालन):-** If ESI & PF of the engaged laboures are not deposited to respective authorities in due time, GRSE will deduct the same amount from bills of the vendor and will deposit with the authorities. In such cases GRSE has the right to charge 10% interest for delayed compliance of statutory provisions.

(7) **GST REGISTRATION (जी एस टी पंजीकरण):-** The vendor will have to submit copy of GST registration certificate along with the Technical bid.

(8) **GUARANTEE PERIOD (गारंटी अवधि):**

Workmanship will be guaranteed for satisfactory performance for a period ***as stated in NIT.*** Any faulty work carried out by the sub-contractor is to be rectified by them within the time stipulated by the GRSE. In case of failure of sub- contractor to meet the ship's programme, outstanding deficiencies shall be rectified by GRSE and all costs of such work shall have to be borne by the sub-contractor).

During guarantee/ warranty period if any equipment or any component thereof supplied by the contractor, suffers due to defective material and/ or due to improper design and/ or due to defective drawing or due to faulty workmanship the contractor will assume full responsibility of rectification of such defective equipment or component thereof including all direct expenses relating to removal and re-positioning of the replacement/ repaired equipment or component thereof and subsequent test & trial, incurred thereon without any financial implication to GRSE.

(9) **PRICE (मूल्य):**

a) Price bid need to be filled up in html format only through e-portal. No other attachment regarding price will be allowed if so then offer will be treated as cancelled. But for break-up of prices, GRSE may attach excel sheet with the html format price bid and the bidder has to fill up their prices in excel sheet and also in html format as per instruction in NIT.

b) L1 bidder will be decided based on quoted total cost / item wise rate / Package wise as mentioned in NIT. GRSE may engage multiple vendors based on production requirement / performance by the vendor. Engagement of multiple vendors against the tender will be as per NIT.

c) As a general rule, Price Negotiation with L1 vendor (s) will not be entered into as far as possible, unless warranted by unreasonable price quoted in the opinion of GRSE.

The price should remain firm & fixed till satisfactory execution of the entire contract as per NIT. GST will be paid extra as per the ruling rate. GST registration certificate for the service being tendered is to be enclosed with the techno-commercial bid. If the certificate is not obtained so far, copy of the application for registration for the service under consideration is to be enclosed. GST registration number is to be quoted in all bills.

(10) JOINT VENTURE OR CONSORTIUM(संघटन):

The bids submitted by a joint-venture or Consortium of two or more firms as partners shall comply with the following requirements:

i) One of the partners responsible for performing a key component of the contract, shall be designated as a leader; this authorization shall be evidenced by submitting with the bid a Power of Attorney signed by legally authorized signatories of all the partners

ii) The leader shall be authorized to incur liabilities, and receive instruction for and on behalf of any and all partners of the joint-venture or consortium, and the entire execution of the contract shall be done with the leader,

iii) All partners of the joint venture or consortium shall be liable jointly and severally for the execution of the project or contract,

iv) A copy of the contract/agreement entered into by the joint venture or consortium partners shall be submitted with the bid,

v) The responsibility of all members of the J/V or Consortium should be clearly indicated and these shall not be varied or modified without the prior approval of the employer, and the joint venture agreement /consortium should be registered.

vi) In order for a joint venture or consortium to qualify, each of its partners or combination of partners must meet the minimum criteria set for the individual bidder. Failure to comply with this requirement will result in rejection of the joint venture or consortium's bid. The figures for each of the partners of a joint venture comprising of two or more persons shall be added together in proportion to their participation in the J/V or consortium, to determine the bidder's compliance with the minimum criteria say,(work to be executed per year not less than Rs 3 crore if such criteria is set in RFP) . The lead partner should hold at least 51% of those minimum criteria failure to comply with which the bid shall stand rejected.

vii) The percentage of partnership of the lead partner shall be highest among all the joint ventures partners. The lead partner shall be such a company only, who has purchased the bid document,

viii) Bid security/EMD can be submitted either by the lead partner or proportionately by the joint venture /Consortium partners. However performance security BG shall have to be submitted by all the partners of joint venture/consortium on a basis proportionate to their participation,

xi) The contract agreement shall be signed jointly by each joint venture/consortium partners.

(11) SUB-CONTRACTING OF SUB-CONTRACTED JOB(उप संविदा कार्य का उप संविदा):-

When an order is issued to a Vendor/ Contractor for execution of a particular job, the Contractor shall not sub-contract the job / a part of the job without approval from the employer and without intimation of the name and credentials of the said sub-contractor.

(12) EXCESS/WASTE/REJECTED MATERIALS(अतिरिक्त/बेकार/ अस्वीकृत सामग्री):-

Removal of excess/waste/rejected materials etc. generated during execution of work should be arranged at your cost immediately after completion of work each day and for

non-removal of same by you, the expenditure incurred by GRSE in removing these materials will be to your account.

(13) **FIRE & SAFETY PRECAUTIONS** अग्नि एवं संरक्षा सावधानियाँ - The Vendor/Contractor shall abide by the Safety regulations of the GRSE as detailed in ANNEXURE –9. You should take all safety precautions and provide adequate supervision & control for your workmen in order to carry out the job safely. In case of any violation of safety precaution and none using of safety equipment, Contractor shall be liable for a penalty which is detailed in ANNEXURE –9. 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.

(14) **ENVIRONMENT MANAGEMENT AND OCCUPATIONAL HEALTH & SAFETY** (पर्यावरण प्रबंधन एवं व्यावसायिकस्वास्थ्य सुरक्षा): - The vendor shall ensure compliance of Environment Management System (ISO14001:2004), Occupational Health & Safety (OHSAS 18001:2007) & Energy Management System (ISO 50001:2011) while carrying out their activity in the yard.

(15) **ENERGY CONSERVATION** (ऊर्जा संरक्षण):-

GRSE will provide power supply at free of cost for execution of job. You should ensure that the power during execution of job shall be used in a very economic way to save energy as per Energy Management System of ISO 50001: 2011.

(16) **INSURANCE** (बीमा) :- The Insurance has to be taken by the contractor with appropriate value coverage for the underlying risks (the beneficiary would be GRSE by endorsement) e.g. Loss due to –

- Strike, Riot (SRCC), Fire, Flood, Earthquake and other natural calamities.
- Burglary and theft in contractor's premises.
- Material in transit.
- Bad workmanship and wastage / spoilage of material thereby.
- Blockage of materials in the contractors premises (due to prolonged Lockout or any other Force Majeure condition) which affects GRSE's production.
- Infidelity of contractors.

If the contractor is unable to take coverage, GRSE will cover such risk and cost of premium will be borne by the contractor / recovered from their dues.

(17) **SITE-INCHARGE/ LOG BOOK/ HINDRANCE & OTHER RECORDS:**

- One fully responsible and Qualified Site-in-charge has to be posted at the site during progress of work.
- Attendance Register, Wage Register etc are to be maintained daily for the particular job on board and to be shown as and when required.
- Details of technical personnel deployed for the job.
- Monthly progress report.
- Log book for re-work/ modification.
- Details of materials brought by vendor along with copies of challan.
- Proper record of hindrances is to be maintained by the sub-contractor for the purpose of timely removal of the hindrance and is to be put up for approval by Project Leader/Site Engineer on weekly basis. A copy of the same would have to be enclosed while submitting any request for waiver of liquidity damages.

(18) WORKING HOURS:

The Contractor's normal working hours shall be in between 8AM-5PM. Work may also be required to be carried out in day or night shift as per GRSE's requirement. Also, work may be required to be carried out on Sunday/Holiday or beyond schedule working hours as per requirement of GRSE and the Contractor will have to arrange for same at no extra cost.

(19) INDIVIDUALITY OF THE CONTRACT:

This Contract should be treated as an individual contract and should not be related with other orders with GRSE in respect of progress of work or payment.

(20) Sufficient Supervisory Staff should be provided by you during execution of work and in case of any accident/ damage to GRSE properties, full responsibility will be attributed to you and loss incurred will be recovered from you.

(21) SECURITY OF INFORMATION:-

All documents and drawings of this project are of confidential in nature and should be used explicitly for the purpose for which they are provided. Drawings should not be copied and should be returned to GRSE on completion of work.

No information in respect of contracts/orders shall be released to the national or international media or any one not directly involved its execution without the express written approval of the integrated Headquarters, MOD (NAVY). In the event of any breach of above provisions, the vendor would have to make good of any loss/ cost/ damage/ any other claim whatsoever preferred by anybody to GRSE in this respect.

(22) REGISTRATION OF APPROVED VENDOR:

The contractor is to confirm whether they are registered with GRSE as approved Vendor and Indicate Supplier's Code (5 digits) and product Code group. . If not an approved vendor, provisional vendor registration code is to be taken from GRSE Vendor Registration Cell prior to placement of order.

(23) CONTRACT WORKMAN WAGE PAYMENT: -

Payment of wages to the contractor's employee/workmen 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.

(24) In case of Limited tender any bidder is not interested to quote, Vendor's confirmation of having received the tender but not willing to quote / regretting to quote, must be forwarded for GRSE reference & records. This should be treated as a requirement for the Vendor's name to be retained in GRSE's select list. In case where a particular Vendor has not responded to tender enquiry for more than 3 times, its name will be liable for de-registration.

(25) INSPECTION:-

(i) Quality assurance authority: As per NIT/SOTR.

(ii) Inspection to be carried out stage wise by Quality Assurance Authority. On completion of work for any stage, vendor has to submit Inspection Offer to GRSE (Inspection Agency) for stage inspection. GRSE (Inspection Agency) shall co-ordinate

with the Outside Inspection Authorities (as applicable) for carrying out inspection of completed job.

- (iii) GRSE reserve the right to inspect all operations to be carried out by the contractor. Free access to the work site at all the time shall be ensured by contractor. The presence or absence of GRSE representative does not relieve contractor of the responsibility for quality control. The contractor shall provide all assistance for carrying out inspection of completed work.

Repeat inspection for any particular job is to be discouraged as far as possible. Hence the vendor should complete the job in all respect prior to submission of Inspection Offer to avoid reoffering. In case of repeat inspection happens for more than two occasions then the additional cost implication incurred by GRSE will be deducted from the bills of the vendor at actual. Number of occasions of repeat inspection for any particular job is to be indicated by GRSE in inspection note and same is to be incorporated in the work done certificate for deduction of additional cost implication for repeat inspection. Cost of deduction shall be calculated by Executing Dept., GRSE with the help of Finance Dept., GRSE.

(26) CORRECTION OF ERRORS:

Bids determined to be responsive will be checked by the Employer for any arithmetic error. Errors will be corrected by Employer as follows:

- (i) For manual tendering:-
 - a) Where there is a discrepancy between the rates in figures and in words, the rates in words will govern.
 - b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- (ii) For tendering through E-PROCUREMENT:-

Where there is a discrepancy between the rates in html format and the attachment to price bid (if applicable), the rates in attachment to price bid will govern. In attachment to Price bid; if any discrepancy found between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will be considered.

(27) FORCE MAJEURE:

In the event of contractor being unable to fulfil the obligation under the agreement owing to force majeure, such as War, Fire, Earthquake, Flood, Strike/ Lockout at GRSE premises where the contractor is working, the party affected shall not be held responsible for any failure or non-performance of the duties and obligations under the agreement, provided that all responsible efforts have been made to overcome the consequences of such failure, or non-performance. The time for performances of the contractual obligation shall then be extended by period not more than the duration of such events.

In the event of Force Majeure condition existing at contractor's site in GRSE Premises or CPT areas for GRSE work, GRSE is to be intimated with details of such happenings and cessations thereof, within 3 days. Force Majeure is to be limited to contractor's site in GRSE/CPT premises for GRSE's work only. Lock out/ Closure of contractor's factory premises or office or any other place outside GRSE/CPT/GRSE nominated place as indicated above cannot be considered as a Force Majeure condition under this contract.

(28) **TERMINATION OF CONTRACT:** In the event of non-performance or non-engagement of manpower for the execution of the job within the notice period, GRSE reserves the right to cancel the order in part or in full, and no compensation whatsoever will be entertained.

(29) **DAMAGE OF MATERIALS / EQUIPMENTS:** The contractor will ensure that no damage is caused to the materials, equipment or any other property of GRSE due to negligence and / or any reason whatsoever by the contractor's man. The cost of damage will be suitably recovered from vendor's bills.

(30) **OFFICE & STORAGE SPACE:** The contractor will have to arrange their office & storage required for execution of job, for cumulative order value of Rs.75 lakhs and above, of their own. However space for placing up to one container will be provided free of cost by GRSE. Container will have to be removed by the contractor within 03 months from the date of final settlement with GRSE. In case of non-removal of container within specified period penalty as deemed fit will be imposed for the occupied area of GRSE.

(31) **ARBITRATION (मध्यस्थता):-**

- i) If at any time, before during or after the contract period, any unsettled claim, question, dispute or difference arises between the parties, upon or in relation to or in connection with or in any way touching or concerning this order, the same shall be settled/adjudicated through Arbitration to be conducted by a Sole Arbitrator, to be appointed by the parties on mutual consent, in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- ii) In the event the parties fail to mutually appoint a Sole Arbitrator within 30 days from the receipt of a request by one party from the other, then either of the parties may approach the Hon'ble High Court at Calcutta under the provisions of the Arbitration and Conciliation Act, 1996 for appointment of a Sole Arbitrator by the Hon'ble Court.
- iii) Such arbitration shall, in all respects, be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules framed there under or any statutory modification or re-enactment thereof for the time being in force.
- iv) The Award of the Sole Arbitrator shall be final, conclusive and binding upon the Parties.
- v) In the event of the death or resignation or incapacity or whatsoever of the said Sole Arbitrator if appointed by the parties mutually the said parties may again appoint a suitable Substitute Arbitrator in place of the erstwhile Sole Arbitrator to continue with the proceedings. In the event of appointment of the Sole Arbitrator by the Hon'ble High court at Calcutta on death or resignation or incapacity or whatsoever of the said Sole Arbitrator, either of the parties in this behalf, may make an application to the Hon'ble High court at Calcutta for appointment of a Substitute Arbitrator and the Hon'ble Court may pass such orders as it deems fit and proper.
- vi) Also in the event an Arbitration award is set aside by a competent court the parties may appoint a Sole Arbitrator mutually or on failing to appoint a Sole Arbitrator mutually within the statutory period then either of the parties may file

an application before the Hon'ble High Court at Calcutta under the provisions of the Arbitration and Conciliation Act, 1996 for appointment of a Sole Arbitrator by the Hon'ble Court in accordance with the provisions of the Arbitration & Conciliation Act.

vii) The cost of the arbitration, fees of the arbitrator, remuneration of the stenographer and clerk, stamp paper etc. shall be shared equally by the parties, unless otherwise directed by the Sole Arbitrator. The venue of arbitration shall be at Kolkata and unless otherwise decided by the parties or by the Sole Arbitrator himself, the venue shall be the premises of Garden Reach Shipbuilders & Engineers Ltd. located at 43/46, Garden Reach Road, Kolkata 700 024.

viii) The language of the proceeding shall be in English."

(32) **JURISDICTION:** Litigation, if any, pertaining to this contract will come under the jurisdiction of High Court at Kolkata.

- i) All contracts shall be deemed to have been wholly made in Kolkata and all claims there under are payable in Kolkata City and it is the distinct condition of the order that no suit or action for the purpose of enforcing any claim in respect of the order shall be instituted in any Court other than that situated in Kolkata City, West Bengal State, India.
- ii) The Firm is warranted that all service rendered by them shall conform to applicable city, states & central laws, ordinances and regulations and the said Firm shall indemnify / defend / relieve GRSE harmless , from / of against loss, cost of damage, by reason or any actual or alleged violation thereof.
- iii) GSRE shall not be liable under the workmen's compensation Act of 1923; in case any employee or workmen receives injury while actually serving his employer in connection with the latter's work inside the compound of GRSE Ltd.
- iv) All existing applicable Laws such as ESI, PF, SERVICE, CONTRACT LABOUR, CHILD LABOUR etc. as applicable, shall be binding for the contract.

1. For any discrepancy between NIT (Notice Inviting Tender) and STAC, NIT statement may be taken as final.
2. Clarification required, if any, regarding Tender Document, should be got resolved by contacting competent authority of GRSE prior to submission of bid.

INTEGRITY PACT

Between

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

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for "Name of the job:-----". The principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness /transparency in its relations with its Bidder(s)/ or Contractors (s).

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

Section 1- Commitments of the principal

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

a.No employee of the principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b.The Principal will, during the tender process treat all Bidder(s) with equity and reason. The principal will in particular, before and during the tender process, provided to all Bidder(s) the same information and will not provide to any Bidder(s) confidential /additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contact execution.

c. The principal will exclude from the process all known prejudiced persons.

[2] If the principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

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

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

a.The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s)/Contractor(s) will not use improperly, for purpose of competition or personal gain, or pass on to others, any information or document provided by the principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s) / Contractor(s) of Indian Nationality shall furnish the name and address of the foreign particulars, if any. Further details as mentioned in the "Guidelines on Indian agents of Foreign suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only, copy of the "Guidelines on Indian agent of foreign supplier" is annexed and marked as annex.

e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

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

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

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

Section 4- Compensation for Damages.

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

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

Section 5- Previous Transgression

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

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

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

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all sub-contractors a commitment in conformity with this integrity pact, and to submit it to the principal before contract signing.
- 2) The principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Sub-Contractors.
- 3) The Principal will disqualify from the tender process all bidders who do not sign this pact or violates its provisions.

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

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

Section 8- Independent External Monitor/Monitors

- 1) The Principal appoints competent and credible Independent External Monitor for this pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 2) The Monitor is not subject to instructions by the representative of the parties and perform his functions neutrally and independently. He reports to the Chairman GRSE.
- 3) The Bidder(s)/Contractor (s) accepts that the Monitor has the right to access without restriction to all project documentation of the principal including that provided by the contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) /Subcontractor(s) with confidentiality.
- 4) The Principal will provide to the Monitor sufficient information about all meeting among the parties related to the project provided such meetings could have an impact on the contractual relations between the principal and the contractor, The parties offer to the Monitor the option to participate in such meetings.
- 5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the management of the principal and request the management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

6) The Monitor will submit a written report to the Chairman, GRSE within 8 to 10 weeks from the date of reference or intimation to him by the principal and should the occasion arise, submit proposals for correcting problematic situations.

7) Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the GRSE Board.

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

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

Section 9- Pact Duration:

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

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

Section 10- Other provisions:

- 1) This agreement is subject to Indian Law, place of performance and jurisdiction is the Registered Office of the principal i.e. Kolkata.
- 2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & On behalf of the principal)

(For & On behalf of the Bidder/Contractor)

Place

Place

Date

Date

Witness 1
(Name & Address)

Witness 2
(Name & Address)

ANNEXURE-4

FORMAT FOR EXECUTED RELEVANT JOBS DURING LAST 05 YEARS ENDING ON 31.03.2022 TO JUSTIFY 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 <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	Value of Purchase order	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 ON FINANCIAL ELIGIBILITY CRITERIA

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

A. 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)

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 30.04.2022 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: -----

Date:

Signature of Bidder with Seal.

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

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

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

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

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

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

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

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

ANNEXURE 11

CHECK LIST FOR BILL SUBMISSION - for Service Contracts				
A.	GENERAL PARTICULARS: (to be checked and submitted by Contractor/Vendor)			
A.1	BTN (as per BTS System):-			
A.2	Invoice No and date / E-Invoice No. & Date (if applicable for the vendor) (Original & in triplicate)			
A.3	PO Number			
A.4	Name of Vendor			
A.5	Location of work :			
		MW / RBD/ FOJ/ TU / 61Park/Vendor's premises		
I. For RA Bill (Running/Progressive bill)		(Put ✓ Mark)		
	YES	NO	NA	
A.6	PO Number and date verified with Invoice:			
A.7	Vendor Name & Address in Invoice verified with Purchase Order:			
A.8	Vendor Code as in PO verified with Invoice:			
A.9	Original certified WDC enclosed :			
A.10	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
A.12	HSN/SAC code is as per PO			
A.13	GSTIN No. is as per PO			
A.14	GST % is as per PO			
A.15	Security Deposit (SD) submitted as per PO			
A.16	PBG of equivalent amount submitted, as per PO			
A.17	Compliance of Statutory Liabilities of labour as per PO			
II. Applicable for Final/Balance Bill		(Put ✓ Mark)		
A.20	Certified Job Completion Certificate (JCC) enclosed			
A.21	MRS as per PO terms enclosed (If applicable)			
A.22	Guarantee Period (GP) expired as per PO term			
A.23	PBG of equivalent amount submitted, if GP is not over (If Yes, copy to enclose with the bill)			

Signature of Vendor's representative
with Seal/Stamp

Note: Transaction fee of Rs. 500.00 for first return & Rs. 1000.00 for subsequent return of bill with inappropriate documents will be charged.

CHECK LIST FOR BILL SUBMISSION - for Service Contracts

For GRSE Use Only

B.	To be checked and verified by Bill certifying authority (Put ✓ Mark)	YES	NO	NA
B.1	Whether Bill has been forwarded through BTS			
B.2	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.3	Job starting & Completion Date (Schedule & Actual) indicated in WDC			
B.4	Certification of Penalty/ Recovery from bill indicated in WDC, if applicable			
B.5	Whether Bill is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.6	Certification of Penalty/ Recovery from bill as per WDC, if applicable			
B.7	Service Entry Sheet(SES)/GR in line with WDC, PO & Invoice			
	For Final/Balance Bill (Put ✓ Mark)			
B.8	Certified MRS copy as per PO terms enclosed (If applicable)			
B.9	Guarantee Period (GP) expired as per PO term and JCC			
B.10	PBG copy of equivalent amount till GP validity enclosed(if GP is not over)			

Signature of GRSE Bill Certifying Authority
with Designation

