



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

गार्डेनरीचशिपबिल्डर्सएण्डइंजीनियर्सलिमिटेड

(A GOVERNMENT OF INDIA UNDERTAKING – MINISTRY OF DEFENCE)

(भारत सरकार का प्रतिष्ठान)

Registered & Corporate Office Address: GRSE Bhavan, 61, Garden Reach Road, Kolkata 700024

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

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Web siteवेब:www.grse.in

CINसीआईएन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited a leading Warship Builders and Engineering Product Company, invites M/s. Birdman Chemeng Private Limited, 13, Camac Street, Kolkata 700017, 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/DC/ST/Dynamometer/027/ET-1876 dated: 19.07.2022
Job Title कार्य का नाम:	“Repairing & Servicing of 02 nos. Dynamometers (100T & 75T) (YOTA Brand) kept at GRSE(Main Works)” as per SOTR Ref. No.ES/MM/R&SD/01 Date: 20-June-2022(Annexure I)
Tender issuing Dept. बिभागद्वाराजारी:	Contract Cell, GRSE Main Unit

ARTICLE 1 अनुच्छेद-1: SCHEDULE OF CALENDAR DATES समायावलीकी अनुसूची:

SCHEDULE सारणी		
Pre Bid Meeting बोली-पूर्व बैठक	N.A.	N.A.
Tender Due Date निविदा जमाकी अंतिम तिथि	29.07.2022	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलनेकी तिथि	29.07.2022	14:00 hrs.
Offer Validity Period minimum ऑफरकी नियुक्तमवैधता अवधि	90 days from Tender due date	

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

FEES / DEPOSITS	
Tender Fee (refer clause 3 of STAC) निविदा प्रपत्र मूल्य (स्टैक के परिच्छेद 03 में उद्धृत)	Not applicable for this tender
Earnest Money Deposit (EMD) (refer clause 4 of STAC) बयाना राशि जमा (स्टैक के परिच्छेद 04 में उद्धृत)	Not applicable for this tender
Security Deposit (SD) प्रतिभूति	Not applicable for this tender
Penalty जुर्माना	As per NIT term.
Billing Frequency बिल करने की अवधि	On Completion
Evaluation of L1 एल1 का मूल्यांकन	Single Vendor

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 संलग्नक परिच्छेद		
Annexure 1संलग्नक-1	Statement of Technical Requirement (SOTR)	Yes
Annexure 2संलग्नक -2	GRSE Standard Terms And Conditions (STAC)	Yes
Annexure 3संलग्नक -3	Check List for Bill submission	Yes
Annexure 4संलग्नक -4	Format for – Non Disclosure Agreement (please refer www.grse.in)	Yes
Annexure 5संलग्नक -5	Fire & Safety Guidelines (please refer www.grse.in) to be application to work inside GRSE	Yes
Annexure 6संलग्नक -6	Special condition of contract (please refer www.grse.in)	Yes
Annexure 7संलग्नक -7	Contractors Responsibility (please refer www.grse.in)	Yes
Annexure 8संलग्नक -8	General Requirement (please refer www.grse.in)	Yes
Annexure 9संलग्नक -9	Format for – Disclosure by sub-contractor of existing work load and proposed execution plan of this tendered job (please refer www.grse.in)	Yes
Annexure 10संलग्नक -10	Format for - Bank Guarantee Format for SD (please refer www.grse.in)	No
Annexure 11संलग्नक -11	Format for - Bank Guarantee Format for PBG (please refer www.grse.in)	No
Annexure 12संलग्नक -12	Guide line for Bank Guarantee (please refer www.grse.in) (BG to be submitted in Rs. 100/- Non-Judicial Stamp paper)	Yes
Annexure 13संलग्नक -13	Bank Guarantee Format for raw Material Collection (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)	Yes
Annexure 14संलग्नक -14	Format for Indemnity Bond for lifting of raw material (please refer www.grse.in →Tender→Enclosures Related to tenders of Sub-Contracting Activities)	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 स्वअभिप्रायित दस्तावेज		
1	MSE/NSIC certificate, if any	Yes
2	If MSE/NSIC firm, confirmation for whether SC/ST, and Women entrepreneur with documentary evidence to be submitted	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	PAN /TAN, GST, Labour License Certificate, Registration Certificate of the Company with ROC, Memorandum and the Article of Association of the firm, confirming documents of Company's registered, branch office address etc.,	Yes
6	Certificate of YOTA Brand OEM (as applicable)	Yes

ARTICLE 5 अनुच्छेद-5: DOCUMENTS IN PHYSICAL FORM TO SUBMIT वास्तविक प्रपत्र जो जमा करने हैं:
Not applicable.

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

(A) Job Starting Date कार्य आरम्भ तिथि: The work is to be commenced immediately on receipt of LOA/Purchase order as detailed in SOTR and on receipt of Dynamometers at Vendor's premises.

(B) Job Completion date कार्य समाप्ति तिथि : The job is to be completed within 01 (one) month from the date of issuance of LOA/PO (whichever is earlier) as per instruction of ES-Mechanical dept., GRSE.

(C) Quality Assurance Authority/Inspection Authority: As detailed in SOTR. Shop I/C SBS & MHS/ Shop I/C Mech. Maintenance dept., GRSE (Main).

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 Shop-in-charge of SBS & MHS / Shop-in-charge of ES-Mechanical Maintenance Dept., GRSE Main Works are to be followed.

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

The workmanship including the supplied items and installation thereof should be guaranteed for minimum six (06) months Warranty from the date of commissioning duly accepted by GRSE. During the valid warranty period of contract i.e. 06 months, if any defect arises out of normal use of the machine, it shall be repaired / rectified without any cost to GRSE. The service provider / contractor shall warrant that the repairing & servicing work performed under this contract shall conform to the contract requirements and shall be free of any defect in the equipment, or workmanship performed by the service provider.

ARTICLE 9 अनुच्छेद-9: **PRICE** मूल्य:

Price (in Rs.) quoted will be firm and fixed for the entire contract period till satisfactory completion of work as per SOTR. Price is to be quoted with all taxes & duties except GST. GST is to be indicated separately in the Price Bid and will be paid extra. No escalation whatsoever will be considered under any circumstances within the period of contract.

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

ARTICLE 11 अनुच्छेद-11: **UNREASONABLE QUOTES** अतर्क संगत भाव: Not Applicable.

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

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

ARTICLE 13 अनुच्छेद-13: **CONDITIONAL OFFER** सशर्त प्रस्ताव:

Conditional offers w.r.t. SOR will not be accepted. However, in case the bidder wishes to deviate from any/ some commercial Terms & conditions, then separate deviation statement has to be uploaded along with Part-I bid. However, GRSE reserves the right to accept / reject the deviations / bid with deviations, after giving reasonable opportunity to the Bidder.

ARTICLE 14 अनुच्छेद-14: **DETERMINATION OF L1** एल-1 का चयन: Not Applicable as single vendor basis.

ARTICLE 15 अनुच्छेद-15:**BOQ** बी ओ क्यू:

BOQ as part of SOTR given in the tender is tentative. It may vary according to actual requirement of GRSE. However the Contractor will be paid based on actual quantity executed as per certification of GRSE.

BOQ as per SOTR is given below:

Sl. No.	Description	Quantity	UOM
01	Repairing & Servicing of 75T Dynamometer	1	LS
02	Repairing & Servicing of 100T Dynamometer	1	LS

NB: i)UOM = Unit of Measurement, ii) LS= Lump sum

Note: BOQ as indicated above implies repairing and servicing job of above equipments including supply and installation of required spares as detailed in SOTR.

Detailed breakup of spares and repair service will be sought separately after opening of price bid.

ARTICLE 16 अनुच्छेद-16:**OPENING OF BIDS** निविदाखुलना:

Part I (techno-commercial) bid will be opened on the date declared in NIT. Part II bid will be opened post techno-commercial evaluation by GRSE. Price bid of only those who qualify techno-commercially will be opened. Opening date of Price Bid will be intimated accordingly to all qualified bidders. Disqualified bidders, either during technical assessment or commercial discussion will also be intimated about their non-consideration for farther processing.

ARTICLE 17 अनुच्छेद-17:**MICRO& SMALL ENTERPRISES** सूछमएवंचोटेउद्योग:

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

ARTICLE 18 अनुच्छेद-18:**AWARDING JOBS TO MULTIPLE BIDDER** बहुलबिडरकेलिएठेकार्य:

Not Applicable being single nominated vendor for the job.

ARTICLE 19 अनुच्छेद-19:**ELIGIBILITY CRITERIA** पात्रताकेमापदंड:Not applicable. Other Detail is as per SOTR.

ARTICLE 20 अनुच्छेद-20:**INSTRUCTION TO THE BIDDERS** बिडरहेतुअनुदेश:

- Before submitting a bid, bidders are expected to examine the Bid Documents carefully, if they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. NO consideration will be granted for any alleged misunderstanding or the materials to be furnished,work to be performed or actual

considerations to complete all work and comply with conditions specified in the Bid Document.

2. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of GRSE Tendering Dept. in writing not less than 05 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. Generally Contractors assume all safety related responsibilities for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Health & Safety rules, regulations, policies, procedures and guidelines when performing work in the facility or site.
5. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within 5 calendar day from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.
6. Job is to be carried out as per SOTR and instruction of the Engineer in-charge.
7. Any Drawings or technical information attached / provided with this NIT is the Intellectual Property of the Company and will be governed by the specific Acts applicable thereto.
8. Difficulty in submitting the bid:
 - a. Any query/difficulty in understanding of SOR or other technical terms may be got clarified from **Mr. Biswanath Mondal, SM(ES) Mobile 7595046429, e-mail: Mondal.Biswanath@grse.co.in** or AGM(ES), Shri SatishChandraJha, Mob: 9347311258, E-Mail Jha.SatishChandra@grse.co.in prior to submission of offer.
 - b. Any difficulty in submitting / uploading of e-tender or for any system help from **Mr. SaraswataPalit, SM (Purchase) (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]
 - c. Any query/difficulty in understanding of Commercial Terms may be got clarified from **Ms.Debalina Chowdhury, Jr. Manager (Contract),GRSE(Main Unit) e-mail: Chowdhury.Debalina@grse.co.in**

9. **E-mail Address for communication** संचार हेतू ई. मेल पता: Vendor to provide e-mail address to enable faster communication.

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

- a) To participate in the e-Bid submission for GRSE, it is mandatory for the bidders to get their firms registered with GRSE E-Procurement portal <https://eprocurgrse.co.in>
 - b) It is mandatory for all bidders to have class – III Digital Signature Certificate (DSC) in the name of the person who will digitally sign the bid from any of licensed Certifying Agency (CA). Bidders can see the list of licensed CAs from the link <http://www.cca.gov.in>.
 - c) Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in E-Procurement portal <https://eprocurgrse.co.in>; NIT document can also be downloaded from GRSE website <http://www.grse.in/index.php/tender.html>. They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format.
 - d) Bidders need to fill up Part II (Price) bid online in HTML price bid format by inserting unit price only. No other attachment to the price bid will be reckoned.
 - e) In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work executed by the successful bidder accordingly.
 - f) Bids can be submitted only during validity of registration of bidder with GRSE e-Procurement portal.
 - g) The amendments / clarifications to the bid document, if any, will be posted on E-Procurement portal / GRSE website 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 the tender, the Tender Document may be modified by GRSE Ltd. by issue of addendum/corrigendum.
 - 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 within the deadline for submission of Tender as finally stipulated.
 - iii. To give prospective Tenderers reasonable time to consider the addendum/ corrigendum 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. Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.

ARTICLE 23 अनुच्छेद-23: POST AWARD APLICABLE CLAUSES ठेकाजारीकरनेकेपश्चातलागूउपधारा:

(i) Security Deposit प्रति भूतिजमा -Not Applicable

(ii) Bank Guarantee/Indemnity Bond to be submitted for carryout the job at Vendor's premises:

- a) To carryout the job at Vendor's premises, GRSE Dynamometers will be kept under safe custody of vendor against submission of Bank Guarantee as per GRSE format for the equivalent value of items (Dynamometers).
- b) Indemnity Bond affixing the Common Seal from the registered sub-contractors may be accepted in lieu of Bank Guarantee but it should be backed by Insurance Coverage with GRSE as the beneficiary on case to case basis. Indemnity Bond has to be submitted as per GRSE Format on the Bond paper of value Rs. 100/- and to be Notarized if Common Seal is not applicable.
At the time of submission of Indemnity Bond the contractor has to confirm about the Insurance Coverage has to be taken by them for the items.
- c) Transportation of Dynamometers from GRSE to sub-contractor's premises and transportation of the same after completion of job from Sub-contractor's premises up to GRSE are the responsibility of GRSE as detailed in SOTR.

(iii) Work Done Certificate (W.D.C.) कार्यपूतिप्रमाण-पत्र (डबल्यू.डी.सी)-

Work done certificate will be issued by Shop I/C Mech. Maintenance dept, GRSE(Main) or nominated officer by AGM(ES), GRSE (Main Unit) to the Contractor after completion of entire job based on clear inspection report signed by Quality Assurance/Inspection Authority as detailed in SOTR. W.D.C. is to include whether work has been completed as per delivery schedule or with delay [in days/weeks specified therein]. Any recovery towards usage of GRSE resources is also to be indicated [in days/weeks specified therein]. Any recovery/deduction is also to be indicated on WDC.

(iv) Bill Submission बिलप्रस्तुति-

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

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

(v) Payment Terms भुगतानकी शर्तें-

The 100% bill amount (with full GST) will be paid after completion of job in all respect within 30 days on receipt of bill duly certified by Bill Certifying Authority AGM(ES&CM),GRSE after successful completion of entire job supported with satisfactory Work Done Certificate duly certified by WDC certifying Authority for 100% of job done. Recoverable from contractor, if any, is to be adjusted from the payment as per certification of Bill Certifying Authority.

Payment will be made on actual certification basis.

(vi) Liquidated Damages परिनिर्धारित नुकसान -

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

(vii) 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.

(viii) Time of completion shall always be considered as essence of the contract / PO (कार्य समापन अवधी निविदा का मूलतत्व) and cannot be extended for any reason whatsoever. However in an unlikely situation beyond the control of the contractor, application for extension of due time shall be submitted by the Contractor, 01 Month in advance with proper justification duly endorsed by respective Berth Officer of GRSE with commensurate recording of events in the "Hindrance Register". Please note LD will be levied for the unexecuted portion for such time extension. **However, vendor has to complete the job within given schedule as per instruction of concerned authority of GRSE.**

(ix) Increase in quantity or introduction of items is strictly prohibited under any circumstances मात्रा में वृद्धि या प्रवेश किसी भी परिस्थिति 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/concerned project head of GRSE, 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.

ARTICLE 24 अनुच्छेद-24: **SUBMISSION OF BID** बिडकीपेशी:

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.

Debalina Chowdhury
Junior Manager (Contract)
Garden Reach Shipbuilders & Engineers Limited
43/46, Garden Reach Road, Kolkata - 700 024

ANNEXURE - I

GRSE Ltd.	SOTR FOR REPAIRING & SERVICING OF 02 NOS. DYNAMOMETERS (100T & 75T) (YOTA BRAND) KEPT AT GRSE/ MAIN WORKS	SOTR No. ES/MM/R&SD/01 Rev. No. : Nil
Location. : OEM (M/s Birdman Chemeng Private Limited) workshop.		Date: 20 June 2022 Rev Date : NA
Total No. of Pages : 3		Prepared by: DM (ES-MM) Approved by: AGM (ES)

A) Scope of Work:

1. Repairing of 02 nos. Dynamometers (M/c Sl. No. U44395, Capacity: 75T & M/c Sl. No. U45965, Capacity: 100T) (YOTA Brand, Make: Birdman Chemeng Private Limited) through OEM by replacement of the following spares (as per existing) by a new one:
 - (a) New Pressure Gauge – 02 nos.
 - (b) Seal & Bucket Set – 02 nos.
 - (c) New Dial Printing – 02 nos.
2. Servicing, Overhauling, Oil Filling & Testing of 02 nos. Dynamometers (100T & 75T).
3. Repairing & Servicing of 02 nos. Dynamometers as mentioned in para 1 & 2 above has to be carried by OEM M/s Birdman Chemeng Private Limited at their workshop.

B) Manpower Requirement:

1. Sufficient manpower to be deployed by the vendor for completion of the said job.

C) Qualification Criteria:

1. Vendor should depute Knowledgeable, trained, experienced and skilled persons during the execution of job.

D) GRSE Scope of Supply:

1. To & Fro transportation for sending the 02 nos. Dynamometers (100T & 75T) to OEM workshop and bringing the same back to GRSE/Main Works after completion will be arranged by GRSE at their own cost.
2. Material handling equipment (if required) like forklift, crane, hydra etc. required for unloading the dynamometers at GRSE/Main Works shall be provided by GRSE.
3. Necessary gate pass & challan arrangement (on returnable basis) for easy movement of vehicle carrying the 02 nos. dynamometers from GRSE/Main Work to OEM Workshop will be arranged by GRSE.

E) Quality Control:

1. Job will be certified by AGM (ES)/Main Works or any officer nominated by him.

N. An

F) Quality Inspection:

1. In-house inspection for entire scope of work as mentioned in Clause A) will be carried out by Shop In charge of SBS & MHS /Shop In charge of Mechanical Maintenance dept./GRSE Main Works.

G) Vendor Scope of Supply:

1. Repairing & Servicing of 02 nos. Dynamometers (100T & 75T) as mentioned in para 1 & 2 of Clause A) has to be carried by OEM M/s Birdman Chemeng Private Limited at their workshop.
2. After installation of spares in position and servicing of items, trial & testing to be done.
3. Service report (hard copy duly signed & stamped) in OEM letter pad has to be submitted to GSRE after completion of the said job.
4. Old / damaged spares which are replaced by a new one, needs to be sent back to GRSE/Main Works along with the 02 nos. Dynamometers.
5. Guarantee/ Warranty certificate (valid for six months from the date of commissioning) for spares as mentioned in para 1 of Clause A) has to be submitted along with the bill.
6. All tools & tackles, lubricants, consumables required for completion of the job shall be arranged by the vendor at their own cost.

H) WDC:

1. Vendor has to submit Work Done Certificate (WDC) as per the prescribed format of GRSE after completion of job which shall be certified by Shop In charge of Mechanical Maintenance dept./Main Works on submission of service report along with WDC.
2. After certification & BTN, bill has to be submitted to Shop In charge of Mechanical Maintenance dept./Main Works for further proceedings.

I) Delivery Schedule:

1. Job has to be started immediately after issue of LOA/ Purchase Order whichever is earlier.
2. Entire job as mentioned in Clause no. A) has to be completed within one month from the issuing of LOA/ PO whichever is earlier.

J) Special Terms & Conditions:

1. Single Purchase order should be placed to the OEM for Repairing & Servicing of 02 nos. Dynamometers (100T & 75T) as mentioned in Clause A).

2. Guarantee/Warranty period for materials as mentioned in para 1 of Clause A) for six months from the date of commissioning. Valid certificate for the same should be furnished along with the bill.

Nitin Johar (DM-ES)

Cd. Jha AGM (ES & CM)

Job Title कार्य का नाम:	Repairing & Servicing of 02 nos. Dynamometers (100T & 75T) (YOTA Brand) kept at GRSE(Main Works) as per SOTR Ref. No. ES/MM/R&SD/01 Date: 20-June-2022
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STANDARD TERMS & CONDITIONS (STAC)**मानकनिबंधनऔरशर्ते (एसटीएसी)****(1) Integrity Pactसमग्रताअनुबंध(For the value of Contract more than Rs.2.0 Cr.):**

Not applicable for this tender.

(2) Micro & Small Enterprise (सूक्ष्मऔरछोटेउद्यम) -

- a) i. Purchase preference will be given to eligible Micro and Small Enterprise firms as per MSME Act on submission of valid UdyamAadhar Memorandum (UAM) or NSIC copy along with their offer to claim the benefit. Tendered Service is to be listed in the UAM or NSIC submitted else they are disqualified to avail the benefit
- b) A minimum of 3% reservation will be provided for MSEs owned by women entrepreneurs out of the above 25% reservation. Necessary documents to be submitted along with the techno-commercial bid as evidence failing which benefit shall not be accorded.
- c) Following facilities/benefits will be given to MSEs :-
(i) Issue of Tender sets free of cost.
(ii) Exemption for payment of Earnest Money Deposit.
- d) (i) MSEs registered with MSME authority as above, quoting prices within 15% of lowest eligible price bid of other non-MSE bidder(s) shall be eligible for purchase preference for at least 25% of the tender quantity (subject to tender quantity being adequate and divisible for this purpose) provided the MSE matches the L1 landed cost at GRSE. To avail this purchase preference, submission of NSIC / UAM / Udyam Registration certificate is mandatory failing which the benefit will not be accorded.
(ii) If it happens that two or more MSEs are within L1 + 15% range, all such MSEs will be given an opportunity to accept the L1 price and to share 25% of the order value equally.
- e) (i) In case the MSE is owned by SC/ST owners, then the enterprise will get a share of 4% of the above 25% exclusively in addition to sharing of equal portion of balance with other non-SC/ST MSEs.
(ii) If more than one MSE owned by SC/ST owners are there in case of a tender, such MSEs will share balance of 25% of the total ordered value equally with other non-SC/ST owned MSEs in addition to equally sharing 4% exclusively reserved for SC/ST owned enterprises.
- f) Non-Divisibility of Tenders:- In case of non-divisible / non-splittable item in tenders,

an MSE quoting in the price band of L1+15% may be awarded for full/completesupply of tendered value subject to accepting L1 rate, considering the spirit of policy for enhancing thegovernment procurement from MSEs subject to bringing down of price to L-1 by the MSE concerned.

However contract will be awarded as per GOI policy and at discretion of GRSE.

- g) To qualify for entitlement as SC/ST owned MSE, the SC/ST certificate issued by the District Authority must be submitted along with the offer or the same should be indicated in the relevant document (Entrepreneurs Memorandum (EM Part-II) / NSIC / UdyogAadhaar Memorandum (UAM) / Udyam Registration Certificate).
- h) It is to be noted by all concerned that in case the participating MSE is a partnership company having one of the partner belonging to SC/ST as above, benefits related to SC/ST owned MSE shall be accorded only if the majority partner [i.e. holding 51% shares or above] is an SC/ST.
- i) All Micro & Small Enterprises are required to declare their UdyogAadhaar Memorandum (UAM) number on the Central Public Procurement Portal (CPPP). Documentary evidence of the said declaration is to be submitted along with the techno-commercial bid failing which benefits being accorded to Micro & Small Enterprises will not be extended.

(3) **Tender Fee (निविदाशुल्क): Non Refundable:** Not Applicable for this tender

(4) **EARNEST MONEY DEPOSIT (INTEREST FREE) बयाना जमा (ब्याज रहित) –** Not applicable for this tender

(5) **SECURITY DEPOSIT (INTEREST FREE) प्रतिभूति (ब्याजरहित):** Not applicable for this tender

- i) An amount equivalent to the declared per centof 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 Order. 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 Addl. 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. Vendor is to apply for release of their SD which has to be certified by executing deptofGRSEthrough 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 should cover the activity for which tender is issued.

(6) **COMPLIANCE OF ESI & PF (ईएसआईऔरपीएफकाअनुपालन):-** Not applicable for this tender

If ESI & PF of the engaged labourers 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 (जीएसटीपंजीकरण):-** The vendor will have to submit copy of GST registration certificate along with the Technical bid.

(8) **GUARANTEE PERIOD (गारंटीअवधि):-**

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) 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):-** Not Applicable.

(11) **SUB-CONTRACTING OF SUB-CONTRACTED JOB (उपसंविदाकार्यकाउपसंविदा):-**

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/ अस्वीकृतसामग्री):-**

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 NIT/SLA. 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 NIT/SLA. 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 व्यावसायिक स्वास्थ्य सुरक्षा) :- The vendor shall ensure compliance of Environment Management System (ISO 14001:2015), Occupational Health & Safety (ISO 45001:2018) & Energy Management System (ISO 50001:2018) 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 50001:2018.
- (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.
- (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) **SECRECY 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 coordinate 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: Not applicable for this tender

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

- a. 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.
- b. 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/SLA(Notice Inviting Tender) and STAC, NIT/SLA 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.

ANNEXURE -3

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