



## **GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.**

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

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CIN सीआईएन: **L35111WB1934GOI007891**

### **NOTICE INVITING TENDER (NIT)**

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

NIT No निविदा संख्या: **SCC/AJK/OT/Local Transportation/069/ET-1934** Date: 08.03.2023

Job Title कार्य का नाम: "Rate contract for Local Transportation by one 1MT, 2.5MT, 5 MT, 9 MT & 40 ft. Trailer within 10 KM" as per SOTR (ANNEXURE-1)

Tender issuing Dept. बिभाग द्वारा जारी: Contract Cell, GRSE Main.

#### **ARTICLE 1: SCHEDULE OF CALENDAR DATES समायावली की अनुसूची:**

<b>SCHEDULE / समायावली</b>		
Pre Bid Meeting / बोली-पूर्व बैठक	N.A	N.A
Tender Due Date / निविदा जमा की अंतिम तिथी	29-03-2023	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथी	31-03-2023	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधि	90 days from date of Techno commercial bid opening	

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

<b>FEES / DEPOSITS</b>	
Tender Fee (refer clause 03 of STAC) निविदाप्रपत्र मुल्य (स्टैक के परिच्छेद 03 मे उदधृत)	INR 500 (Rupees Five hundred only)
Earnest Money Deposit (EMD) (refer clause 04 of STAC) बयाना राशि जमा) स्टैक के परिच्छेद 04 मे उदधृत)	Rs. 1,30,000.00 (Interest free)

Security Deposit (SD) प्रतिभूति	3% of Order Value (incl. GST)
Liquidity Damage परिनिर्धारित नुकसान	As per NIT
Billing Frequency बिल करने की अवधी	<b>Monthly</b>
Evaluation of L1 एल1 का मूल्यांकन	Item wise

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

ANNEXURE SL. NO	DOCUMENT DESCRIPTION	REQUIRED
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR) and Special Terms and Conditions ( <b>Annexure-1</b> )	Yes
Annexure 2 संलग्नक-2	GRSE Standard Terms And Conditions (STAC)	Yes
Annexure 3 संलग्नक-3	Format for – Bank Guarantee Format for EMD (please refer <a href="http://www.grse.in">www.grse.in</a> )	Yes
Annexure 4 संलग्नक-4	Format for – Integrity Pact (please refer <a href="http://www.grse.in">www.grse.in</a> )	NO
Annexure 5 संलग्नक-5	Format for Technical Eligibility Criteria	Yes
Annexure 6 संलग्नक-6	Format for Financial Eligibility Criteria	Yes
Annexure 7 संलग्नक-7	Format for Self-Certification for not having blacklisted	Yes
Annexure 8 संलग्नक-8	Format for – Non Disclosure Agreement (please refer <a href="http://www.grse.in">www.grse.in</a> )	No
Annexure 9 संलग्नक-9	Format for – Disclosure by sub-contractor of existing work load and proposed execution plan of this tendered job (please refer <a href="http://www.grse.in">www.grse.in</a> )	No
Annexure 10 संलग्नक-10	Fire & Safety Guidelines (please refer <a href="http://www.grse.in">www.grse.in</a> )	Yes
Annexure 11 संलग्नक-11	Special condition of contract (please refer <a href="http://www.grse.in">www.grse.in</a> )	Yes
Annexure 12 संलग्नक-12	Contractors Responsibility (please refer <a href="http://www.grse.in">www.grse.in</a> )	Yes
Annexure 13 संलग्नक-13	General Requirement (please refer <a href="http://www.grse.in">www.grse.in</a> )	Yes
Annexure 14 संलग्नक-14	Check List for Bill submission (please refer <a href="http://www.grse.in">www.grse.in</a> )	Yes
Annexure 15 संलग्नक-15	Format for – Bank Guarantee Format for Material Guarantee, SD and PBG (please refer <a href="http://www.grse.in">www.grse.in</a> )	No
Annexure 16 संलग्नक-16	Format for – Bank Guarantee Format for SD (please refer <a href="http://www.grse.in">www.grse.in</a> )	Yes
Annexure 17 संलग्नक-17	Format for – Bank Guarantee Format for PBG (please refer <a href="http://www.grse.in">www.grse.in</a> )	No
Annexure 18 संलग्नक-18	Format for – Indemnity Bond (please refer <a href="http://www.grse.in">www.grse.in</a> )	No
Annexure 19 संलग्नक-19	Guide line for Bank Guarantee (please refer <a href="http://www.grse.in">www.grse.in</a> )	Yes

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

<b>Self-Attested documents are to be scanned and uploaded with Part I of e-bid</b>		
1	DD/PO or MSE/NSIC Exemption certificate towards tender fee*	Yes
2	DD/PO /BG or MSE/NSIC Exemption certificate towards EMD *	Yes
3	Technical Acceptance format as available with NIT after being downloaded and filled up	Yes
4	Commercial Acceptance Format as available with NIT after being downloaded and filled up	Yes
5	PAN /TAN , GST, Labour License Certificate, Registration Certificate of the Company with ROC	Yes
6	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	Yes
7	Joint Venture Agreement / Memorandum of Understanding with Power of Attorney in favour of lead member.	Yes
8	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID	Yes

- a. Registered Vendors with GRSE need not upload documents at Sl. 5 above, if valid documents already submitted / available with GRSE Vendor Registration Cell. **Bidders should mention Unique GeM Seller ID in COMMERCIAL MATRIX.**
- b. 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:**

<b>PHYSICAL SUBMISSION</b>		
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>

**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 02 (Two) years from the date of placement of LOA/PO. Contract period may be extend for another one year with same rate & terms and conditions on mutual consent.
- (B) **Job Starting Date कार्य आरम्भ तिथी** – Job is to be started within 7 (seven) days from the date of issuance of PO/LOA/letter by DGM (Store) / nominated rep. by DGM (Store).
- (C) **Job Completion date कार्यसमाप्ति तिथी:** The contract shall remain valid for a period of 02 (Two) years after starting of job.

**ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन:-**

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

**ARTICLE 8 अनुच्छेद-8: GURANTEE & WARRANTEE गारंटी एवं वारंटी:-** Not Applicable.

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

Price quoted will be firm and fixed for the entire contract period till completion of work awarded during valid contract period. 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 वृद्धी:-** Not Applicable.

**ARTICLE 11 अनुच्छेद-11: UNREASONABLE QUOTES अतर्कसंगत भाव:-**

- i. 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.
- ii. However, in case the L1 Bidder agrees to take-up the job with such unreasonable low quote, lower by 30% or more than estimate and also if the difference in price between L1 & L2 is 30% or more, then the quoted price to be analyzed w.r.t. tender requirement and if the L1 bidder fails to justify their quoted rate, the obtained L1 quote will be rejected & the next quote will be considered as L1.

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

Offer is to 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. SOTR will not be accepted. However, in case of bidder wish to deviate on any/ same commercial terms & conditions, then separate deviation statement has to be uploaded along with Part-I bid. However, GRSE reserves the right to accept / reject the deviations / bid with deviations after giving reasonable opportunity to the Bidder.

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

L1 vendor will be determined item wise. 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 rate 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	1MT (Minor Truck)	624	Day
02	2.5 MT (Tempo)	624	Day
03	5 MT Truck	624	Day
04	9 MT Truck	624	Day

05	20 FT Open Dala Trailer	624	Day
06	40 FT Open Dala Trailer	624	Day

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

Part I techno-commercial bid will be opened on the date declared in NIT. Part II bid will be opened post techno-commercial evaluation by GRSE. Price bid of only those who qualifies techno-commercially will be opened. Opening date of Price Bid will be intimated accordingly to all qualified bidders. Disqualified bidders, either during technical assessment or commercial discussion will also be intimated about their non-consideration for farther processing. If any bidder qualifies for trial order, price bid of the bidder shall not be opened prior to successful completion of trial.

**ARTICLE 17 अनुच्छेद-17: MICRO & SMALL ENTERPRISES 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).

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

Job Quantity against each item will be distributed among maximum 02 qualified bidders at established L1 rate in the following manner:-

Bidder	% of total contract value - If no. of qualified bidders – 02 or more than 02	% of total contract value - If no. of qualified bidders - 01
L1	60%	100%
L2	40%	

If L2 bidder not agreed to match L1 rate, lowest final rates will be offered to L3...L4 ... bidders in chronological manner. Rate contract order will be issued to each qualified agency at lowest final rate. Accordingly individual purchase order will be issued as and when required against rate contract. Distribution of the job qty. amongst the two qualified vendors to agency to be maintained by Store/Service dept.

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

**Technical Criteria तकनीकी मापदंड:-**

- The bidder must be registered common carrier as per carriage by Road Rules 2011 of Central Govt. of India. The bidder has to submit an affidavit to the effect that their registration as common carrier is not suspended, revoked/ cancelled by the registering authority as on date of submission of bid as per provision of sub-section (2) of section 5 of the "The carrier by Road Act-2007."

- b. The transporter must be approved by Indian Bank Association (IBA), a copy of Indian Banks Association approval must be submitted at the time of TNC.
- c. The bidder must submit valid ESIC certificate and must have been enrolled under Provident Fund Act and copy of the valid "PF Registration Certificate must be submitted along with the tender."
- d. The bidder should handle fleet business of INR 1 Crores, in the preceding 03 (three) financial years as on date.
- e. Format for Technical Eligibility Criteria has been attached to this document as per format attached at Annexure - 5. The format has to be filled up and Supporting documents / credential pertinent to performance to be uploaded with the Techno-commercial Bid for evaluation.

**Financial Criteria वित्तीय मापदंड:**

- a. Bidders are to submit their Audited Balance Sheet and Profit & Loss Account for last three consecutive years.
- b. Bidders must have an annual average turnover of minimum Rs. 19.20 Lakhs (approx.) for the last 3 consecutive financial years ending on 31<sup>st</sup> March, 2022.

**Self-certification:** The bidder should submit Self-Certification (as per Annexure – 7) 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 28th February 2023. 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 – 2B, 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 -**

1. Before submitting a bid, bidders are expected to examine the Bid Documents carefully, if they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. NO consideration will be granted for any alleged misunderstanding or the materials to be furnished, work to be performed or actual considerations to complete all work and comply with conditions specified in the Bid Document.
2. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of GRSE Tendering Dept.in writing not less than 07 days prior to bid closing date.
3. It is understood that in receiving this bid, GRSE assumes no obligation to enter into a contract for the WORK

covered by this bid request. GRSE reserves the right to reject any and all unqualified proposals or waive irregularities therein. GRSE reserves the right to evaluate each and every proposal and accept the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.

GRSE also reserves the right to reject any and all bids and accept the bid, which in its opinion, appears to be most advantageous to GRSE. Receipt and review of this Bid Request constitutes an agreement of confidentiality between GRSE and each of the contracting Firms preparing its Bid. GRSE reserves the right to change the form of this request to Bids, or make clarifications thereto, within a reasonable time before date of submission of Bids.

4. General Contractors assume all safety related responsibilities for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Health & Safety rules, regulations, policies, procedures and guidelines when performing work in the facility or site.
5. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within 10 calendar day from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.
6. Job is to be carried out as per SOTR and instruction of the Engineer in-charge.
7. Any Drawings or technical information attached / provided with this NIT is the Intellectual Property of the Company and will be governed by the specific Acts applicable thereto.
8. Post submission of Tender, such drawings and technical information are to be physically returned. Also all soft copies are to be destroyed and a self-certification to be submitted during CNC, failing which the processing of bid will not be taken further.
9. Contractors are responsible to clean up the area of work w.r.t all sort of debris generated on daily basis. If they fail to do so GRSE reserves the right to perform the cleaning activity and charge the contractor with penalty of up to 25%.
10. Bidder has to declare, in what capacity he is participating in the 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.
11. A Bidder is allowed to submit only one Bid under any capacity / status. In case of multiple bids under any capacity/status, all bids submitted by them will be summarily rejected.
12. Difficulty in submitting the bid:
  - a. Any query/difficulty in understanding of SOR or other technical terms may be got clarified from **Mr. Subhrajyoti Palit, SM (FOJ-STORE & RIC), and Contact no. 7595046417, e-mail: [Palit.Subhrajyoti@grse.co.in](mailto:Palit.Subhrajyoti@grse.co.in)** prior to submission of offer.
  - b. Any difficulty in submitting / uploading of e-tender or for any system help may be provided by SR. MGR (GRSE E-PROCUREMENT) e-mail: [Palit.Saraswata@grse.co.in](mailto:Palit.Saraswata@grse.co.in)/ GRSE Service Provider M/s. NIC personnel may be contacted [Land line no: 033 24893902]
13. **E-mail Address for communication संचार हेतू ई. मेल पता:** Vendor to provide e-mail address to enable faster

communication.

#### **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 <https://eprocuregrse@nic.in>.
- b) It is mandatory for all bidders to have class – III Digital Signature Certificate (DSC) in the name of the person who will digitally sign the bid from any of licensed Certifying Agency (CA). Bidders can see the list of licensed CAs from the link <http://www.cca.gov.in>.
- c) Bidders can view / download Part-1 (Techno-Commercial) bid documents along with all attachments. They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format.
- d) Bidders need to fill up Part II (Price) bid online in 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 TENDERDOCUMENT**
  - a. 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.
  - b. 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.
  - c. To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

**ARTICLE 22 अनुच्छेद-22: BID REJECTION CRITERIA बिड अस्वीकृति के मापदंड -**  
Following bid rejection criteria may render the bids liable for rejection:



1. Bidder's failure to furnish sufficient or complete details for evaluation of the bids within the given period which may range in between two to three weeks depending on the deficiencies noticed in the drawings / technical data which shall not however conflict with validity period.
2. Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC) of GRSE.
3. Bid with technical requirements and/or terms not acceptable to GRSE / Customers / External agency nominated, as applicable.
4. Bid received without qualification documents, where required as per the tender.
5. Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.
6. Bid with validity expiry date shorter than that specified in the Tender Enquiry.
7. Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.
8. Bidder not agreeing for furnishing of the required Security Deposit (SD).

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

**i. Security Deposit प्रतिभूति जमा -**

Non-interest-bearing security deposit of 3% of total order value is to be deposited in the manner elaborated at clause 5 of STAC. 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. Work Done Certificate (W.D.C.) कार्य पूर्ति प्रमाण-पत्र (डबल्यू.डी.सी.)-**

- a. Transporter need to submit all receipted delivery challan copy and receipted consignment note copy to record into register at Store/service department within 7 days of completion of work.
- b. Transporter will collect delivery endorsement on delivery challan by themselves and submit the same to Store/service department along with their bill.
- c. Store/Service dept. will certify the bill based on above and after signing by SM (Store)/ DGM (Store), the service entry sheet prepared in system. The same to be forwarded to finance for payment purpose by service dept.

**iii. Bill Submission बिल प्रस्तुति:**

Bills are to be submitted (in quadruplicate) at the bill receiving counters located at the Main Unit of GRSE. Bills need 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. GST registration number is to be quoted in all bills.

On obtaining WDC, bills to be raised on completion of job.

**iv. BILL CERTIFYING AUTHORITY बिल प्रमाणन प्राधीकर:**

SM (Store)/DGM (Store) is the bill certifying authority for this case.

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

Transporter should submit bill (in quadruplicate) for the job executed during the preceding month by 10th of succeeding month and the bill should be supported with two copies of all documents viz. requisition slip of user dept. duly endorsed by In-charge of service dept., blue copy of delivery challan with gate stamp / slot letter and duly receipted by the officer of the consignee dept. Payment will be made through.

100% payment will be made against bill value within 30 days from the date of submission of each clear bill marked with work order reference & date. Bills where blue copy of delivery challan is missing are to be raised separately along with indemnity bond on non-judicial stamp paper. GRSE will however clear these bills without blue copy of delivery challan only after verification from concerned dept. Applicable GST will be paid extra.

**vi. Liquidated Damages/Penalty निर्णित हर्जाना :-**

- (i) Vehicles should report GRSE unit every working day on or before 8.0 AM. Delay of reporting of vehicle beyond 8.30 AM will attract penalty @ Rs. 500/- delay of ½ Hrs. thereafter. Non-reporting of any vehicles in a particular day penalty @125% imposed over the said vehicle shall be deducted on that day.
- (ii) If helper is not available for any particular day penalty charge @ Rs. 1000/- will be imposed over the said vehicle type.

**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 has to be considered as essence of the contract / PO and cannot be extended for any reason whatsoever. However, in an unlikely situation beyond the control of the contractor, due date extension application to be submitted by the Contractor, 1Month in advance with proper justification duly endorsed by Engineer In-charge.**

**ARTICLE 24 अनुच्छेद 24: SUBMISSION OF BID बिड की पेशी:-**

1. Last date of submission of Bid / Date of opening of bid is indicated in Tender Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno-Commercial offer.
2. Date of opening of Part II offer i.e. Price Bid will be notified to all Techno-Commercially qualified bidders in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer. After opening of e-Price bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet from their own portal.
3. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.
4. Acceptance Format Matrix should be filled up and attached with techno-commercial bid as marks of acceptance of NIT/SOTR/STAC. In case of non-receipt of filled in STACs acceptance format matrix, it would be presumed that you have accepted all our terms& conditions as per GRSE tender until & unless deviation is specially mentioned in offer.

**ARTICLE 25 अनुच्छेद 25: PRE BID MEETING बोलीपूर्व बैठक:-**

Not Applicable.

**A. J. KANDIR  
SM (Contract)  
GRSE Ltd. 43/46 Garden Reach Road**

**ANNEXURE-1**

**SOTR for Local transportation by one 1MT, 2.5MT, 5MT & 9MT & 40 fit trailer on daily basis**

**Transporter scope**

The following Jobs has to be executed by the vendor:

1. Dedicated vehicle need to be placed on daily basis.
2. Transporter assure the placement of fit vehicle (valid fitness/valid tax/valid insurance/valid PUCC) along with one dedicated driver (having valid DL) and helper in each vehicle. Before placement of vehicle in GRSE all original vehicle related documents need to produce at service department for checking.
3. One dedicated transporter rep need to be present at GRSE for coordination with service department & user department.
4. As a sensitive/costly materials transporter should take care of all preventive measures for avoiding any kind of damage or shortage of materials during transit.
5. Preparation of LR on same day for every Inter unit movement & outside movement is mandatory.
6. Any other associated charges in between transportation, transporter need to pay the actual amount and submit the original documents at the time of bill submission.
7. All kind of daily fuel, daily maintenance, all kind of repair and obtaining all statutory documents for daily movement of vehicle is under the scope of transporter.

**GRSE's Scope**

1. GRSE will arrange smooth loading and unloading at both the points in case the weight of each material is more than 30 KG each.
2. GRSE issue Stock transfer challan/invoice, waybill, dispatch advice and transit insurance as applicable.

**Work done certifying authority**

1. Transporter need to submit all receipted delivery challan copy and receipted consignment note copy to record into register at service department within 7



### **Job starting & completion time**

Job is to be started within 7 days from the date of issuance of LOA/PO.

### **Tenure of contract**

The contract will be valid for a period of 24 months from the date of issuance of LOA/PO.

### **Insurance**

All consignments on transit will be insured by the consignee/consignor as the case may be. Vehicle and driver provided for transportation of materials should have valid documents of vehicles and DL duly updated.

### **Other charges like traffic fine/toll taxes/port entry charges**

RTO fine for Oversized Cargo/Over dimensional cargo as per requirement of GRSE will be borne by GRSE against proper documentation as per original RTO fine slip. All kind of toll taxes & port entry charges will be borne by Transporter if applicable.

### **Qualifying Requirements**

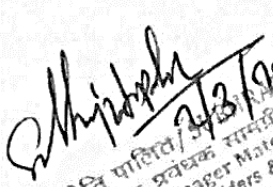
1. The bidder must be registered common carrier as per Carriage by Road Rules 2011 of Central Government of India (The bidder has to submit an affidavit to the effect that their registration as common carrier is not suspended, revoked/ cancelled by the registering authority as on date of submission of bid as per provision of sub-section (2) of section 5 of the "The carriage by Road Act-2007.")
2. The transporter must be approved by Indian Bank Association (IBA). A copy of Indian Banks Association approval must be submit at the time of TNC.
3. The bidder must submit valid ESIC certificate and must have been enrolled under Provident Fund Act and copy of the valid "PF Registration Certificate" must be submitted along with the tender.
4. The bidder should handle fleet business of INR 1 Crores, in the preceding three (3) financial years as on date.

### **General Terms**

1. Bidder shall be responsible for safe delivery of materials at destination. Bidder shall also be responsible for proper and safe loading. Bidder shall be responsible for safe carriage of material and shall make proper arrangement to protect the consignment from rains, sun, winds storms etc. Bidder must provide

all lashing and binding equipment i.e. belt, buckles, chains etc along with necessary wooden sleepers at their own cost.

2. Transporter will be required to work from 8 AM to 5 PM on all working days (Monday to Friday) and from 8AM to 1:00PM (Saturday) of GRSE Ltd. except Sundays and closed holidays. GRSE will have the right to call the transporter for works on Sundays/Holidays and even beyond normal hours, if requirement arises. Works started during working hours are to be completed and if required to work in late hours/beyond working hours as desired by GRSE with no addition cost implication.
3. In case the material is lost, pilfered, broken / damaged, spoiled in any manner during transit, transporter shall be held responsible and the amount primarily charged on transporter. After calming the amount from Insurance Company, the difference / short paid amount of insurance company, if any, then the differential will be deducted from transporter's freight bill.
4. Bidder shall be responsible for observing all legal formalities en-route from loading point to destination.
5. Transshipment shall not be permitted except in emergency and in that case prior permission from GRSE should be obtained.
6. Vehicle need to be engaged at least 26 working day in a month. Hence the total working day is (26 days x 24 months) 624 days.
7. Maximum two trips need to execute per day per vehicle within a range of 10 km.
8. Vehicles should report GRSE Unit every working day on or before 8AM. Delay of reporting of Vehicle beyond 8.30 AM will attract penalty @ Rs.500/- delay of ½ Hrs. thereafter. Non-reporting of any vehicles in a particular day penalty @125% imposed over the said vehicle shall be deducted on that day.
9. If helper is not available for any particular day penalty clause Rs1000 imposed over the said vehicle type wise charges.

  
2/3/2022  
सुभ्रज्योति पाति (स्वीट)  
Senior Manager Material (Store)  
Garden Reach Shipbuilders & Engineers Limited  
गार्डन रीच शिपबिल्डर्स लिमिटेड  
कोलकाता / Kolkata

**FORMAT FOR EXECUTED RELEVANT JOBS TO JUSTIFY TECHNICAL ELIGIBILITY**

1. **Name of the Bidder:**
2. **Job Description:**
3. **GeM Tender/Bid Reference:**
4. **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 ON FINANCIAL ELIGIBILITY CRITERIA**

*(To be submitted on Company's letter head)*

1. **Name of the Bidder:**

2. **Job Description:**

3. **Tender Reference:**

Financial Data for evaluating Financial Eligibility

<b>SL. No.</b>	<b>Financial Years</b>	<b>Turn Over (Rs. in Lakhs)</b>
<b>1</b>	<b>2021-22</b>	
<b>2</b>	<b>2020-21</b>	
<b>3</b>	<b>2019-20</b>	

*(Signature of Authorized Representative)*

*Date:*

*Name:*

*Designation:*

*Note: Audited reports for above FY to be submitted as supporting documents.*

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**SELF-CERTIFICATION FOR DECLARATION REGARDING BLACKLISTING/ TENDER HOLIDAY**

*(To be submitted in Company's Letterhead)*

**A. Name of the Bidder:                      Date:**

**B. Job Description:**

**C. GeM Tender/Bid Reference:**

Dear Sir,

1. 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 28.02.2023** 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).

2. In case the above information are found inappropriate, I / We are fully aware that the offer submitted by our firm / contract awarded to our firm/company namely M/s. -----will be rejected / cancelled by M/s GRSE, and EMD / SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.

Signature -----

Name -----

Designation: -----

Name & address of the firm: -----

Date:

Signature of Bidder with Seal

**CHECK LIST 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 premise.

<b>I. For RA Bill (Running/Progressive bill) (Put <math>\sqrt</math> Mark)</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>
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			
<b>II. Applicable for Final/Balance Bill (Put <math>\sqrt</math> Mark)</b>				
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

**For GRSE Use Only**

<b>B.</b>	<b>To be checked and verified by Bill certifying authority (Put <math>\sqrt</math> Mark)</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
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			
<b>For Final/Balance Bill (Put <math>\sqrt</math> Mark)</b>				
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

**FORMAT OF BANK GUARANTEE TOWARDS SECURITY DEPOSIT**

**GUARANTEE BOND**

**(to be used by all scheduled banks)**

In consideration of M/s. Garden Reach Shipbuilders & Engineers Limited, 43/ 46, Garden Reach Road, Kolkata - 700 024 (hereinafter called "The Buyer") having agreed to exempt M/s..... having its registered office at ..... (hereinafter called "The Party") from the demand, under the terms and conditions contained in the Tender/ Purchase Order No..... dated ..... (hereinafter called "the said Tender/ Order") of security deposit for the due fulfillment of the terms and conditions contained in the said Tender/Order by the said Party's, on production of a Bank Guarantee for Rs. .... (Rupees ..... only), we, ..... Bank Limited (hereinafter referred to as "the Bank") do hereby undertake to pay to the Buyer an amount not exceeding Rs. .... against any loss or damage caused to or suffered by the Buyer by reason of any breach by the said Party of any of the terms and conditions contained in the said Tender/Order.

2. We, ..... Bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Buyer stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Buyer by reason of any breach by the said Party of any of the terms and conditions contained in the said Tender/Order or by reason of the Party's failure to perform the said Tender/Order. Any such demand made by the Buyer on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee.

3. We, ..... Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Tender/ Order and that it shall continue to be enforceable till all the dues of the Buyer under or by virtue of the said Tender/ Order have been fully paid and its claim is satisfied or discharged or till the Managing Director, Garden Reach Shipbuilders & Engineers Limited, certifies that the terms and conditions of the said Tender/Order have been fully and properly carried out by the said Party and accordingly discharges the Guarantee. Unless a demand or claim under this Guarantee and any suit or action is

made on us in writing on or before the ..... we shall be discharged from all our liabilities under this Guarantee thereafter.

4. We, ..... Bank further agree with the Buyer that the Buyer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Tender/ Order or to extend time of performance by the said Party from time to time or to postpone for any time or from time to time any of the powers exercisable by the Buyer against the said Party and to forbear or enforce any of the terms and conditions relating to the said Tender/ Order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Party or for any forbearance, act or omission on the part of the Buyer or any indulgence by the Buyer to the said Party or by any such matter of thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

5. We, ..... Bank lastly undertake that we shall not be entitled to revoke this Guarantee during its currency for any reason whatsoever except with the previous consent of the Buyer in writing.

6. Notwithstanding anything contained hereinabove, the liability of the Guarantor under this Guarantee is restricted to Rs. .... (Rupees ..... ) and that this Guarantee shall remain in force until its expiry on the ..... (date). Unless a claim or demand in writing is made and a suit or action to enforce a claim under this Guarantee is made against the Guarantor within six months from the aforesaid date of expiry, all the rights of the beneficiary under the said Guarantee shall be forfeited and the Guarantor shall be released and discharged from all liabilities thereof.

For ..... Bank Limited.

Dated the ..... day of ..... 20.....

**FORMAT NO.  
OS/03/0085**

**GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED  
43/46, Garden Reach Road,  
Kolkata 700 024**

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**(GUIDELINES OF BANK GUARANTEE)**

1. Non- Judicial Stamp Paper – N. J. S. Paper of Rs. 50/- (Rupees Fifty Only) is to obtained in the name of the banker for execution of the Bank Guarantee. If a single Stamp Paper of Rs. 50/- is not available, Stamp Papers of multiple denominations may be used but the serial nos. or purpose of each Stamp Paper be of consecutive nos. and purchased on the same day. Such Stamp Paper should not be older than one year or the date of purchase Order / Contract whichever is applicable. Stamp Papers obtained in the name of the supplier will not be accepted.
2. Address of the Supplier / Contractor and the executing Bank should be incorporated in full in the Bank Guarantee.
3. Bank Guarantee should be executed by scheduled Banks preferably by Nationalised Banks and should be sent in Banker's sealed envelop directly to General Manager (Finance), Corporate Finance, M/S Garden Reach Shipbuilders & Engineers Limited .43/ 46, Garden Reach Road, Kolkata – 700 024. superscribing the word "BANK GUARANTEE".
4. No. confirmation of B. G. is required to be obtained from issuing Bank if the B. G. executed by Scheduled / Nationalised Banks is received in Banker's sealed envelop.
5. Banker's confirmation is required in case of Bank Guarantee executed by Non-Scheduled Banks / Co-operative Bank/ Regional Private Bank etc. and for those Guarantee which were not received in the terms of (3) above.
6. The Bank Guarantee should conform strictly in conformity with the terms and Conditions of the order and in GRSE's standard format prescribed against each of the above cases.
7. Expiry date should be in accordance with the requirement of contractual terms and the claim period for preferring the claim should not be less than six months from the date of expiry of any case.
8. Bank Guarantee shall be free from all infirmities and typographical errors / deletions / inclusions / riders etc., requires to be authenticated by Bank's signatory with official seal.
9. Issuing Bank should furnish confirmation towards execution of Guarantee immediately on receipt of GRSE's formal letter for same. Confirmation letter should contain GRSE's letter reference requested for and must be in Bank's sealed cover addressed to GRSE.

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