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

43/46 गार्डन रीच रोड,
कोलकाता - 700 024

(A Govt. of India Undertaking)
Ministry of Defence

43/46 Garden Reach Road,
KOLKATA - 700 024

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

CORRIGENDUM - V

Tender Ref. No.: **SCC/AJK/OT/LEASE SUV/CISF/031/ET-1881** Date: **23.07.2022**

विषय Item: **Hiring one SUV on N2N Lease Rental under Comprehensive Fleet Maintenance & Insurance Service.**

Due Date: **12-September-2022**

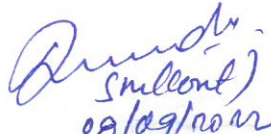
WAIVER OF EMD

Article No.	Existing	Revised
Art. 2 : Tender Fee	Rs.500/- (INR Five Hundred Only)	Not Applicable
Art. 2 : Earnest Money Deposit	Rs.50,000/- (INR Fifty Thousand only)	Not Applicable
Note	<p>Note:- Bidders are required to submit EMD amount as Bid Security in the form of DD/ Pay Order against this tender as per the Clause Ref. (2) of STAC, Enclosure-2. In case of withdrawal of the bid/ fail or refuse to execute the contract / fail or refuse to furnish the security deposit, the EMD shall liable to be forfeited. MSE/NSIC registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting the EMD. Non-submission of EMD or a valid MSE/NSIC certificate may lead to offer rejection. The submission of EMD instrument is MANDATORY for joint-venture or consortium of two or more firms and there shall be no exemption applicable against submission of NSIC/MSE certificates by the firms.</p>	<p>Note: Bidders are not required to submit any amount as EMD / Bid Security in the form of any negotiable instrument against this tender. However in lien to that, a Bid Security Declaration has to be submitted as per format enclosed with the tender. In case of withdrawal of the bid / fail or refuse to execute the contract / fail or refuse to furnish the security deposit, punitive action will be taken against the bidder by imposition of tender holiday for a period of 03 (three) years. MSE registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting Bid Security Declaration. Non-submission of Bid Security Declaration or a valid MSE certificate may lead to offer rejection.</p>
Art. 5.1 : DOCUMENTS IN PHYSICAL FORM TO SUBMIT	Tender Fee instrument	Not Applicable
Art. 5.2 : DOCUMENTS IN PHYSICAL FORM TO SUBMIT	EMD Instrument	Not Applicable
Art. 5.a.	a. Above original Negotiable Instruments as stipulated, to reach to SR. MGR (Contract), 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.	Not Applicable

BIDDERS ARE REQUESTED TO SUBMIT BID SECURITY DECLARATION AS PER ATTACHED FORMAT.

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

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


08/09/2022
अधिकृत हस्ताक्षरी
Authorized Signatory

Form for Bid Security Declaration

Date: DD/MM/YYYY

Bid Ref: _____

Tender Ref: _____

To

M/s. Garden Reach Shipbuilders & Engineers Ltd.

43/46, Garden Reach Road,

Kolkata – 700 024

Kind Attn: *(Name & Designation of tender issuing officer)*

Dear Sir / Madam,

We the undersigned declare that:

We understand that, according to tender conditions, bids must be supported by a bid Security Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with M/s. GRSE for the period of 03 Years starting from date of opening of price bid, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) Have withdrawn our bid after opening of price bid and within the bid validity specified in the tender; or
- (b) Having been notified of the acceptance of our bid by M/s. GRSE Ltd. during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the security deposit, in accordance with Article XX of tender.

We understand this bid security declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful bidder; or (ii) twenty-eight days after the expiration of our bid.

[Insert signature of authorized representative]

[Insert legal capacity of the person signing the declaration]

[Insert complete name of person signing the declaration]

Duly authorized to sign the bid for and on behalf of *[insert complete name of bidder]*

Date: DD/MM/YYYY

[Put corporate seal as appropriate]

[Note: In case of a joint venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid]



GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
(A GOVERNMENT OF INDIA UNDERTAKING)
(भारत सरकार का प्रतिष्ठान)

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

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

Phone दूरभाष: (033) 2469-8100 to 8113 Extn. बिस्तार: 203/204/211, FAX फैक्स: (033) 2469 3932

Web site वेब: www.grse.in, E-Mail ई मेल: Kandir.Anukaran@grse.co.in

CIN सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited is a **leading Warship Builders and Engineering Product Company**, invites interested, reputed, resourceful and financially solvent contractors and subcontractors to submit **single stage two part (Part I- Techno-Commercial & Part II- Price) bids** through e-tendering mode for the work package as per following bid document.

NIT No. निविदा संख्या :	SCC/AJK/OT/LEASE SUV/CISF/031/ET-1881.	Date : 23.07.2022
Job Title कार्य का नाम :	"Hiring one SUV on N2N Lease Rental under Comprehensive Fleet Maintenance & Insurance Service" As per SOTR Ref. No. Transport/Lease Car_Cmdt CISF/2022-23 (Annexure-I).	
Tender issuing Dept. बिभाग द्वारा जारी :	Contract Cell (संविदा बिभाग) GRSE Main	

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

SCHEDULE सारणी		
Pre Bid Meeting बोली-पूर्व बैठक (यदि लागू है)	Not Applicable	
Tender Due Date निविदा जमा की अंतिम तिथी	13/08/2022	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथी	16/08/2022	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधी	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 03 of STAC) निविदाप्रपत्र मूल्य (स्टैक के परिच्छेद 3 में उदधृत)	Rs.500/- (INR Five Hundred only)
Earnest Money Deposit (EMD) (refer clause 04 of STAC) (बयाना राशि जमा) (स्टैक के परिच्छेद 04 में उदधृत)	Rs.50,000/- (Rupees Fifty Thousand only)
Security Deposit (SD) प्रतिभूति	NA
Penalty हर्जाना	0.5% per week, Max 5% of unexecuted job
Billing Frequency बिल करने की अवधी	Monthly
Evaluation of L1 एल1 का मूल्यांकन	Totality basis

Note:- Bidders are required to submit EMD amount as Bid Security in the form of DD/ Pay Order against this tender as per the Clause Ref. (2) of STAC, Enclosure-2. In case of withdrawal of the bid/ fail or refuse to execute the contract / fail or refuse to furnish the security deposit, the EMD shall liable to be forfeited.

MSE/NSIC registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting the EMD.

Non-submission of EMD or a valid MSE/NSIC certificate may lead to offer rejection.

The submission of EMD instrument is MANDATORY for joint-venture or consortium of two or more firms and there shall be no exemption applicable against submission of NSIC/MSE certificates by the firms.

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

ARTICLES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलग्नक परिच्छेद		
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR)	Yes
Annexure 2 संलग्नक-2	GRSE Standard Terms And Conditions (STAC) (please refer www.grse.in)	Yes
Annexure 3 संलग्नक-3	Format for Technical Eligibility Criteria	Yes
Annexure 4 संलग्नक-4	Format for Financial Eligibility Criteria	No
Annexure 5 संलग्नक-5	Format for Self-Certification for not having blacklisted / not received any tender holiday	Yes
Annexure 6 संलग्नक-6	Format for – Non Disclosure Agreement (please refer www.grse.in)	No
Annexure 7 संलग्नक-7	Format for – Disclosure by sub-contractor of existing work load and proposed execution plan of this tendered job (please refer www.grse.in)	No
Annexure 8 संलग्नक-8	Fire & Safety Guidelines (please refer www.grse.in)	Yes
Annexure 9 संलग्नक-9	Special condition of contract (please refer www.grse.in)	Yes
Annexure 10 संलग्नक-10	Contractors Responsibility (please refer www.grse.in)	Yes
Annexure 11 संलग्नक-11	General Requirement (please refer www.grse.in)	Yes
Annexure 12 संलग्नक-12	Check List for Bill submission (please refer www.grse.in)	Yes
Annexure 13 संलग्नक-13	Format for – Bank Guarantee Format for Material Guarantee, SD and PBG (please refer www.grse.in)	No
Annexure 14 संलग्नक-14	Format for – Bank Guarantee Format for SD (please refer www.grse.in)	No
Annexure 15 संलग्नक-15	Format for – Bank Guarantee Format for PBG (please refer www.grse.in)	No
Annexure 16 संलग्नक-16	Format for – Indemnity Bond (please refer www.grse.in)	No
Annexure 17 संलग्नक-17	Guide line for Bank Guarantee (please refer www.grse.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		
1	DD/PO or MSME/NSIC Exemption certificate towards tender fee	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	Yes
6	Documents meeting the Financial Eligibility Criteria as per format	No
7	Audited/Certified Annual Accounts and Annual Report for immediate 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	Copies of registration with PF, ESI Authorities	Yes
10	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	Yes
11	Joint Venture Agreement / Memorandum of Understanding with Power of Attorney in favour of lead member.	Yes
12	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID	Yes

- Registered Vendors with GRSE need not upload documents at Sl. No. 8 above, if valid documents already submitted / available with GRSE Vendor Registration Cell. **Bidders should mention Unique GeM Seller ID in COMMERCIAL MATRIX.**
- 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		
1	Tender Fee instrument	Within 03 days from opening of Part I bid
2	EMD Instrument	Within 03 days from opening of Part I bid
NOTE:	If instruments submitted through demand draft, the same to be drawn in favor of :	GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
	The demand drafts should be payable at	<u>Kolkata</u>

- a. Above original Negotiable Instruments as stipulated, to reach to **SR. MGR (Contract), 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) **Tenure of Contract अनुबन्ध का समय:** The contract shall be valid for a period of 05 (Five) years from the date of supply of vehicle. Contract period may be extend for another one year with same rate & terms and conditions on mutual consent.

(B) **Job Starting Date कार्य आरम्भ तिथि:** Job to be started after issuance of PO/LOA/letter by Transport Dept. or their nominated representatives.

(C) **Job Completion date कार्यसमाप्तीतिथि:** The contract shall remain valid for a period of 05 (Five) years after starting of job.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन:

Job is to be carried out strictly as per SOR and in case of doubt, instructions of the Officer in-charge (Transport Dept.) is 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. 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.

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

ARTICLE 11 अनुच्छेद-11: UNREASONABLE QUOTES अतर्कसंगत भाव:

- In case the price of L1 bidder is found to quote unreasonably low and/or express desires to withdraw from the tender then such bid will be cancelled and punitive action will be taken as per Bid Security Declaration.
- 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 & the next quote will be considered as L1.

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 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.

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

L1 vendor will be determined based on totality in Price-Bid including GST. However in case of loading the price due to any deviation against the tender, GRSE will evaluate L1 bidder offline, considering all applicable loading factors decided during TNC / CNC proceedings on quoted price.

ARTICLE 15 अनुच्छेद-15: BOQ बी ओ क्यू:

BOQ as part of SOTR given in the tender is tentative. It may vary according to actual requirement of job during the period of contract. The selected Bidder has to execute the required quantity at same rate and terms & Condition. BOQ consists following items:-

Sl. No.	Description	Qty.	UOM
01	Lease Rental (Basic)	60	MON
02	Fleet Management Charge (Basic)	60	MON
03	Insurance	60	MON
04	Road tax Reimbursement	60	MON
05	Mileage	1000	KM

N.B. - (i) UOM = Units of Measurement, (ii) MON = Month, (iii) KM = Kilometer

ARTICLE 16 अनुच्छेद-16: OPENING OF BIDS निविदा खुलना:

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

ARTICLE 17 अनुच्छेद-17: MICRO & SMALL ENTERPRISES सूछ्म 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)

All Micro & small enterprises are required to declare their Udyog Aadhar 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.

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

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

1. Technical Eligibility Criteria तकनीकी मापदंड –

- (i) Should have valid Trade License in Vehicle Leasing service.
- (ii) Should have valid PAN No. and GST registration no.
- (iii) Should have an experience in leasing Car/SUV/equivalent vehicle of 3 years and must have executed contract with State Govt./ Central Govt. agency/ large private organization of supplying at least 3 Car/SUV/equivalent vehicle during these 3 years (Copy of Work Order/Work completion certificate is a must for qualification)
- (iv) Supporting documents meeting Technical eligibility criteria as detailed in SOR to be submitted along with the Part-I bid. All documentary evidences such as relevant past performance, job completion certificates, order copies, etc.to be submitted with Annexure - 3 attached with the NIT.

2. Financial Eligibility Criteria वित्तीय मापदंड –

- (i) Audited Balance Sheet and Profit & Loss Account of the company for last 03 (three) financial years ending on 31-March-2022 need to be submitted in support of above requirement.
- (ii) The bidder should submit Self-certification (as per Annexure-5) that they have neither been Blacklisted nor have received any tender holiday from any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending on **30-June-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.

Note:

- a. If any bidder has been black listed by any PSUs/Central & State Govt. Organizations or any other Government/ Quasi Government Organizations, then the bidder is not eligible to participate in this tender. If any discrepancy is detected at any stage of the tender, then the offer submitted by the bidder/ contract awarded to the bidder will be cancelled and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.
- b. If any bidder has been 'Put on Tender Holiday' by any PSUs/Central & State Govt. Organizations or any other Government/ Quasi Government Organizations, then this fact must be clearly stated and it may not necessarily be a cause for disqualifying them.
- c. In case of non-submission of the self-certification document as per format at Annexure-5, the bidder will be treated as non-responsive and their offer will be rejected.

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

- a. 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.
- b. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of GRSE Tendering Dept. in writing not less than 07 days prior to bid closing date.

- c. 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.
- d. 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.
- e. General Contractors assume all safety related responsibilities for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Health & Safety rules, regulations, policies, procedures and guidelines when performing work in the facility or site.
- f. 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.
- g. Job is to be carried out as per SOTR and instruction of the Engineer in-charge.
- h. 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.
- i. Post submission of Tender, such drawings and technical information are to be physically returned. Also all soft copies are to be destroyed and a self-certification to be submitted during CNC, failing which the processing of bid will not be taken further.
- j. Contractors are responsible to clean up the area of work w.r.t all sort of debris generated on daily basis. If they fail to do so GRSE reserves the right to perform the cleaning activity and charge the contractor with penalty of up to 25%.
- k. Bidder has to declare, in what capacity he is participating in the tenderize PSU, Limited Co, Pvt. Ltd. Co., Sole Proprietorship Organization, Partnership firm, Joint Venture, etc. Supporting documents (scanned copy) confirming such status to be uploaded as attachment to Part I bid.
- l. A Bidder is allowed to submit only one Bid under any capacity / status.
- m. Difficulty in submitting the bid:
- (i) Any query/difficulty in understanding of SOR or other technical terms may be got clarified from **Mr. Binod Kumar Pandit, MGR. (Transport)**, e-mail: Pandit.BinodKumar@grse.co.in prior to submission of offer.
 - (ii) Any difficulty in submitting / uploading of e-tender or for any system help from **Mr. Saraswata Palit, SR. MGR. (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]
- n. **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 E-Procurement portal <http://www.grse.in/etender> or <http://eprocurergrse.co.in>
- b) It is mandatory for all bidders to have class - III Digital Signature Certificate (DSC) in the name of the person who will digitally sign the bid from any of licensed Certifying Agency (CA). Bidders can see the list of licensed CAs from the link <http://www.cca.gov.in>.
- c) Bidders can view / download Part-1 (Techno-Commercial) bid documents along with all attachments. They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format.
- d) Bidders need to fill up Part II (Price) bid online in HTML price bid format by inserting unit price only. No other attachment to the price bid will be reckoned.
- e) In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work executed by the successful bidder accordingly.
- f) Bids can be submitted only during validity of registration of bidder with GRSE e- Procurement portal.
- g) The amendments / clarifications to the bid document, if any, will be posted on E- Procurement portal / GRSE web site only.
- h) It will be the bidder's responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.
- i) **AMENDMENT OF TENDER DOCUMENT**
 - i. Before the deadline for submission of tenders, the Tender Document may be modified by GRSE Ltd. by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped 7 days prior to the deadline for submission of tenders as finally stipulated.
 - ii. Addendum/corrigendum, if any, will be hosted on website / e procurement portal and shall become a part of the tender document. All Tenderers are advised to see the website for addendum/corrigendum to the tender document which may be uploaded up to 7 days prior to the deadline for submission of Tender as finally stipulated.
 - iii. To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

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

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

- a) 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.
- b) Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC) of GRSE.
- c) Bid with technical requirements and/or terms not acceptable to GRSE / Customers / External agency nominated, as applicable.
- d) Bid received without qualification documents, where required as per the tender.

- e) Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.
- f) Bid with validity expiry date shorter than that specified in the Tender Enquiry.
- g) Bid Security Declaration form not submitted as per format enclosed within time.
- h) Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.
- i) Bidder not agreeing for furnishing of the required Security Deposit (SD).
- j) Bidder submitted false/incorrect documents etc.

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

i. Security Deposit प्रतिभूति जमा – NA

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

Work done certificate shall be prepared by the Service provider/Contractor and shall be placed before GRSE representatives to get it endorsed by MGR (transport)/Department concerned. Updated bill and necessary Challans/gate entry proof etc. along with actual work done shall be placed before GRSE representative to get the Work Done Certificate.

iii. Bill Submission बिल प्रस्तुति:

On obtaining WDC, bills are to be raised by contractor on completion of each event. Bills are to be submitted along with supporting document (Work Done Certificate) at the Bill Receiving Counters located at the respective unit of Company. Bill is to be submitted (in 03 copies) 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. The Name of the Bill certifying authority to be mentioned on sealed envelope. Against this particular case SM (Admin) is the Bill Certifying Authority.

iv. Payment Terms भुगतान की शर्तें:

- a. Submitted bills will be cross-verified in all respect by GRSE Transport Department and will be cleared for payment by GRSE Transport Officer.
- b. 100% payment will be made on monthly basis within 30 days from the date of submission of commercially cleared bill through ECS/NEFT/Electronic Fund Transfer subject to deduction of Tax as per rules.
- c. No advance payment will be made in any circumstances.

v. Liquidated Damage/Penalty हर्जाना:

- a. The Bidder/Lessor shall provide a replacement vehicle of equivalent model, if required in case of non-accidental maintenance repair after 24 hrs. of breakdown.
- b. Due to non-provisioning of replacement car for non-accidental maintenance after 24 hrs. of breakdown, GRSE would be at the liberty to impose penalty and to hire equivalent car from any third party/agency at the risk and cost of bidder/lessor on each occasion. The amount to be deducted will be the proportionate amount for total days of failure plus charges for hiring equivalent vehicle from other agency. The said deduction will be made either from the bidder/Lessor's running bill/s or may be adjusted with the forthcoming bill/s. In either case the bidder/Lessor will be intimated well in advance for any such recovery.
- c. The vendor will be liable to pay minimum Liquidated Damages @ ½ % per week or part thereof 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 service provider under this or any other Contract with the Company.

d. In case of non-deployment of car up to the time allowed by GRSE, the contract/Work Order may be cancelled, which may result in for debarring/ banning the Lessor (from the list of empanelled vendors) may be initiated.

vi. Risk Purchase जोखिम खरीद:

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

GRSE shall be at liberty to purchase/obtain the service from the alternative source as it deems fit, to make good such default and or in the event of the contract being terminated, the balance of the remaining service to be delivered there under. Any excess over the job price / service rates, paid and incurred by GRSE, as the case may be, over the contract price shall be recoverable from the firm. To make good the recoverable excess amount paid, GRSE shall be at liberty to invoke Bank Guarantee and/or with other available dues of the firm.

vii. Time of completion shall always be considered as essence of the contract / PO (कार्य समापन अवधी निविदा का मूलतत्व) and cannot be extended for any reason whatsoever. However, in an unlikely situation beyond the control of the contractor, application for extension of due time shall be submitted by the Contractor, 1 Month in advance with proper justification duly endorsed by Officer In-charge of GRSE. Please note LD will be levied for the unexecuted portion for such time extension.

viii. Increase in quantity or introduction of items is strictly prohibited under any circumstances मात्रा में वृद्धि या 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 Officer In-charge, 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 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: Not Applicable.

**Anukaran J. Kandir / अनुकरण जे. कंडीर
SR. MGR. (Contract) / व. प्रबंधक (संविदा)
GRSE Limited / जी.आर.एस.ई. लिमिटेड
43/46 Garden Reach Road, Kolkata 700024
43/46, गार्डन रीच रोड, कोलकाता-700 024
Mob: 9163361808**

GRSE LTD. / MAIN UNIT	SOTR FOR HIRING ONE SUV ON N2N LEASE RENTAL UNDER COMPREHENSIVE FLEET MAINTENANCE AND INSURANCE SERVICE	SOTR NO. Transport/Lease Car_Comdt CISF/2022-23
DEPTT.: TRANSPORT		REV:
INSPECTION : GRSE	PREPARED BY : MANAGER (TRANSPORT)	CHECKED & APPROVED BY : SM(ADMIN-2)

INTRODUCTION

1. Garden Reach Shipbuilders & Engineers Ltd (in short 'GRSE') is the premier warship building company in India under the administrative control of Ministry of Defence having its Registered Office at 43/46, Garden Reach Road, Kolkata-24. GRSE intends to invite on-line participation from reputed and experienced car leasing firm / agency dealing in facilitating SUV vehicle on lease and directly deals as authorized or nominated leasing partner of the company and/or dealer of the company.

SCOPE OF SERVICES

2. Bidder/Lessor should supply one brand new white coloured Internal combustion engine based SUV vehicle on N2N lease including fleet maintenance, insurance, etc.. The vehicle should be with genuine seat cover, leather upholstery, mobile charger, flap guard and audio system with remote controller in addition with other common features. The vehicle will be on dry lease without F-O-L for exclusive use of Comdt CISF/GRSE Ltd. 24*7 hrs for five years term.
3. The Master Lease Agreement (if any) will be signed between the bidder/Lessor and GRSE/Lessee. The Master Lease Agreement, in short MLA of the Vehicle will be duly vetted by GRSE and if required the MLA will be modified as suggested by GRSE.
4. The SUV provided to GRSE should be registered in the name of GRSE (white number plate).
5. The lessor must provide the details of their nearest authorized Service Center.
6. Under Fleet Maintenance, vehicle should be covered with:
 - (i) Accident and Insurance management for full tenure.
 - (ii) Registration and deregistration of the SUV with RTO will be arrange by the Lessor at their own risk and cost.
 - (iii) Tyre and Battery replacement as and when required during the contract period. However, change of one set of tyre & 1 battery is mandatory during the tenure of lease by the lessor.

(iv) In case of non-accidental maintenance repair after 24 hrs of breakdown, the Lessor and/or OEM shall provide a replacement vehicle of equivalent model during the contract period.

(v) Replacement of mirror/head lamp/tail lamp/bulb, etc. as and when required if damaged due to any reasons.

(vi) comprehensive maintenance including schedule maintenance (i.e. all services being recommended by Lessor in the capacity as an OEM in predetermined mileages and as indicated in the vehicle owner's manual) and unscheduled maintenance (i.e. all services and part replacements which are required because of all mechanical/electrical/electronic component failures/malfunctioning).

(vii) Accidents includes all breakages/malfunctioning/failure of either a functional or a non functional parts as a result of impact, etc received from/with another body and which can not be attributed to a technical problem related to any parts functioning.

(viii) After completion of the Lease period, GRSE Ltd./lessee will have the option either to release the vehicle from its possession on the due date or take over the vehicle. The lease contract may be further extended for a period of one year or as decided by GRSE Ltd. In case of release of vehicle Lessor must arrange at its own cost for deregistration.

(ix) A 24 hours breakdown services should be offered within the municipal limits.

(x) Yearly two times vehicle polishing and Monsoon check-up.

7. Cost of Insurance, Road Tax, etc. to run the vehicles will be borne by the bidder/lessor.
8. The leased vehicles will be maintained by the Bidder / Lessor. The maintenance would be carried out at the nearest authorized service stations of Lessor or any authorized service station, as approved by Lessor.
9. As the vehicle will be engaged for Comdt CISF duty for operational requirement, there might require modifications in the said vehicle. The said modification is to be done within 7 working days on supply of the vehicle along with necessary maintenance / replacement whenever intimated by GRSE.

10. COVERAGE:

Total mileage during the contract period of five years will be 120000 KM. The maintenance facility would be extended to the vehicle under the lease agreement for its running. The maintenance facility would cover a maximum of 24000 KM per annum. Excess Kilometers will be charged extra on completion of 120000 KM in 60 months contract period.

11. LEASE RENTAL:

The rental amount will be paid on monthly basis for the charges against Lease Rental (LR) including Fleet Maintenance. The quoted and agreed monthly rate after PNC will remain firm and fixed within the contractual period of five years except any changes imposed by Govt. of India from time-to-time on tax and related charges.

12. SUBMISSION OF BILL

The monthly bill to be submitted well in advance. However, no defective/incomplete bills will be entertained under any circumstances.

13. MODE OF PAYMENT

Payment will be made on monthly basis through ECS/NEFT subject to deduction of Tax as per rules. Submitted bill/s will be cross-verified in all aspect by GRSE Transport Department and will be cleared for payment by GRSE Transport Officer.

14. GST

GST will be applicable as per rules.

15. LIQUIDATED DAMAGES / PENALTY

a. The Bidder/Lessor shall provide a replacement vehicle of equivalent model, if required in case of non-accidental maintenance repair after 24 hrs of breakdown.

b. Due to non-provisioning of replacement car for non-accidental maintenance after 24 hrs of breakdown, GRSE would be at the liberty to impose penalty and to hire equivalent car from any third party/agency at the risk and cost of bidder/lessor on each occasion. The amount to be deducted will be the proportionate amount for total days of failure plus charges for hiring equivalent vehicle from other agency. The said deduction will be made either from the bidder/Lessor's running bill/s or may be adjusted with the forthcoming bill/s. In either case the bidder/Lessor will be intimated well in advance for any such recovery.

c. The vendor will be liable to pay minimum Liquidated Damages @ ½ % per week or part thereof 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 service provider under this or any other Contract with the Company.

d. In case of non-deployment of car up to the time allowed by GRSE, the contract/Work Order may be cancelled, which may result in for debarring/ banning the Lessor (from the list of empanelled vendors) may be initiated.

16. INDEMNIFICATION

The bidder/Lessor shall indemnify against any claims or demands if any by the bidder or its authorized agency whether in respect of any accident or for injury or for employment and/ or on account of wages/salaries and/or for compensation or in any other respect whatsoever.

The bidder / lessor shall duly observe and comply with all laws, rules and regulations relating to running of the vehicle and shall keep GRSE fully indemnified of from and against any claim and demand in respect thereof. However, bidder must possess necessary licenses/registration with all statutory authorities, as are required in law.

17. PERIOD OF CONTRACT

- a. The contract shall remain valid for a period of five years from the date of supply of vehicle.
- b. There will be provision of extension of contract for a further period of one year or as decided by GRSE at same rate, terms & condition.

18. STATUTORY COMPLIANCE

- a. All types of legal, commercial and statutory compliances (if any) should be carried out by the bidder during the validity of the contract, otherwise the contract with the bidder shall be liable for termination at the sole risk and cost of the Bidder/Lessor.
- b. Mandatory that all the requirements of the Motor Vehicle Act 1988, Central Motor Vehicles Rules 1989 and the Children Labour (Prohibition & Regulation) Act 1986 and all other Statutory Rules are to be complied with.

19. RIGHTS

- a. GRSE Ltd reserves the right for any variation, modification or alteration of any Terms or Conditions contained herein.
- b. GRSE Ltd reserves the right to accept or reject any offer or a part thereof without assigning any reason.

20. PERIODICAL INSPECTION

Periodical inspection shall be undertaken for assessing maintenance needed and/or enquiry of the relevant document and the decision of the GRSE Transport Department or any authorized representative of GRSE in this regard shall be final. On intimation maintenance job is to be carried out by the bidder/lessor within 24 hrs. and for such a period an alternate arrangement must be provided by the bidder/lessor.

21. OMISSION/COMMISSION:

The Bidder/lessor shall be fully responsible for all acts of omissions or commissions of the employees to be deputed by them and shall be liable to reimburse all losses and damaged caused to GRSE due to such omissions or commissions by the said employees, without any demur immediately on a demand by GRSE Ltd. in such regard.

22. BREACH OF TERMS & CONDITIONS

In the event of failure or breach on the part of the bidder/lessor to perform and/or comply with the Terms & Conditions of the contract, the contract shall be terminated by serving 30 days' notice in writing by GRSE at the risk and cost of the bidder/lessor. Differential cost so incurred and/or any other loss or damage suffered by GRSE due to such failure on the part of the bidder/lessor shall be recovered from the bidder/lessor from their pending bill/s or through any other recourse considered appropriate.

23. TERMINATION & FORECLOSURE

In case, the bidder commit breach of any of the Terms and Condition set forth herein, the contract shall be terminated at the risk and cost of the bidder upon one month notice in writing.

The contract may be foreclosed by GRSE without any financial implication/obligation whatsoever, however –

A. In the event, the lease period is terminated by GRSE prior to the completion of the tenure, GRSE shall pay to vendor foreclosure value comprising of all sums which may become due to the lessor or be ascertained after the date of termination:

(i) All arrears of lease rentals in respect of vehicle(s) due under Agreement prior to the date of termination.

(ii) Excess kilometres charge, if any, which shall be charged for the extra kilometers driven over the pro-rated contracted kilometres.

(iii) GRSE would intimate the intention to surrender the vehicle to the lessor in writing, who would assess the fair market price which shall be determined with not less than 03 independent bids sought by lessor.

(iv) The difference between the sale proceeds and the book value would be payable / receivable by / to GRSE. The book value chart considering capitalized value shall be provided by the Lessor at the time of bidding.

B. GRSE's liability on theft or Total Loss of Vehicle:

(i) In the event a vehicle is stolen or damaged beyond repair, in such an event, the lease pertaining to the stolen vehicle or a vehicle damaged beyond repair shall be considered automatically terminated.

(ii) GRSE shall pay to the Vendor deficit, if any, in foreclosure amount after receipt of insurance claim from the insurance company for such theft / Total loss. However, if the stolen vehicle is recovered prior to the insurance company processing the Vendor's insurance claim, the Vendor shall sell the said vehicle to the highest bidder. The deficit or the surplus amount in such case(s) would be paid by / to GRSE.

(iii) GRSE's liability in the above events will be the difference between the foreclosure value and the insurance claim amount received from insurance company which will be settled after receipt of insurance claim.

C. Notwithstanding anything contained herein above due to reasons beyond the control of GRSE e.g. riots, violence, calamities, fires, strike by employee, lockouts, non-availability of export/import cargo, GRSE shall have the absolute right to suspend the contract on any day or number of days. In such a case the service provider or the Lessor have no right to claim from GRSE any compensation, damage, loss, etc. The contract or a part thereof shall also be foreclosed in the event of frequent breakdown of vehicles after servicing, negligence after sale service, non-

arrangement of replacement car of equivalent model as per terms of Lease Agreement and no claim, compensation, damage, loss, etc. shall be entertained.

24. MANDATORY CRITERIA

1.	Bidder should have valid Trade License in Vehicle Leasing services.
2.	Bidder should have valid GST registration no.
3.	Bidder should have valid PAN no.

25. ELIGIBILITY CRITERIA

1.	Bidder / Transporter should have an experience in leasing Car/SUV/equivalent vehicle of 3 years and must have executed contract with State Govt. / Central Govt agency / large private organisation of supplying at least 3 Car/SUV/equivalent vehicle during these 3 years (Copy of Work Order/Work completion certificate is a must for qualification)
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26. PRICE

<i>Particulars</i>	<i>Amount (₹) (Both in figure & word)</i>
Monthly rental (Incl. Lease Rental, Fleet Maintenance & Insurance, etc.) for Covered mileage of 120000 Km running in 60 months.	
Per KM rate for extra KM run (KM) beyond covered mileage of 120,000 KM	

FORMAT FOR EXECUTED RELEVANT JOBS 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>
1								
2								
3								
4								
5								

Note: *Please add additional pages if required*

(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-June-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.