

GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

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

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CINसीआईएन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

निविदा आमंत्रण सूचना

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

NIT No निविदा संख्या: **SCC/AJK/OT/PHOTOGRAPHY/003/ ET-1953** Dated **12.04.2023**

Job Title कार्य का नाम: "RATE CONTRACT FOR ENGAGEMENT OF PHOTOGRAPHY/VIDEOGRAPHY AGENCY FOR THE VARIOUS EVENT AT GRSE" as per **SOTR Ref. No: Nil dt. 11.04.2023 (Annexure 1)**

Tender issuing Dept. बिभाग द्वारा जारी: Contract Cell

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

SCHEDULE सारणी		
Pre Bid Meeting बोली-पूर्व बैठक	NA	
Tender Due Date निविदा जमा की अंतिम तिथी	03.05.2023	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथी	04.05.2023	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधी	90 days from Tender due date	

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

FEES / DEPOSITS	
Tender Fee (refer clause 3 of STAC) निविदा प्रपत्र मुल्य (स्टैक के परिच्छेद 03 मे उदधृत)	INR 500.00
Earnest Money Deposit (EMD) (refer clause 4 of STAC) बयाना राशि जमा (स्टैक के परिच्छेद 04 मे उदधृत)	INR 25,000/-
Security Deposit (SD) प्रतिभूति	INR 10,000/- (One time deposit)
Billing Frequency बिल करने की अवधी	Monthly
Evaluation of L1 एल1 का मूल्यांकन	L1 will be decided on item wise.

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

Please find all enclosures as indicated below in GRSE website by clicking the link <http://www.grse.in/index.php/tender.html> and then click Enclosure to all sub-contracting activities.

ARTICLES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलग्नक परिच्छेद		
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR) and Special Terms and Conditions	Yes
Annexure 2 संलग्नक-2	GRSE Standard Terms And Conditions (STAC) (please refer www.grse.nic.in)	Yes
Annexure 3 संलग्नक-3	Format for - Integrity Pact (please refer www.grse.nic.in)	No
Annexure 4 संलग्नक-4	Format for Technical Eligibility Criteria (Attached with NIT)	Yes
Annexure 5 संलग्नक-5	Format for Financial Eligibility Criteria (Attached with NIT)	No
Annexure 6 संलग्नक-6	Format for Self Certification (Attached with NIT)	Yes
Annexure 7 संलग्नक-7	Fire & Safety Guidelines (please refer www.grse.nic.in)	Yes
Annexure 8 संलग्नक-8	Special condition of contract (please refer www.grse.nic.in)	Yes
Annexure 9 संलग्नक-9	Contractors Responsibility (please refer www.grse.nic.in)	Yes
Annexure 10 संलग्नक-10	General Requirement (please refer www.grse.nic.in)	Yes

Annexure 11 संलग्नक-11	Check List for Bill submission (please refer www.grse.nic.in)	Yes
Annexure 12 संलग्नक-12	Format for - Bank Guarantee Format for EMD (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)	Yes
Annexure 13 संलग्नक-13	Format for - Bank Guarantee Format for SD (please refer www.grse.nic.in)	Yes
Annexure 14 संलग्नक-14	Format for - Bank Guarantee Format for PBG (please refer www.grse.nic.in)	No
Annexure 15 संलग्नक-15	Guide line for Bank Guarantee (please refer www.grse.nic.in)	Yes

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

Self-Attested documents are to be scanned and uploaded with Part I of e-bid ई-बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभिप्रामाणित दस्तावेज		Required
1	DD/PO or MSE/NSIC Exemption certificate towards tender fee	YES
2	DD/PO /BG or MSE/NSIC Exemption certificate towards EMD	YES
3	Technical Acceptance format as available with NIT after being downloaded and filled up	YES
4	Commercial Acceptance Format as available with NIT after being downloaded and filled up	YES
5	Documents meeting the Technical Eligibility Criteria as per format at Annexure 4	YES
6	Documents meeting the Financial Eligibility Criteria as per format at Annexure 5	NO
7	Audited/Certified Annual Accounts and Annual Report for last three years in support of Financial Eligibility.	No
8	PAN /TAN, GST, Labour License Certificate, Registration Certificate of the Company with ROC	YES
9	Integrity Pact (refer clause 01 of STAC)	NO
10	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	YES

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

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

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

2	EMD Instrument	Within 03 days from opening of Part I bid	Yes
NOTE:	If instruments submitted through demand draft, the same to be drawn in favour of:	GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED	
	The demand drafts should be payable at	Kolkata	
3	Integrity Pact (if reqd.)	Within 03 days from opening of Part I bid	NA

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

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

(A) Tenure of Contract संविदा कार्यकाल- The contract will be initially for 01 year (12 months) which may be extended further for 02 years depending upon satisfactory performance by the agency on mutual consent basis.

(B) Job Starting Date कार्य आरम्भ तिथी- Immediately on placement of Order /LOA as per instruction and requirement of GRSE CP&CC Department.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन -

Job is to be carried out strictly as per SOTR and in case of doubt, instructions of the CP &CC Dept. are to be followed.

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

Not Applicable

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य -

Price quoted will be firm and fixed for the entire contract period. Price is to be quoted without taxes & duties. GST is to be indicated separately and will be paid extra.

ARTICLE 10. अनुच्छेद-10: ESCALATION मूल्य वृद्धि - NA

ARTICLE 11 अनुच्छेद-11: UNREASONABLE QUOTES अतर्कसंगत भाव -

i. In case the price of L-1 Bidder is found to quote unreasonably low and/or express desires to withdraw from the tender then such bid will be cancelled and EMD will be forfeited and punitive action will be taken in line with the provision as per GRSE Vendor policy.

- ii. However, in case the L1 Bidder agrees to take-up the job with such unreasonable low quote, lower by 30% or more than estimate and also if the difference in price between L1 & L2 is 30% or more, then the quoted price to be analyzed w.r.t. tender requirement and if the L1 bidder fails to justify their quoted rate, the obtained L1 quote will be rejected and the tender will be cancelled. During re-tendering, such bidder with low quote will not be allowed for participation.
- iii. If justification is acceptable to GRSE, then Bidder have to submit a declaration to execute the job till satisfactory completion of entire contract. In case of breach of contract, GRSE shall reserve the right to impose Tender Holiday for a period of at least 01 year.

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

Offer is to be valid for 90 days from the date of opening of Part-I bid i.e Techno-commercial bid. Under exceptional circumstances GRSE may request for extension of price validity, beyond 120 days against valid reason.

ARTICLE 13 अनुच्छेद-13: CONDITIONAL OFFER सशर्त प्रस्ताव -

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

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

Item wise L1 bidder will be determined (Sl. no. 1 to 35 of price bid format). Submission of rate for all the BOQ item is not mandatory for the bidder. In case of deviation of any commercial terms & conditions GRSE will evaluate L1 bidder offline, considering all applicable loading factors on quoted price.

ARTICLE 15 अनुच्छेद-15: BOQ बी ओ क्यू -

BOQ as part of SOTR given in the tender is indicative for quoting the rate only.

Sl. No.	Job Description	Qty	UOM
1	Passport size photo (including 3.5 x 3.5 cm, 3.5 x 4.5 cm as per visa specification) - Urgent delivery with matt finish (within 4 Hrs) - Set of 8 photos	1	SET
2	Passport size photo (including 3.5 x 3.5 cm, 3.5 x 4.5 cm as per visa specification) - Urgent delivery with glossy finish (within 4 Hrs) - Set of 8 photos	1	SET

3	Passport size photo (including 3.5 x 3.5 cm, 3.5 x 4.5 cm as per visa specification) - Normal Delivery with Mat finish (24 hrs) - Set of 8 photos	1	SET
4	Passport size photo (including 3.5 x 3.5 cm, 3.5 x 4.5 cm as per visa specification) - Normal Delivery with glossy finish (24 hrs) - Set of 8 photos	1	SET
5	Photo for Visa (As per the requirement) - Urgent delivery with matt finish (within 4 Hrs) - Set of 8 photos	1	SET
6	Photo for Visa (As per the requirement) - Urgent delivery with glossy finish (within 4 Hrs) - Set of 8 photos	1	SET
7	Photo for Visa (As per the requirement) - Normal Delivery with Mat finish (24 hrs) - Set of 8 photos	1	SET
8	Photo for Visa (As per the requirement) - Normal Delivery with glossy finish (24 hrs) - Set of 8 photos	1	SET
9	Photograph printing and supply (Normal/Inkjet/Industrial and functional) delivery within 24 hrs (size 4"x6")	1	EA
10	Photograph printing and supply (Normal/Inkjet/Industrial and functional) delivery within 24 hrs (size 5"x7")	1	EA
11	Photograph printing and supply (Normal/Inkjet/Industrial and functional) delivery within 24 hrs (size 6"x8")	1	EA
12	Photograph printing and supply (Normal/Inkjet/Industrial and functional) delivery within 24 hrs (size 8"x10")	1	EA
13	Photograph printing and supply (Normal/Inkjet/Industrial and functional) delivery within 24 hrs (size 8"x12")	1	EA
14	VVIP Album - delivery within 24 hrs (In case of emergency within same day of the event) - Album size: 14"x11"	1	EA
15	VVIP Album - delivery within 24 hrs (In case of emergency within same day of the event) - Album size: 7"x5"	1	EA
16	VVIP Album - delivery within 24 hrs (In case of emergency within same day of the event) - Album size: 4"x6"	1	EA
17	CD - set of photos/ Videos – delivery within 24 hrs for still photos and 48 hrs for videos	1	EA

18	DVD - set of photos/ Videos – delivery within 24 hrs for still photos and 48 hrs for videos	1	EA
19	Photo Framing and mounting (golden/Brown high standard frame /others colours), delivery within 03 days :- Frame size: 8"x12"	1	EA
20	Photo Framing and mounting (golden/Brown high standard frame /others colours), delivery within 03 days :- Frame size: 5"x7"	1	EA
21	Photo Framing and mounting (golden/Brown high standard frame /others colours), delivery within 03 days :- Frame size: 4"x6"	1	EA
22	Assignment charges - Still Photography (per 4 hours)	1	EA
23	Assignment charges - Still Photography (per 8 hours)	1	EA
24	Assignment charges - Still Photography per hr. beyond 08 hrs.	1	EA
25	Assignment charges - Video (per 4 hours)	1	EA
26	Assignment charges - Video (per 8 hours)	1	EA
27	Assignment charges - Video per hr. beyond 08 hrs.	1	EA
28	Assignment charges - Drone Photography/ Videography (per 4 hours)	1	EA
29	Assignment charges - Drone Photography/ Videography (per 8 hours)	1	EA
30	Assignment charges -Drone Photography/Videography per hr. beyond 08 hrs.	1	EA
31	Editing of Videography and supply within 48 hrs from event/ shooting	1	EA

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

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

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

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

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

कार्य –

Job Quantity against each item will be distributed among maximum 05 qualified bidders in the following manner:-

Bidder	% of total contract value - If no. of qualified bidders - 05	% of total contract value - If no. of qualified bidders - 04	% of total contract value - If no. of qualified bidders - 03	% of total contract value - If no. of qualified bidders - 02	% of total contract value - If no. of qualified bidders - 01
L1	35%	40%	45%	60%	100%
L2	25%	25%	30%	40%	
L3	20%	20%	25%		
L4	15%	15%			
L5	5%				

For finalization of parallel agencies, L2, L3, L4, L5... bidders against each items will be requested to match established L1 rate obtained against each item. Rate contract order will be issued to each qualified agency at lowest finalized rate. Accordingly individual purchase order will be issued as and when required against rate contract. Distribution of the job amongst empanelled agency to be maintained by CP&CC dept.

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

(i) Technical Criteria–

- 1.1 Experience of similar work during last 2 years (P.O. copy of PSUs/ reputed corporate to be enclosed).
- 1.2 Vendor to submit Article of Association/Status of the firm.
2. Bidders should have provided services to at least one reputed PSU/MNC/Corporate based in Kolkata in the last two financial (not applicable to start ups). A duly signed and stamped letter to this effect from the company where bidder rendered his services would be considered as proof. Herein called after as **PSU/MNC/Corporate Experience** for evaluation purpose.
3. Bidder should have experience of professional handling of Industrial photography coverage of **all** the following events namely conferences, meetings, visits of VIPs, cultural functions, sport meets, site-visits. A duly signed and stamped letter to this effect from the Company where bidder has rendered his services would be considered as proof. Herein called after as **Professional Experience** for Evaluation purpose.
4. **Bidder should have the full office set up within Kolkata otherwise their bid shall not be considered.**

5. **A self-certification from the bidder enumerating the camera equipment present** with the vendor and the operational condition of the equipment, would be considered proof. Herein called after as **Equipment** for evaluation purpose. GRSE representatives may inspect the same if felt needful.
6. Suitable infrastructure like adequate computers (Desktop and laptop) with relevant software like adobe Corel / Photoshop and trained / qualified manpower. A self-certification from the bidder enumerating the same with relevant documents would be considered as proof. GRSE representatives may inspect the same if felt needful.
7. A Certificate of ownership and duly attested by the Chartered Accountant be submitted in the technical bid separately as a proof of ownership. Herein called after **Ownership certificate.**
8. The bidders must submit last (03) three financial year's IT Return statement. A letter to this effect duly attested by the Chartered Accountant to be submitted in the technical bid separately as a proof. Herein called after as **Financial Stability** for Evaluation purpose.
9. The performance of the empanelled parties shall be reviewed on completion of one year on the basis of the output and performance delivered by them. In case of non-performance, the vendor/party is liable to be de-empanelled. Poor or unsatisfactory performance may lead to the vendor/party being penalized as deemed appropriate by GRSE on case-to-case basis.

(ii) Financial Criteria

The bidder should give self-certification (as per Annexure-6) that they have neither been Blacklisted nor have received any tender holiday from any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending on 31.01.2023. 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.

If any bidder has been black listed by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then the bidder is not eligible

to participate in this tender. If any discrepancy is detected at any stage of the tender, then the offer submitted by the bidder / contract awarded to the bidder will be cancelled and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.

If any bidder has been 'Put on Tender Holiday' by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then this fact must be clearly stated and it may not necessarily be a cause for disqualifying them.

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

Note: (a) If any bidder has been black listed by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then the bidder is not eligible to participate in this tender. If any discrepancy is detected at any stage of the tender, then the offer submitted by the bidder / contract awarded to the bidder will be cancelled and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.

- a) If any bidder has been 'Put on Tender Holiday' by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then this fact must be clearly stated and it may not necessarily be a cause for disqualifying them.
- b) In case of non-submission of the self-certification document as per format at **Annexure-06**, the bidder will be treated as non-responsive and their offer will be rejected.

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

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

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

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

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

4. General Contractors assumes all safety responsibility for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Health & Safety rules, regulations, policies, procedures and guidelines when performing work in the facility or site.
5. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within 10 calendar day from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.
6. Job is to be carried out as per SOTR and instruction of the CP&CC Dept.
7. Any Drawings or technical information attached / provided with this NIT is the Intellectual Property of the Company and will be governed by the specific Act.
8. Post submission of Tender, such drawings and technical information are to be physically returned. Also, all soft copies are to be destroyed and a self-certification to be submitted during CNC. Failing which the processing of bid will not be continued.
9. Contractors are responsible to clean up of the area of work for all sort of debris on daily basis. If they fail to do so GRSE reserves the right to perform the cleaning up and charge the contractor with penalty of up to 25%.
10. Bidder to declare in what capacity he is participating in the tender. As a PSU, Limited Co, Pvt. Ltd. Co., Sole Proprietorship, Partnership, Joint Venture, etc. Supporting documents confirming such status to be scanned and uploaded as attachment to Part I bid.
11. A Bidder is allowed to submit only one Bid under any capacity / status. 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 Store Department **Mr. Tinku Karmakar, SR. MGR (CP&CC), Cont. - 7604063206** prior to submission of offer
 - b. Any difficulty in submitting / uploading of e-tender or for any system help SR. MGR (GRSE E-PROCUREMENT) e-mail/Palit.Saraswata@grse.co.in/ GRSE Service Provider M/s. NIC personnel may be contacted [Land line no: 033 24893902]
13. **E-mail Address for communication** संचार हेतू ई. मेल पता: Vendor to provide e-mail address to enable faster communication.
14. **Integrity Pact (समग्रताअनुबंध): NA**

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

- a) To participate in the e-Bid submission for GRSE, it is mandatory for the bidders to get their firms registered with E-Procurement portal <http://www.grse.in/etender> or <https://eprocuregrse@nic.in>
- b) It is mandatory for all bidders to have class – III Digital Signature Certificate (DSC) in the name of the person who will digitally sign the bid from any of licensed Certifying Agency (CA). Bidders can see the list of licensed CAs from the link <http://www.cca.gov.in>.
- c) Bidders can view / download Part-1 (Techno-Commercial) bid documents along with all attachments. They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format. No price bid or any price indication is allowed with (Tech-commercial) part-1 bid.
- d) Bidders need to fill up Part II (Price) bid online in Excel price bid format by inserting unit price/GST only. No other attachment to the price bid will be reckoned.
- e) In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work executed by the successful bidder accordingly.
- f) Bids can be submitted only during validity of registration of bidder with GRSE e- Procurement portal.
- g) The amendments / clarifications to the bid document, if any, will be posted on E- Procurement portal / GRSE web site only.

h) It will be the bidder's responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.

i) AMENDMENT OF TENDER DOCUMENT

i. Before the deadline for submission of tenders, the Tender Document may be modified by GRSE Ltd. by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped 7 days prior to the deadline for submission of tenders as finally stipulated.

ii. Addendum/corrigendum, if any, will be hosted on website / e procurement portal and shall become a part of the tender document. All Tenderers are advised to see the website for addendum/ corrigendum to the tender document which may be uploaded up to 7 days prior to the deadline for submission of Tender as finally stipulated.

iii. To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

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

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

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

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

11. Bidder submitted their price bid with Part –I Bid i.e. Techno-commercial bid.

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

i. Security Deposit प्रतिभूति जमा -

Non-interest bearing one time security deposit of Rs. 10,000.00 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)-

Work Done Certificate shall be prepared by the Service provider / Contractor as per prescribed format of GRSE after completion of job which shall be certified by user department on submission of service report along with WDC.

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.

The bills submitted by the bidder will be thoroughly checked by Nominated officer of user Dept. for further processing of bills including SAP service entry sheet and onward forwarding to finance department for Payment within 30 days after receipt of the bill subject to deduction of Tax as per prevailing rules.

iv. Payment Terms भुगतान की शर्तें:

100% payment with full service tax will be released after completion of total work within 30 days of receipt of bill duly certified by Sr. Manager- CP&CC. with supported with satisfactory Work Done Certificate duly certified by WDC Certifying Authority.

v. 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.

- vi. **Increase in quantity or introduction of items is strictly prohibited under any circumstances** मात्रा में वृद्धि या प्रवेशन किसी भी परिस्थिती में अमान्य. However, in an unlikely situation for completion of the job in all respect demand a minor increase of quantity or item, the same has to be brought to the notice to the Engineer In-charge/PL, in writing, sufficient time in advance. Only on approval / amendment of PO/ Contract in writing and in advance has to be considered for this additional quantity or item. Contractor should not do any such additional work on verbal clearances of any Authority of GRSE. No post facto approval request for such deviation will be accepted.

Penalty जुर्माना:-

Penalty of 0.5% to maximum up to 5% on bills will be charged, if vendor is unable to deliver the system within given time frame from CP&CC Dept. and same will be deducted from bills at same time.

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): NA

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

ANNEXURE-I



Garden Reach Shipbuilders & Engineers Limited
(A Government of India Undertaking, Ministry of Defence)

61, Garden Reach Road , Kolkata -700024

Email: Karmakar.Tinku@grse.co.in

Phone – 033 2469 1177 Extn: 6307/ Fax – 033 2489 3424

- The offers are invited from reputed experienced Company/Studio/Agency towards empanelment for providing of photography/ videography services as per the Terms and Conditions mentioned in response to the **open tender published** thus.

Job	Description
1	Empanelment of Agencies for Photography/ Videography with rate contract for 01 year

- L1 bidder shall be determined based on the total sum of price for each line item.
- GRSE reserves the right to empanel maximum five Agencies/Studios to meet its requirement. Price negotiations shall be carried out with bidder declared L1 by GRSE.
- L2, L3, L4 & L5 bidders shall be called for matching their quoted rates as per the lowest rate quoted by L1/ final negotiated rates with L1 against each line item. In case of non-acceptance of the lowest rates among L2, L3, L4 & L5 bidders, opportunity will be given to the next lowest bidders as applicable.
- Empanelment shall be initially valid for 01 year which can be extended for one subsequent year till completion of the 3rd year at the same rate and same terms and conditions based on written mutual agreement with the parties.
- Details of particulars mentioned in Annexure I, II and III of this NIT are to be duly signed by the signing authority of the bidder and submitted failing which the bid stands to be rejected.
- In case Bidders need any clarification regarding any clause or stipulation in the tender document, they may address their query to Karmakar.Tinku@grse.co.in. All such queries shall be addressed by Sh T Karmakar, SM-CC.

Enclosures to this SOTR:

Annexure I : Technical specification and scope of work.

Annexure II: Qualifying Criterion.

Annexure III: Commercial Terms And Conditions.

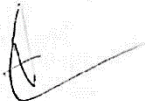
Annexure IV : Price bid

टिंकु कर्मकार/Tinku Karmakar
वरिष्ठ प्रबंधक (सीएम)/Senior Manager (CC)
गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
Garden Reach Shipbuilders and Engineers Ltd.
कालकाता/Kolkata-700024

Annexure I**TECHNICAL SPECIFICATION AND SCOPE OF WORK**


(You are requested to read the conditions carefully and sign on all the pages with stamp without which the bid is liable to be rejected)

1. **Scope of Work.** The scope of work for the bidder is elucidated in succeeding paragraphs.
2. **Deputation of Photographer/Videographers.** Bidder should be able to depute qualified personnel for various photography/videography assignments as per instructions from GRSE with all required accessories such as cameras, lenses, batteries, flash, USB card, tripod etc.
3. **Minimum Specifications of Equipment.** Minimum Specifications shall be as follows:-
 - (a) Still Photography Camera: High-end digital camera at least 20 megapixel or above. Deliverables should be edited raw Jpeg for CMYK and low res jpeg for web and decimation purposes (1-2mb). Embedded images should be preferred.
 - (b) Videography camera: High-end digital camera which can produce HD/ 4K clippings. Experience and infrastructure, of live streaming, on spot editing, should be preferred. Drone and gimbal facility should be a bonus. On spot clip transfer would be required
4. **Criteria for Photographer/ Videographer to be Deputed.** Excellent Aesthetic Sense, Technical Skills and related knowledge of still photography/videography including Knowledge of Lenses (Wide, Zoom, Tele, Macro, Fisheye), Shutter Functions, Aperture Functions, Photographing in Available Light, Use of Bounce & Reflected Lights, Group Photos & Arrangements, Close Up photography, Use of Colour Filters, lenses and effects, Knowhow of natural and artificial lights and appropriate Flash usage, Photographing a Subject with Different Lenses etc. Knowledge of Photoshop, Photo Tools & Lighting, Photo Corrections, etc with Accessories and Techniques would be required as per assignment.



SI No	Item Description	Unit
1	Passport size photo (including 3.5 x 3.5 cm, 3.5 x 4.5 cm as per visa specification) a) Urgent delivery with matt finish (within 4 Hrs) b) Urgent delivery with glossy finish (within 4 Hrs) c) Normal Delivery with Mat finish (24 hrs) d) Normal Delivery with glossy finish (24 hrs)	Set of 8 photos
2	Photo for Visa (As per the requirement) a) Urgent delivery with matt finish (within 4 Hrs) b) Urgent delivery with glossy finish (within 4 Hrs) c) Normal Delivery with Mat finish (24 hrs) d) Normal Delivery with glossy finish (24 hrs)	Set of 8 photos
3	Photograph printing and supply (Normal/Inkjet/Industrial and functional) delivery within 24 hrs a) 4"x6" b) 5"x7" c) 6"x8" d) 8"x10" e) 8"x12"	Per copy
4	VVIP Album (as per sample shown by GRSE/Starmark VVIP big size auto stick album) - delivery within 24 hrs (In case of emergency within same day of the event) a) Album size: 14"x11" b) Album size: 7"x5" c) Album size: 4"x6"	Per album
5	CD or DVD set of photos/ Videos – delivery within 24 hrs for still photos and 48 hrs for videos	a) Per CD b) Per DVD
6	Photo Framing and mounting (golden/Brown high standard frame /others colours), delivery within 03 days :- (Reference : Lion India) a) Frame size: 8"x12" b) Frame size: 5"x7" c) Frame size: 4"x6"	Per frame
7	Assignment charges a) Still b) Video c) Drone Photography/ Videography	a) Per 4 hrs b) Per 8 hrs

	Assignment within normal GRSE Office hours (8.30 AM to 5.30 PM) and as special requirement out of the office hours)	c)	Per hr beyond 8 hrs
8	Editing of Videography and supply within 48 hrs from event/ shooting	Per event	

5. **Response Time.** In a normal case, adequate time/ notice period (48 hrs) shall be given prior to all assignments. **However, there may be instances when photographer and/or videographer may be required to report at a short notice period of 2-4 hrs.**
6. In case of photography, soft copy of the event should be downloaded and supplied / mailed as per the requirement of GRSE. CD/DVD of Still and Video of the event along with special album (as per GRSE instruction) should be delivered the next day (or earlier, if so desired). The archive must be maintained by the agency on the basis of date and event which can be delivered to GRSE on requirement basis.
7. **Local Transportation.** GRSE will not reimburse any local transportation expenses for coverage within Kolkata.
8. **Bill Submission and Payments.** All bills relating to the work done in a particular issue/event/visit for a month are to be submitted within first week of the following month. NEFT Payment shall be released within 01 month after submission of bills and certification by concerned officer of GRSE.
9. **Termination of Empanelment.** In case GRSE is not fully satisfied with the services (such as quality of work and response time etc.), empanelment of the agency can be terminated at any time during the period of empanelment, without giving any reasons thereof.
- 10) **Format for submitting details as part of Technical Bid (with all relevant documents)**
- i) Name of the Bidder
- ii) Address for communication
- a. Postal Address -
- b. Mobile no/s. -
- c. Telephone nos -
- d. Email -
- e. Website address (if any) -
- iii) Contact Persons 1 & 2
- a. Name -
- b. Designation -
- c. Contact No -
- 

- iv) Experience in no. of years:
- v) ITR of the firm/proprietorship for last 03 years to be submitted
- vi) PAN Card No. & GST No. (both copies to be attached)
- vii) RTGS form to be filled & submitted
- viii) Details of Infrastructure {equipment/editing software/manpower etc (attach company profile, if any)}
- ix) Names of organization/s worked for (last three years) please attach supporting documents in this regard.
- x) List of Enclosures as sought in NIT

A. **We hereby confirm that the information given by us is true to the best of our knowledge and have no objections if the same is verified by GRSE.**


B. **It is clearly understood that GRSE reserves the right to decide whether or not to consider the vendor for potential business association.**

Signature of the authorized signatory with seal

Name:

Designation:

➤ **Bid Document is non-transferable.**


टिंकु कर्मकार/Tinku Karmakar
वरिष्ठ प्रबंधक (सीसी)/Senior Manager (CC)
गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
Garden Reach Shipbuilders and Engineers Ltd
कोलकाता, Kolkata-700024

ANNEXURE II


ELIGIBILITY/ QUALIFICATION CRITERION

Bidders are required to meet the following criteria for submitting the offer against the bid, otherwise their offer will not be considered for further processing:-

- 1.1 Experience of similar work during last 2 years (P.O. copy of PSUs/ reputed corporate to be enclosed).
- 1.2 Vendor to submit Article of Association/Status of the firm.
2. Bidders should have provided services to at least one reputed PSU/MNC/Corporate based in Kolkata in the last two financial (not applicable to start ups). A duly signed and stamped letter to this effect from the company where bidder rendered his services would be considered as proof. Herein called after as **PSU/MNC/Corporate Experience** for evaluation purpose.
3. Bidder should have experience of professional handing of Industrial photography coverage of **all** the following events namely conferences, meetings, visits of VIPs, cultural functions, sport meets, site-visits. A duly signed and stamped letter to this effect from the Company where bidder has rendered his services would be considered as proof. Herein called after as **Professional Experience** for Evaluation purpose.
4. **Bidder should have the full office set up within Kolkata otherwise their bid shall not be considered.**
5. **A self-certification from the bidder enumerating the camera equipment present** with the vendor and the operational condition of the equipment, would be considered proof Herein called after as **Equipment** for evaluation purpose. GRSE representatives may inspect the same if felt needful.
6. Suitable infrastructure like adequate computers (Desktop and laptop) with relevant software like adobe Corel / Photoshop and trained / qualified manpower. A self-certification from the bidder enumerating the same with relevant documents would be considered as proof. GRSE representatives may inspect the same if felt needful.
7. A Certificate of ownership and duly attested by the Chartered Accountant be submitted in the technical bid separately as a proof of ownership. Herein

called after **Ownership certificate**.

8. The bidders must submit last (03) three financial year's IT Return statement. A letter to this effect duly attested by the Chartered Accountant to be submitted in the technical bid separately as a proof. Herein called after as **Financial Stability** for Evaluation purpose.
9. The performance of the empanelled parties shall be reviewed on completion of one year on the basis of the output and performance delivered by them. In case of non-performance, the vendor/party is liable to be de-empanelled. Poor or unsatisfactory performance may lead to the vendor/party being penalized as deemed appropriate by GRSE on case-to-case basis.


टिंकु कर्मकार/Tinku Karmakar
वरिष्ठ प्रबंधक (सीसी)/Senior Manager (CC)
गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
Garden Reach Shipbuilders and Engineers Ltd.
कोलकाता/Kolkata-700024

ANNEXURE III

10. **Delivery:**

Job has to be strictly executed as per instruction of GRSE. Still photos has to be delivered within 24 hrs and videos has to be submitted within 48 hrs from the completion time of event.

12. **Inspection:**

GRSE may inspect the agency with or without prior notification at any point of time as a test case.

COMPANY SEAL :

COMPANY NAME, ADDRESS:

SIGNATURE.....


FAX/PHONE NO.

NAME.....

DESIGNATION.....

ANNEXURE IV

PRICE BID FORMAT


टिंकु कर्मकार/Tinku Karmakar
वरिष्ठ प्रबंधक (सीसी)/Senior Manager (CC)
गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
Garden Reach Shipbuilders and Engineers Ltd.
कोलकाता/Kolkata-700024

No	Item Description	Unit	Unit Price (Rs)
1	Passport size photo (including 3.5 x 3.5 cm, 3.5 x 4.5 cm as per visa specification) a. Urgent delivery with matt finish (within 4 Hrs) b. Urgent delivery with glossy finish (within 4 Hrs) c. Normal Delivery with Mat finish (24 hrs) d. Normal Delivery with glossy finish (24 hrs)	Set of 8 photos	
2	Photo for Visa (As per the requirement) a. Urgent delivery with matt finish (within 4 Hrs) b. Urgent delivery with glossy finish (within 4 Hrs) c. Normal Delivery with Mat finish (24 hrs) d. Normal Delivery with glossy finish (24 hrs)	Set of 8 photos	
3	Photograph printing and supply (Normal/Inkjet/Industrial and functional) delivery within 24 hrs a. 4"x6" b. 5"x7" c. 6"x8" d. 8"x10" e. 8"x12"	Per copy	
4	VVIP Album (as per sample shown by GRSE/Starmark VVIP big size auto stick album) - delivery within 24 hrs (In case of emergency within same day of the event) a. Album size: 14"x11" b. Album size: 7"x5" c. Album size: 4"x6"	Per album	
5	CD or DVD set of photos/ Videos – delivery within 24 hrs for still photos and 48 hrs for videos	A. Per CD B. Per DVD	
6	Photo Framing and mounting (golden/Brown high standard frame /others colours), delivery within 03 days :- (Reference : Lion India) a. Frame size: 8"x12" b. Frame size: 5"x7" c. Frame size: 4"x6"	Per frame	
7	Assignment charges a. Still b. Video c. Drone Photography/ Videography Assignment within normal GRSE Office hours (8.30 AM to 5.30 PM) and as special requirement out of the office hours)	a. Per 4 hrs b. Per 8 hrs c. Per hr beyond 8 hrs	
8	Editing of Videography and supply within 48 hrs from event/ shooting	Per event	

Note: Participation in the part line items instead of all line items shall be also considered.

STANDARD TERMS & CONDITIONS (STAC)

मानक निबंधन और शर्तें (एसटीएसी)

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

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

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

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

Signing Authority for Integrity Pact:

(A) Vendor: Proprietor / Director / Authorized representative

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

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

(2) Micro & Small Enterprise (सूक्ष्मऔरछोटेउद्यम) -

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

an equal portion out of the balance 16%. In such cases proof of owner belonging to SC/ST category has to be submitted.

- iv. Above allocation of order will be done only if the tendered service is allocable.
- v. In addition MSE firms will be entitled to avail the following benefits:
 - a. Tender Documents will be issued free of cost.
 - b. Earnest Money Deposit will be exempted.
 - c. In addition, Firms registered with NSIC will also be entitled to exemption for submission of Security Deposit subject to monetary limit stated in the certificate.

(3) Tender Fee (निविदाशुल्क): Non Refundable

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

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

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

- v. GRSE will issue Money Receipt against EMD submitted by way of DD/PO.
- vi. Refund of Earnest Money Deposits
 - a. EMD of unsuccessful bidders will be refunded/ returned within 30 days of finalisation of order on surrendering the original copy of GRSE Money Receipt with an application by bidder addressed to HOD of Ordering Department, GRSE on receipt of intimation from GRSE.
 - b. EMD of disqualified bidders in TNC/CNC will be returned within 30 days from the date of receipt of application along with original copy of Money Receipt from the bidder. EMD, if not claimed within 1 year from the date of notification EMD will be forfeited.
 - c. EMD of successful bidder will be returned after receipt of security deposit against work order as per contractual terms.
- vii. Forfeiture of Earnest Money Deposit (बयाना जमा की जब्ती)

EMD may be forfeited under the following circumstances:

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

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

- i. Successful bidder will deposit an amount equivalent to the declared per cent of the total contract value as interest free Security Deposit (SD) in the form of Pay Order/D.D/Bank Guarantee (with validity of sixty days beyond contract period as per GRSE format) on any schedule bank other than Co-operative bank payable at Kolkata, duly crossed favouring Garden Reach Shipbuilders & Engineers Limited., within 15 days from the date of site clearance. In case of non-submission of SD as per schedule, penal interest will be charged for delayed period of submission of SD beyond 15 days at the prevailing SBI cash credit rate on the amount of SD to be submitted.

- ii. If S.D is submitted in the form of B.G then same is to be forwarded directly to our Gen. Mgr. (Finance) in Banker's sealed envelope failing which same will not be accepted. Details of B. G. should also be confirmed to Ordering Department, GRSE.
- iii. S.D. amount would be refunded / returned after successful execution of the job and certification of Material Reconciliation Statement by Internal Audit, if applicable. Vendor is to apply for release of their SD which has to be certified by PL/Engineer-in-charge of GRSE through GRSE Ordering Dept. In the event of failure to execute the order satisfactorily or default by the contractor/ sub-contractor, the security deposit will be forfeited.
- iv. NSIC registered under single point may be exempted from depositing the security deposit. However this will be as per prevailing rules circulated by D.P.E from time to time. To claim the exemption a copy of NSIC certificate is to be scanned and enclosed with the technical bid (Part – I) and the list of activities contained in NSIC certificate / EM Part-II should cover the activity for which tender is issued.

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

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

(8) GUARANTEE PERIOD(गारंटी अवधि):

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

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

(9) PRICE(मूल्य):

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

and the bidder has to fill up their prices in excel sheet and also in html format as per instruction in NIT.

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

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

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

(10) JOINT VENTURE OR CONSORTIUM(संघटन):

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

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

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

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

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

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

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

The lead partner should hold at least 51% of those minimum criteria failure to comply with which the bid shall stand rejected.

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

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

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

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

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

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

Removal of excess/waste/rejected materials etc. generated during execution of work should be arranged at your cost immediately after completion of work each day and for non-removal of same by you, the expenditure incurred by GRSE in removing these materials will be to your account.

(13) FIRE & SAFETY PRECUATIONSअग्नि एवं संरक्षा सावधानियाँ - The Vendor/Contractor shall abide by the Safety regulations of the GRSE as detailed in ANNEXURE –9. You should take all safety precautions and provide adequate supervision & control for your workmen in order to carry out the job safely. In case of any violation of safety precaution and none using of safety equipment, Contractor shall be liable for a penalty which is detailed in ANNEXURE –9. Penalty amount depends on the type and frequency of violation mentioned in the safety guideline and the same will be deducted from the defaulter's bill.

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

(15) ENERGY CONSERVATION(ऊर्जा संरक्षण):-

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

- (16)**INSURANCE(बीमा)** :- The Insurance has to be taken by the contractor with appropriate value coverage for the underlying risks (the beneficiary would be GRSE by endorsement) e.g. Loss due to –
- a) Strike, Riot (SRCC), Fire, Flood, Earthquake and other natural calamities.
 - b) Burglary and theft in contractor's premises.
 - c) Material in transit.
 - d) Bad workmanship and wastage / spoilage of material thereby.
 - e) Blockage of materials in the contractors premises (due to prolonged Lockout or any other Force Majeure condition) which affects GRSE's production.
 - f) Infidelity of contractors.

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

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

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

(18)**WORKING HOURS:**

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

(19)**INDIVIDUALITY OF THE CONTRACT:**

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

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

(21)**SECURITY OF INFORMATION:-**

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

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

(22) REGISTRATION OF APPROVED VENDOR:

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

(23) CONTRACT WORKMAN WAGE PAYMENT: -

Payment of wages to the contractor's employee/workmen should be made through individual bank account on monthly basis instead of cash payment. PF-UAN activation of all the contractor's employee/workmen is mandatory.

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

(25) INSPECTION:-

- (i) Quality assurance authority: As per NIT/SOTR.
- (ii) Inspection to be carried out stage wise by Quality Assurance Authority. On completion of work for any stage, vendor has to submit Inspection Offer to GRSE (Inspection Agency) for stage inspection. GRSE (Inspection Agency) shall co-ordinate with the Outside Inspection Authorities (as applicable) for carrying out inspection of completed job.
- (iii) GRSE reserve the right to inspect all operations to be carried out by the contractor. Free access to the work site at all the time shall be ensured by contractor. The presence or absence of GRSE representative does not relieve contractor of the responsibility for quality control. The contractor shall provide all assistance for carrying out inspection of completed work.

Repeat inspection for any particular job is to be discouraged as far as possible. Hence the vendor should complete the job in all respect prior to submission of Inspection Offer to avoid reoffering. In case of repeat inspection happens for more than two occasions then the additional cost implication incurred by GRSE will be deducted from the bills of the vendor at actual. Number of occasions of repeat inspection for any particular job is to be indicated by

GRSE in inspection note and same is to be incorporated in the work done certificate for deduction of additional cost implication for repeat inspection. Cost of deduction shall be calculated by Executing Dept., GRSE with the help of Finance Dept., GRSE.

(26) CORRECTION OF ERRORS:

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

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

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

(27) FORCE MAJEURE:

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

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

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

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

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

(31) **ARBITRATION (मध्यस्थता):-**

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

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

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

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

i) All contracts shall be deemed to have been wholly made in Kolkata and all claims there under are payable in Kolkata City and it is the distinct condition of the order that no suit or action for the purpose of enforcing any claim in respect of the order shall be instituted in any Court other than that situated in Kolkata City, West Bengal State, India.

ii) The Firm is warranted that all service rendered by them shall conform to applicable city, states & central laws, ordinances and regulations and the said Firm shall indemnify / defend / relieve GRSE harmless , from / of against loss, cost of damage, by reason or any actual or alleged violation thereof.

iii) GSRE shall not be liable under the workmen's compensation Act of 1923; in case any employee or workmen receives injury while actually serving his employer in connection with the latter's work inside the compound of GRSE Ltd.

iv) All existing applicable Laws such as ESI, PF, SERVICE, CONTRACT LABOUR, CHILD LABOUR etc. as applicable, shall be binding for the contract.

1. For any discrepancy between NIT (Notice Inviting Tender) and STAC, NIT statement may be taken as final.

2. Clarification required, if any, regarding Tender Document, should be got resolved by contacting competent authority of GRSE prior to submission of bid.

ANNEXURE-4

FORMAT FOR EXECUTED RELEVANT JOBS DURING LAST 03 YEARS ENDING ON 31.03.2022 TO JUSTIFY TECHNICAL ELIGIBILITY

1. **Name of the Bidder:**

2. **Job Description:**

3. **Tender Reference:**

(A) Details of Executed relevant jobs :

Sl. No.	Description of Executed relevant jobs	Order No. & Date <i>(Supporting soft or, hard copy to be submitted)</i>	Start & Completion date as per Order	Actual start date	Actual Completion Date	Order placed by	Value of Purchase order	Work completion certificate Ref. No. & date <i>(Supporting soft or, hard copy to be submitted)</i>

(Signature of Authorized Representative)

Date:

Name:

Designation:

Note: Please add additional pages if required

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

(To be submitted in Company's Letterhead)

I / We, Proprietor/ Partner(s)/ Director(s) of M/s. -----
hereby declare that our firm/company namely M/s.-----
-----have neither been blacklisted nor have received any tender holiday
by any PSUs/Central & State Govt. Organizations or any other Government / Quasi
Government Organizations during last 03 (three) years ending on 30.04.2022 from
taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/s. ----- hereby
declare that our firm/company namely M/s.-----
-----has received tender holiday from M/s----- (name of
PSUs/Central & State Govt. Organizations or any other Government / Quasi
Government Organizations) from taking part in Government tenders for a period of -----
--- months w.e.f.-----to -----(date). The period is over on -----
(date) and now our firm/company is entitled to take part in Government tenders.
(relevant withdrawal/revocation document is attached).

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

Signature -----

Name -----

Designation: -----

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

Signature of Vendor's representative
with Seal/Stamp

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

CHECK LIST FOR BILL SUBMISSION - for Service Contracts

For GRSE Use Only

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

Signature of GRSE Bill Certifying Authority
with Designation
