GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
(A GOVERNMENT OF INDIA UNDERTAKING)
(भारत सरकार का प्रतिष्ठान)
Registered & Corporate Office Address: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700 024
Web site वेब: www.grse.in, E-Mail ई मेल: Sharma.Archana@grse.co.in
CIN सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)
निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited, a **leading Warship Builders and Engineering Product Company**, invites interested, reputed, resourceful and financially solvent Electrical 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/AS/OT(Web)/250T GOLIATH CRANE/ET-3506** Dated: 07/08/2026
Job Title कार्य का नाम:	**HIRING SERVICES FOR OPERATION OF 250 TON GOLIATH CRANE COVERING NEW DD, IB, MH & RIVER SIDE AREA AT GRSE MAIN UNIT** as per SOTR No. SOTR/MW/ MHS/2026 Rev: B dt. 23.07.2026
Tender issuing Dept. बिभाग द्वारा जारी:	**Contract Cell (संविदाबिभाग), GRSE (61 Park)**

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

SCHEDULE सारणी		
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि		
Tender Due Date निविदा जमा की अंतिम तिथी	**17/08/2026**	**12:00 hrs.**
Tender Opening Date (Part I) निविदा खुलने की तिथी (तकनीकी- वाणिज्यिकबोली भाग-I)	**18/08/2026**	**14:00 hrs.**
Offer Validity Period minimum ऑफर की नियुन्तम वैधता अवधी	**180 days** from date of opening of Tender (Part – I)	

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

FEES / DEPOSITS	
Tender Fee निविदा प्रपत्र मुल्य (स्टैक के परिछेद 03 मे उदधृत)	**INR 500/-*** (Rupees Five hundred Only)
Earnest Money Deposit (EMD) बयाना राशि जमा	**Not Applicable**
Security Deposit (SD) प्रतिभूति	5% of Work Order Value (inclusive of GST)
Liquidated Damages परिनिर्धारित नुकसान	0.5 % per week, Max 5% of unexecuted job
Evaluation of L1 एल1 का मूल्यांकन	L1 bidder will be decided on **Totality basis**

Note:

a) **MSE/NSIC registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting the Tender Fee. Non-submission of Tender Fee or a valid MSE/NSIC certificate may lead to offer rejection.**

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

ARTICLE 3 अनुछेद-3: ANNEXURES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलगित परिछेद:

ANNEXURES	DOCUMENT DESCRIPTION
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR) **(attached with NIT)**
Annexure 2 संलग्नक-2	GRSE Standard Terms and Conditions (STAC) (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 3 संलग्नक-3	Format for Technical Eligibility Criteria **(attached with NIT)**
Annexure 4 संलग्नक-4	Format for Self-Certification for not having blacklisted/ not received any tender holiday **(attached with NIT)**
Annexure 5 संलग्नक-5	Check List of Statutory Responsibility of Contractor and Principal employer **(attached with NIT)**
Annexure 6 संलग्नक-6	Check List for Bill submission (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 7 संलग्नक-7	Fire & Safety Guidelines (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 8 संलग्नक-8	Special condition of contract (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 9 संलग्नक-9	Contractors Responsibility (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 10 संलग्नक-10	General Requirement (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 11 संलग्नक-11	PF, ESI declaration form (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
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)
Annexure 13 संलग्नक-13	Format for - Bank Guarantee Format for SD (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)

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

Self-Attested documents are to be scanned and uploaded with Part I bid ई-बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभिप्रामाणित दस्तावेज		
1	DD/PO or MSE/NSIC Exemption certificate towards tender fee	Yes
2	Technical Acceptance Format as available with NIT after being downloaded and filled up	Yes
3	Commercial Acceptance Format as available with NIT after being downloaded and filled up	Yes
4	Documents meeting the Technical Eligibility Criteria as per format at **Annexure-3**	Yes
5	Self-Certification for not having blacklisted /not received any tender holiday as per eligibility criteria to be submitted as per format at **Annexure-4**	Yes
6	PAN /TAN, GST, Labor License Certificate, Registration Certificate of the Company with ROC, Memorandum and the Article of Association of the firm.	Yes
7	Copies of registration with PF, ESI authorities/ last challans etc.	Yes
8	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	Yes
9	Joint Venture Agreement / Memorandum of Understanding with Power of Attorney in favour of lead member.	Yes
10	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID	Yes

a. **In case of non-submission of documents as mentioned above, the bidder may liable to be considered as disqualified.**

b. **The Bidders has to upload all above documents along with Part I bid.**

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

PHYSICAL SUBMISSION		
1	**Tender Fee Instrument**	Within 03 days from opening of Part I bid
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

Note: Above mentioned original Negotiable Instruments as stipulated, to reach to **CGM (Contracts),** Contract Cell, 2nd Floor, GRSE 61 Park Unit, 61, 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 अनुछेद-6: JOB EXECUTION SCHEDULE कार्य निष्पादन सूची

(A) Tenure of Contract संविदा कार्यकाल- The contract shall be established for a period of **01 year** from the date of commencement. The contract period may be extended for another 01 year at the same rate, terms & conditions or reduced as per GRSE project requirement & the contractor has to execute the job accordingly. The contract shall be valid for ongoing and upcoming projects of GRSE.

(B) Job Starting Date / Job Completion date कार्य आरम्भ तिथी/ कार्य समाप्ती तिथी - The job has to be commenced immediately and will position the required manpower at Main Works MHS Dept. on receipt of intimation from berth/ issuance of LOI/PO whichever is earlier and to be completed as per requirement of berth.

(C) Inspection Authority - Inspection will be done by SM (MHS) at Main Unit or authorized representative of MHS dept. Main in order to ascertain the quality of job carried out.

(D) Place of Work - At GRSE Main Unit.

ARTICLE 7 अनुछेद-7: JOB EXECUTION कार्य निष्पादन -

Job is to be carried out strictly as per **SOTR** (SOTR No SOTR/MW/ MHS/2026 Rev: B dt. 23.07.2026) at **Annexure 1**, Drawings, GRSE requirement and in case of doubt, instructions and guidance of SM (MHS) at Main or authorized representative of GRSE is to be followed.

ARTICLE 8 अनुछेद-8: GUARANTEE & WARRANTY गारंटी एवं वारंटी – Not Applicable.

ARTICLE 9 अनुछेद-9: PRICE मूल्य –

The quoted Price will be firm and fixed till the tenure of the contract. Price is to be quoted considering all Taxes & duties except GST. GST is to be indicated separately in the Price Bid and will be paid extra as per ruling rate. No escalation whatsoever will be considered under any circumstances within the valid tenure of contract.

a. The total price will be determined on the basis of minimum wage & applicable statutory liabilities as given below and Service Provider/ Contractor's quote for EC policy with Mediclaim and Administrative/Service Charges.

b. As per GOI Notification dated 30 Mar 2026, the Minimum Rate of Wages (Daily) payable w.e.f. 01 Apr 2026 & the Statutory liabilities for Contract Labour are given below:

Sl. No.	Particulars	HSK Rate per day	SK Rate per day	SSK Rate per day
1.1	Daily Rate of Wages for High Skilled, Skilled, Semi-Skilled Category [As per Minimum Wages Act, 1948 applicable in GRSE on date and revised from time to time]	**1,094**	**1,008.00**	**918.00**
1.2	Employees Provident Fund [Employers Contribution @ 13% of (1) above (incl. Admin. Charges)]	142.22	131.04	119.34
1.3	Annual Leave with Wages (01 day paid leave for every 20-working day)	54.70	50.40	45.90
	Total	**1,290.92**	**1,189.44**	**1,083.24**

c. Bidders have to pay their engaged workmen as per the details mentioned above & the same is to be maintained. Any revision of minimum wages as well as statutory liabilities has to be considered during payment of the wages to the engaged Manpower.

d. It is to clearly mention that as per Central Govt. Notification by Ministry of Labour & Employment, Govt. of India, the daily rates of minimum rate of wages are revised twice in a year, i.e. in the months of April & October in general. Accordingly, the vendor has to ensure to comply with the disbursement of payment at revised rate. Revision of price in this regard to comply with the Central Govt. However

Administrative/Service Charge and rate of EC policy with Mediclaim payable per unit of measurement shall remain firm & fixed for entire period of contract.

e. Vendor has to quote for following over and above the cost of payable amount for engagement of their workmen for normal working hours.: a) Administrative /Service Charge including employee Canteen allowance per head per day basis (Admin/Service Charge that to be quoted by Bidder shall include supervision, profit, overhead, admin charge, canteen allowance etc. required for smooth execution of job over the cost of daily labour wage as indicated above).

f. EC (Employee compensation) policy with Mediclaim policy per head per day basis. NOTE: In case of any revision in the ceiling limit due to an amendment in the Payment of Bonus Act 1965, the service provider is obligated to cover the Manpower's under the Act and ensure compliance. If there is any revision in the ceiling limit due to an amendment in the ESI Act 1948, the service provider is obligated to cover the Manpower's under the ESI Act and ensure compliance with ESI regulations and benefits. Revision of price in this regard (ESI, Bonus), if any, to comply with the Central Govt. guidelines will be taken care of by GRSE and will be dealt separately offline with the successful bidders through order amendment. When ESI is to be included (if any) as per Govt. guideline, the charge of EC policy with Mediclaim will be deleted accordingly from the date of effective and no additional claim for this will be allowed.

g. Provision of EC policy with Mediclaim of 2 lakh for individual in absence of ESI.

h. In case of engagement of Man-powers, in overtime hours, service provider is required to make overtime payment as per the Minimum Wages Act 1948. [Refer SOTR]. No Administrative or Service Charge shall be applicable for OT hours.

Please note, if any price indication or price attachment found with techno-commercial bid, the vendor will be rejected outright.

ARTICLE 10 अनुछेद - 10: ESCALATION मूल्य वृद्धी - As per Central Govt. Notification by Ministry of Labour & Employment, Govt. of India, the minimum rate of wages is revised twice in a year in the month of April & October in general. Accordingly, the vendor has to ensure to comply with the disbursement of payment at revised rate. Revision of price (wage and related statutory allowances) in this regard to comply with the Govt. guideline will be taken care by GRSE through order amendment on half-yearly basis or in case of intermittent revision as a special case, if any, from the issuance of order. However Administrative/Service charge including rate of EC policy & Mediclaim, canteen allowance etc. payable per unit of measurement shall remain firm & fixed for entire period of contract.

ARTICLE 11 अनुछेद- 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 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 analysed w.r.t tender requirement and if the L1 bidder fails to justify their quoted rate, the obtained L1 quote will be rejected and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

iii) If the justification is acceptable to GRSE, then the bidder has to submit Bank Guarantee of 10% of the total Contract value (inclusive of GST) in addition to the Security Deposit (SD) and Performance Bank Guarantee (PBG) for execution of the job till satisfactory completion of entire contract. There shall be no exemption / relaxation for the Guarantee against unreasonable quote. In case of breach of contract GRSE

shall reserve the right to invoke the BG and may impose tender holiday for a period as per GRSE Vendor policy.

ARTICLE 12 अनुछेद -12: OFFER VALIDITY प्रस्ताव की वैध्यता-

Offer should be valid for **180 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 **180 days** against valid reason.

ARTICLE 13 अनुछेद-13: CONDITIONAL OFFER सशर्त प्रस्ताव -

Conditional offers w.r.t. SOTR/this tender will not be accepted.

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

L1 bidder will be decided **on Totality basis.**

ARTICLE 15 अनुछेद-15: BOQ बी ओ क्यु -

BOQ as part of SOTR given in the tender is tentative and it may vary according to actual requirement of job during the period of contract. The selected Bidder has to execute the required quantity at same rate, terms & conditions up to variation of **(+300%)** in addition to the initial quantity for individual line items. Similarly, the quantity of individual items may be reduced also as per GRSE project requirement. Necessary amendment of the Purchase Orders will be issued accordingly. The contractors will be loaded according to GRSE project requirement. However, the Contractor will be paid based on actual quantity of manpower's deployed as per certification of GRSE.

The detailed BOQ as per SOTR is given below:

Sl. No.	Description	Qty.	UOM
1	**Hiring crane driver, sling man & Helper**		
1.1	Driver 1: Operation of 250T Goliath Crane (HSK Category)	275	D
1.2	Driver 1: Addl. work Hour (HSK Category)	350	H
1.3	Driver 2: Operation of 250T Goliath Crane (HSK Category)	275	D
1.4	Driver 2: Addl. work Hour (HSK Category)	350	H
1.5	Sling Man 1: Operation of 250T Goliath Crane (SK Category)	275	D
1.6	Sling Man 1: Addl. work Hour (SK Category)	350	H
1.7	Helper 1: Operation of 250T Goliath Crane (SSK Category)	275	D
1.8	Helper 1: Addl. work Hour (SSK Category)	350	H
1.9	Helper 2: Operation of 250T Goliath Crane (SSK Category)	275	D
1.10	Helper 2: Addl. work Hour (SSK Category)	350	H

Note: Price for 1st year will be firm and fixed. No wage revision will be applicable.

i) UOM = Unit of Measurement, ii) D = Days, H = Hour. Details as per SOTR at Annexure - 1

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

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

ARTICLE 17 अनुछेद-17: MICRO& SMALL ENTERPRISES सूख्छम एवं छोटे उद्योग -

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

b) The bidders are advised to check the website of the Ministry of MSME for details of the amendments / circulars issued by the Ministry of MSME.

ARTICLE 18 अनुछेद-18: ASSESSMENT OF VENDORS AND DISTRIBUTION OF JOBS TO MULTIPLE BIDDER विक्रेताओं का आंकलन एवं विविध बोली लगाने वालों में कार्य वितरण - Not Applicable.

ARTICLE 19 अनुछेद-19: ELIGIBILITY CRITERIA पात्रता के मापदंड –

A. Technical Eligibility Criteria तकनीकी मापदंड - As per SOTR: SOTR/MW/ MHS/2026 Rev: B dt. 23.07.2026 Clause no. 9 (**Annexure 1**).

Supporting documents meeting Technical eligibility criteria as detailed in SOTR to be submitted along with the Part-I bid. Satisfactory Work Completion Certificates indicating the work order numbers, issued by the party for whom the work has been done to be submitted for assessment during TNC meeting. GRSE has the right to verify / cross verification of authenticity of the said documents whenever felt necessary.

B. Financial Eligibility Criteria वित्तीय मापदंड - Not Applicable

C. Self-Certification Criteria: The bidder should give self-certification (as per **Annexure 4**) 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 **31.07.2026**. 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) If case of non-submission of the self-certification document as per format at **Annexure 4**, the bidder will be treated as non-responsive and their offer will be rejected.

[Requisite formats attached with NIT as Annexure **3 & 4** of Article 3 to be filled up by the bidders in support of above eligibility criteria and to be submitted the same along with the Techno-Commercial bid.]

ARTICLE 20 अनुछेद-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 regarding

(i)The materials (if any) which are to be furnished by vendor for the work.
(ii)The work which is to be performed by the vendor.
(iii) Actual considerations made by bidder to complete all work.
(iv) To 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.

4. GRSE also reserves the right to reject any or, 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.

5. Generally, Contractor will assume all safety related 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, Occupational Health & Safety rules, regulations, procedures and guidelines when performing work in the facility or site.

6. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within **02** calendar days 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.

7. Job is to be carried out as per SOTR and instruction of the Engineer in-charge /his nominated representative.

8. 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.

9. 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 TNC, failing which the processing of bid will not be taken further.

10. 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%. As a part of National Mission of Swachh Bharat, GRSE has adopted Swachh GRSE and maintaining cleanliness of work area is an essential pre-requisite.

11. Bidder has to declare, in what capacity he is participating in the tender viz 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.

12. A Bidder is allowed to submit only one Bid under any capacity / status.

13. Difficulty in submitting the bid:

a. Any query/difficulty in understanding of SOTR or other technical Terms may be got clarified from **Mr. Saumitra Sekhar Mondal, DM (MW), e-mail: Mondal.Saumitra@grse.co.in**

b. Any query/difficulty in understanding of Commercial Terms may be got clarified from and **Mrs. Archana Sharma, SM (Contract)/ 61 Park Unit, Mobile No. +91 9147162441, e-mail: Sharma.Archana@grse.co.in**.

c. Any difficulty in submitting / uploading of e-tender or for any system help **Mr. Saraswata Palit, DGM (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]

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

ARTICLE 21 अनुछेद- 21: e-BID INSTRUCTION ई बिड के अनुदेश –

a) To participate in the e–Bid submission for GRSE, it is mandatory for the bidders to get their firms registered with GRSE E–Procurement portal **https://eprocuregrse.co.in**

b) It is mandatory for all bidders to have class – III Digital Signature Certificate (DSC) in the name of the person who will digitally sign the bid from any of licensed Certifying Agency (CA). Bidders can see the list of licensed CAs from the link **http://www.cca.gov.in**.

c) Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in E–Procurement portal **https://eprocuregrse.co.in;** Central Public Procurement Portal **https://eprocure.gov.in/cppp/** and GRSE website **https://grse.in/tender-published**. They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format.

d) Bidders need to fill up Part II (Price) bid online in Excel Template price bid format by inserting unit price only. No other attachment to the price bid will be reckoned.

e) In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work executed by the successful bidder accordingly.

f) Bids can be submitted only during validity of registration of bidder with GRSE e– Procurement portal.

g) The amendments / clarifications to the bid document, if any, will be posted on E- Procurement portal / GRSE web site only.

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

i) AMENDMENT OF TENDER DOCUMENT

i. Before the deadline for submission of tenders, the Tender Document may be modified by GRSE Ltd.

by issue of addenda/corrigendum.

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.

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 अनुछेद-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)/ Commercial Negotiation Committee (CNC) 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 not submitting Original instrument of EMD within 3 GRSE working days from the tender closing date. (**Not Applicable for this job**)

8. EMD validity period is shorter than specified in the tender enquiry. (**Not Applicable for this job**)

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

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

11. Bidder submitted false/incorrect documents etc.

12. Bidders who have submitted **PRICE** along with Techno-Commercial Bid.

ARTICLE 23 अनुछेद-23: POST AWARD APLLICABLE CLAUSES ठेका जारी करनेके पश्चात लागू उपधारा -

A. Security Deposit प्रतिभूति जमा -

a) Successful bidder will deposit an amount equivalent to 5% (five percent) of the total contract value (inclusive of GST) as interest free refundable Security Deposit (SD) is to be submitted in the form of Pay Orders/D.Ds/Bank Guarantees (in case of BG - 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 favoring "Garden Reach Shipbuilders & Engineers Limited", within 15 days from the date of

released order. In case of non-submission of SD as per schedule, penal interest will be changed 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.

b) 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.

c) Applicable for invoice processing through OBPS: Bank Guarantee should be executed on the non-judicial stamp paper of Rs.100/- which should be obtained in the name of the executing Banker. Bank guarantee must explicitly mention GRSE SAP PO no. else B.G. will not be accepted. In case a single stamp paper of Rs.100/- is not available, stamp paper of multiple denomination is acceptable provided serial no. of such stamp paper are consecutive and are purchased on the same date. Bank Guarantee should be executed strictly as per GRSE's format. Any alteration in the writing is required to be authenticated by the signatory executing the Bank Guarantee under official seal. Hard copy/Original B.G. must be submitted by supplier's bank in banker's sealed envelope directly to dealing officer of Commercial dept/ordering dept. BG in PDF is to be uploaded by vendor in OBPS portal.

d) 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.

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

Work done certificate will be certified by IC - MHS/ or authorized representative on monthly basis on actual volume of job executed based on clear inspection report signed by Inspection Authority as detailed in SOTR through OBPS. W.D.C. will be signed at the end of the month based on attended report of the deputed personnel, W.D.C. is to include whether work has been completed as per delivery schedule or with delay [in days/weeks specified therein]. Any recovery towards usage of GRSE resources is also to be indicated [in days/weeks specified therein]. Any recovery/deduction is also to be indicated on WDC.

C. Payment Terms भुगतान की शर्तें:

a. The 100% bill amount with full GST will be paid on monthly progressive basis within 30 days of receipt of bill duly certified by bill certifying authority & supported with satisfactory Work Done Certificate duly certified by WDC certifying Authority. Moreover, release of payment is subject to clearance of ESI / P.F and other labour oriented mandatory liabilities of the Contractor.

b. Payment will be made on actual certification basis.

c. **Bill Certifying Authority**: Bill will be certified by DGM SBS based on the WDC.

d. **Bill Submission:** Payment to be made as per payment terms as stated above through ECS/NEFT within 30 days against online submission of GST e-invoice through OBPS portal with work done certificate duly certified by appropriate authority for the respective services and subject to compliance of labour laws and statutory dues where ever applicable.

Note:

(i) All Vendors having turnover above Rs. 5 Crore have to mandatorily submit Invoice.

(ii) All Vendors having turnover below Rs. 5 Crore are also to submit E-Invoice/digitally signed invoice. (Vendors having turnover under Rs. 5 Crore have option to create E-Invoice).

(iii) Invoice in hard copy is not desirable.

(iv) Transaction fee of Rs 500.00 for first return & Rs 1000.00 for subsequent return of bill with inappropriate documents will be charged.

D. Liquidated Damages निर्णीत हर्जाना -

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

E. Penalty – (As per SOTR Clause no. 12) Penalty will be imposed @ 5% from monthly bill for each occasion of service failure (i.e. shortfall in providing 5 nos. of manpower) with in the time frame as promulgated by In-charge MHS.

F. 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.

G. Damage of Materials/ Equipment - The Subcontractor will ensure that **NO Damage** is caused to the Materials, Equipment's or any other property of GRSE during execution of the work due to negligence and/ or any reason whatsoever by the subcontractor. The cost of damage will be suitably recovered from Subcontractor's Bill.

H. Fire & Safety Precautions (for working inside GRSE) -

The Vendor/Contractor shall abide by the Safety regulations/rules of the GRSE as detailed in Fire & Safety Guidelines (please refer www.grse.in). The Contractor should take all safety precautions and provide adequate supervision & control for their workmen in order to carry out the job safely. In case of any violation of safety precaution and non-usage of safety equipment, Contractor shall be liable for a penalty which is detailed in Fire and Safety Guidelines (please refer www.grse.in). 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.

I. Mandatory use of ISI marked PPE by Contractor Employees (for working inside GRSE) - The Contractor shall ensure the use of ISI marked PPE by their engaged Employees. An indicative list of ISI marked Personal Protective Equipment, is appended below for mandatory compliance by the vendors without any deviation:

LIST OF PPES

Sl. No.	Name of PPE	Standard
(a)	Safety Helmet	IS: 2925 / EN 397.
(b)	Safety Footwear	IS 15298 / EN ISO 20345
(c)	Safety Goggles	ANSI Z87.1 / EN166.

(d)	Ear Plug	IS: 9167/ EN 352
(e)	Hand Gloves	(i) IS 4770 for electrical work (ii) EN 420 for general requirement (iii) EN 388 for mechanical hazard (iv) IS:6994 / EN 407 for heat applications (gas cutting / welding).
(f)	Welding Fume Respirator & Dust mask	IS: 9473 / EN: 149
(g)	Double lanyard Safety Belt & harness, automatic fall arrestor	IS: 3521
(h)	Cotton Boiler Suit Cloth	lS: 177 - 1989 (Amended up to date), Variety 3

Note: Apart from the above-mentioned PPE, vendors may consider any other type of standardized PPE as per job requirement, in consultation with GRSE Safety Department.

J. Contractor's Safety Personnel (संविदाकार के बचाव कर्मचारी) (for working inside GRSE) - One fully specialist and certified Safety Personnel has to be posted at the site during progress of work. The responsibility of the safety personnel is to supervise and monitor the site safety obligations of all work places and to comply all laid down Fire & Safety Rules of GRSE. He also ensures all workmen working under the sub-contractor at site are made aware of and comply with all the safety norms.

ARTICLE 24 अनुछेद 24: SUBMISSION OF BIDबिड 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 अनुछेद 25: Fitment of portable ACs at the vendors' premises/PORTA cabins on chargeable basis. Following to be complied with respect to installation / usage of AC machines: -

(a) Installation of New AC Machines.

(i) ACs are to be of 5-Star Green rating upto a maximum of 1.5 Tons.
(ii) Vendors to seek installation clearance from ES&CM department. Post accord of clearance by ES&CM, vendor to install the AC and take power supply from designated place shown by the ES&CM dept.
(iii) All cables, RCCB, socket etc required for connection of the AC are to be arranged by the respective vendor.
(iv) Post completion of installation, an inspection will be carried out by the ES Dept for readiness to energise. Same procedure will be followed in case vendor willing to discontinue this facility.
(v) Charges toward electrical bills will be on monthly fixed rate basis @ 700.00 per month per AC irrespective of utilization / restriction of utilization.
(vi) In case vendor desires to remove AC connection, approval for the same to be obtained from ES Dept. However, full month charges will applicable for the said month in which the AC will be disconnected.
(vii) Any damage to GRSE property occurred due to use of AC to be made good by the vendor. In case vendor fails to carry out the same, defect will be made good under the risk and cost of the vendor.

(b) Usage of Existing AC Machine

(i) Vendors to apply for inspection of the installed AC by ES Dept. Any observations made by ES&CM dept during the inspection process are to be liquidated by the vendor. Cables, RCCB, socket etc, if required to be replaced, are to be undertaken by the vendor at his own cost.
(ii) Charges toward electrical bills will be on monthly fixed rate basis @ 850.00 per month (for below five stars rating) and ₹ 700.00 per month (for five stars rating) irrespective of utilization / restriction of utilization.
(iii) In case vendor desires to remove AC connection, approval for the same to be obtained from ES Dept. However, full month charges will applicable for the said month in which the AC will be disconnected.
(iv) Any damage to GRSE property occurred due to use of AC to be made good by the vendor. In case vendor fails to carry out the same, defect will be made good under the risk and cost of the vendor.

ARTICLE 26अनुछेद 26: CONTRACT WORKMAN WAGE PAYMENT: -

a. Contractor is liable for payment of PF, ESI to their engaged workmen and for other labour oriented mandatory liabilities as applicable for the job.

b. The Contractor has to comply with the minimum wages &statutory liabilities (as revised time to time) of the engaged manpower applicable for the job.

c. Payment of wages to the contractor's employee 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. Vendors are to comply all statutory provisions for disbursing payment to their workmen/employees.

ARTICLE 27 अनुछेद 27: STATUTORY RESPONSIBILITY OF CONTRACTOR DEPLOYING THEIR WORKMEN INSIDE GRSE PREMISES – AS PER ANNEXURE- 5. The Vendor has to comply all mandatory liabilities, Entry/exist of their personnel(s) as applicable for carrying the job as per prevailed procedure/CLMS policy of GRSE. The Firm/Service provider shall be responsible to maintain ESI and/or Employees compensation insurance policy/Accident policy as per compensation Act, 1923 (if ESI not applicable) as required for carrying out the job inside GRSE premises.

Archana Sharma
SM (Contract)
Garden Reach Shipbuilders & Engineers Limited
61 Park Unit, 61, Garden Reach Road, Kolkata – 700 024
Mobile: +91 91471 62441
Mail Id: Sharma.Archana@grse.co.in

1. **INTENT: -** It is the intent to outsource services for the following: -

(a) Operation of 01 No 250 Ton Goliath crane at New DD, IB, MH & River side Area.

2. **Back ground:** - Erection, Dry dock Work, Fabrication, Fabrication of various projects like, P17 A, ASW-SWC, NGEFERRY, SVL are in progress at GRSE Main Unit. These activity require frequent operation of 250 Ton goliath crane. However, with depleting manpower of utility department & MW, feasibility of providing drivers for operation of the above machinery is getting unviable. Non-availability of drivers and helpers is drastically hampering production activities.

3. **SCOPE OF WORK: -** The scope of work are as follows:

(A) **Services for operation of 250 T Goliath crane at new DD, IB & MH Area. :-**

(i) Operation of 250 T Goliath crane as per instruction of MHS Dept. / PL/ PCO / Berth Officer.

(ii) To provide helpers & Sling man for checking track clearances & Sling Man cum-controller for communicating with the driver and ensuring safety of hoisting/lowering/movement/ necessary clearance during movement of crane on rail track and adjacent areas etc.

(iii) Cranes to be switched off locked and secured whenever not in use.

(iv) Crane operation is also required during load trials, maintenance activity etc. (v) The driver has to ensure all safety before each operation. Helper & sling man both have to follow GRSE User Dept. instruction during operation / maintenance.

4. Eligibility Criteria: - **(A) Crane driver Goliath crane: -** (i)

The maximum age should not be more than 50 Years.

(ii) Minimum 3 years' experience in operation VVVF drive and PLC based system-controlled Goliath cranes of rating 40T and above capacity in any Government, PSU, Private organisation in minimum height 50 Mtr. (Work experience certificate of the Crane Operator, complying the eligibility criteria, to be submitted along with the Technical Offer).

(iii) Statutory Eye test and Colour vision test:- Service provider / Contractor shall arrange eye sight test and colour vision test, ENG, VNG for the carne driver and the associated persons giving signal to the crane driver through a qualified Ophthalmologist (as per Rule 49 of the W.B. Factories Rules, 1958). The test reports shall be submitted by the service provider / Contractor to GRSE Medical Department through user department and shall obtain necessary medical clearance from GRSE Medical Department prior to engagement in crane operation activity at GRSE.

(iv) Re-examination of eye test: - The eye sight and colour vision of the Crane Driver and associated persons giving signal to the crane driver shall be re-examined at least once in every period of

12 months up to the age of 45 years and once in every 6 months beyond that age. Record of such examination and re-examination shall be maintained by the / service provider / contractor in Form 17A as specified in Rule 49 of the W.B. Factories Rules, 1958 and as per prevailing safety rule in GRSE.

(v) Medical Fitness Certificate: -Service provider / Contractor shall submit Medical fitness certificate of the Crane Driver, issued by a registered MBBS doctor, stating that the Crane Driver is physically and mentally fit to operate Goliath Cranes, specially working at height of minimum 50 mtrs. Medial Fitness Certificate of the Crane Driver shall be submitted by the Contractor / service provider to GRSE Medical Department through user department for obtaining of necessary clearance from GRSE Medical Department prior to engagement in crane operation activity at GRSE. All the drivers and helpers must be free from Vertigo and height phobia and copy Vertigo Test Report of all drivers and helpers, duly certified by GRSE Medical Department, to be submitted at the time of deployment.

(B) Helper/ Sling Man:-

(i) 03 years' experience of similar nature in any Govt, PSU, Private organisation

(ii) All other condition as per para 4(A) above except para 4(A) (ii)

(C) (i) Grade of engaging manpower for operation of 250 Ton Goliath Crane:

Sl No.	Designation	Grade
1	Crane Driver	HSK
2	Sling Man	SK
2	Helper	SSK

(ii) **The proposed requirement of Manpower are as follows:**

Sl No	Category	Specialisation	Quantity
(a)	Experienced and trained Driver for VVVF drive and PLC based system controlled 250 T Goliath crane at GRSE-Main Unit.	Highly skilled	02

(b)	Sling man	Skilled	01
(c)	Helper	Semi Skilled	02

Note: One helper and one supervisor are additionally required for redundant purpose, if any emergency requirement will occur then (if anyone found ill during running of Crane) by Vendor at free of cost from starting of the work at operation site.

D. **Safety items**: Safety helmet, Safety Shoe, overall (shirt pant for crane driver and boiler suit for others), Safety gloves, Safety goggles, Full Body Harness (safety Belt) with double lanyard, Reflective Jacket etc to be provided / arranged by contractor/ vendor in his/her own cost.

5. Service Requirement: - The vendor has to provide services **for 275 working** days based on GRSE requirement. **Additional/extended 350 hours may** be counted based on 250 Ton Goliath Crane engaging time by contractor employees but decision from GRSE-MHS Dept. officer/ Production team will be final as per log book. Any overtime will be paid on hourly basis if endorsed by DGM (MW) or any officer authorised by him/ production team through proper channel / requirement supporting document. Any additional working days beyond 275 working days and additional extended hours beyond 350 hours may be increased by GRSE based on the requirement of the Yard.

6. GRSE'S SCOPE OF SUPPLY:-

(i). Goliath Crane assistance, slings, electric supply will be provided. Any other requirement which is not in GRSE scope of supply to be provided by the contractor.

7. CONTRACTOR'S SCOPE OF SUPPLY:-

(i) Experienced & medically fit crane driver, expert Sling Man & helper to coordinate, control, direct, plan and execute the work.

(ii) Daily clean ship of the crane, inside cabin are to be undertaken

(iii) Log book for operation to be maintained daily basis. Books may be put up for signature monthly to in-charge MHS.

(iv) All safety precautions, care for safe conduct of work and entire responsibility of safety during work will be the contractor responsibility.

(v) Crane safety w.r.t. all should be followed by contractor workmen otherwise any damage will be contractor responsibility.

(vi) Any other requirement which is not in GRSE scope of supply to be provided by the contracto

8. Work Done Certificate: - IC-MHS or any officer authorised by him is authorised to sign work done report.

9. PQ (Pre-Qualification)/ Eligibility Criteria: -

(i) The bidder must have sufficient Qualified & Experience manpower as per serial 4A & 4B stated above. The vendor must have experience in execution of similar projects (Not less than 40T capacity) in any Govt./ PSU/ reputed Pvt Organisation.

(ii) The bidder must have PF, ESI Codes in their name. Proof of the same are to be submitted

10. Declaration: - The bidder should give self-certification that they have neither been blacklisted nor have received any tender holiday from any Govt/ DPSU/PSUs during last 03 financial year ending 31 Dec 2023.

11. Tenure of Contract: -

(i) The tenure of the contract is for 01 year from the date of execution of contract with an option to renew for further period of 01 year.

(ii) The contractor will position the required man power at Main Works MHS Department within 07 days from the date of issue of LOA/ PO.

12. Penalty:- Penalty will be imposed @ 5% from monthly bill for each occasion of service failure (i.e. shortfall in providing 5 nos. of manpower) with in the time frame as promulgated by In-charge MHS.

13. Replacement of Manpower: In case of absence of manpower (driver, sling main and Helper) Service Vendor will provide suitable replacement of similar category subject to prior approval of such person by submitting required qualification and experience certificate as per SOTR. Here suitable replacement means one qualified and experienced driver, Sling man and helper will replace similar category qualified and experienced driver, Sling man and helper respectively.

14. Holding crane Operation: On any requirement (maintenance or any other reason) User department may stop operation of Goliath crane for few days with prior intimation to the service vendor by 24 hrs notice and service vendor will stop providing manpower till resumption of operation.

15. Payment :- Payment as per GRSE terms and conditions will be made post completion of number of operational days at the end of each month, based on signed log book copy by DM (MHS/ officer Authorised by DM(MHS).

(i) Work Done Certificate DGM(MHS)/his authorised officer.

(ii) Bill to be submitted to CGM (MW) /his authorised officer for certification.

16. Working Hours :-

(i) The Goliath crane will be required to work on task from 08:30 AM to 5 PM from Monday to Saturday except Sunday and National Holiday.

(ii) Due to service and work exigencies, the crane may be required to work in extended hours, may be before 08:30AM or after 5 pm on weekdays or on Sundays/Holidays. The additional work hours are to be adjusted against extended working hour at actuals for this purpose.

(iii)As per prevailing administrative arrangements all personnel are to enter GRSE by 8.00 AM and report to the designated rep/ site for undertaking work as instructed by MHS-Dept. officer/ supervisor/ PL / PCO. This is for normal day activity.

Vendor is to position list of tentative personnel during TNC. These will be checked. On These personnel will be assessed on familiarity of operation by GRSE. Only on the clearance of these, the clearance will be given and PO issued. For Goliath Crane the personnel shortlisted will be imparted training by OEM reps. / GRSE rep. and Vendor is to give a declaration that no change of these pool of trained / technically persons will be done.

(iv) **METHOD OF QUOTATION (Max. 300 days/ Year and additional hours Max. 350 hrs/ Year):**

Sl No	Category	Specialisation	Rate in Rs per manpower / Day and /Additional Hour	Manpower	Total (Rs.)
(a)	Driver T 250 Goliath crane	Highly skilled	Normal Time	02	
	-do-	-do-	additional hour (Bey ond normal time)	-do-	
(b)	Sling man	Skilled	Normal Time	01	
	-do-	-do-	additional hour (Beyond normal time)	-do-	
(c)	Helper	Semi-Skilled	Normal Time	02	
	-do-	-do-	additional hour (Beyond normal time)	-do-	
				Total	
				GST@18%	
				Grand Total	

Annexure-2

STANDARD TERMS & CONDITIONS (STAC)

Job Title **कार्य का नाम:**	**HIRING SERVICES FOR OPERATION OF 250 TON GOLIATH CRANE COVERING NEW DD, IB, MH & RIVER SIDE AREA AT GRSE MAIN UNIT.** (to be executed as per SOTR no. SOTR/MW/ MHS/2026 Rev: B dt. 23.07.2026)

मानक ननबंधन और शर्तें (एसटीएसी)

(1) **INTEGRITY PACT समग्रर्ताअनुबंध: Not applicable for this tender**

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.

The vendor has to submit Integrity Pact as per GRSE Format along with Technocommercial bid, wherever applicable as per NIT.

(2) **MICRO & SMALL ENTERPRISE (सूक्ष्मऔरछोटेउद्यम) -**

a) Purchase preference will be given to eligible Micro and Small Enterprise firms as per MSME Act on submission of valid Udyam Registration Certificate (URC) or NSIC copy along with their offer to claim the benefit. Tendered Service is to be listed in the URC or NSIC submitted else they are disqualified to avail the benefit.

b) Out of 25% target of annual procurement from MSEs, 4% (within the 25%) reservation will be provided for MSEs owned by Schedule Caste (SC) /Scheduled Tribe (ST) entrepreneurs and 3% (within the 25%) reservation will be provided for MSEs owned by women entrepreneurs. Necessary documents to be submitted along with the technocommercial bid as evidence failing which benefit shall not be accorded. However,

in the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, 4% reservation for MSEs owned by SC/ST entrepreneurs

and 3% reservation for MSEs owned by women entrepreneurs will be met from other MSEs.

c) Following facilities/benefits may be given to MSEs: -

(i) Exemption for payment of Tender Fee & Earnest Money Deposit.

(ii) Relaxation in prior Turnover and prior Experience Criteria (Specially for Start Ups- Certificate of DIPP is required to Claim the benefit)

d) (i) MSEs registered with MSME authority as stated above, quoting price within the band of L1 +15% will be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where the L1 price is from someone other than MSE. Such MSEs will be allowed to supply at least 25% of total tendered value. To avail this purchase preference, submission of Udyam Registration Certificate /NSIC is mandatory failing which the benefit will not be accorded.

(ii) In case L1 is not an MSE and there is more than one MSE within the range of L1 +15%, only the lowest MSE shall be considered for 25% order in case of divisible item or 100% in case the order quantity is not divisible, subject to matching the L1 prices.

(iii) If the lowest MSE refuses to accept the L1 price, then the second lowest MSE within the range of L1 +15% will be considered. This process will continue till a MSE in the range accepts the L1 price or the MSEs in the L1 + 15% range are exhausted.

(iv) In case no MSE accepts the L1 price or there is no MSE available in the L1 +15% range, then the order shall be placed to the L1 bidder without applying this principle.

e) Non-Divisibility of Tender Items: - In case of non-divisible / non-splittable item in tenders, an MSE quoting in the price band of L1+15% may be awarded for full/complete supply of total tendered value, considering the spirit of policy for enhancing the government procurement from MSEs subject to matching the L1 prices by the MSE concerned. However, contract will be awarded as per GOI policy and at discretion of GRSE.

f) To qualify for entitlement as SC/ST owned MSE, the SC/ST certificate issued by the District Authority must be submitted along with the offer or the same should be indicated in the relevant document NSIC / Udyam Registration Certificate.

g) For the MSEs owned by SC/ST owned entrepreneur, the benefits as stated above shall be accorded only in the following cases:

(i) For proprietary MSE, proprietor(s) shall be SC/ST.

(ii) For partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.

(iii) For Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

(3) **TENDER FEE (ननिदाशुल्क): NON-REFUNDABLE (गैर वापसी र्ोग्य) –**

i. 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.

ii. 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 technocommercial concurrence format.

iii. Non-submission of tender fee or a valid MSE certificate may lead to offer rejection.

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

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. MSE Registered Firms has to be submit Bid Security Declaration In lieu of Earnest Money Deposit as per GRSE format.

v. Non-submission of EMD /Bid Security Declaration and valid MSE certificate may lead to rejection of offer.

vi. Refund of Earnest Money Deposits (बयाना जमा की ि◌ापसी)

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 37** 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

(5) **VALIDITY OF OFFER (प्रस्ताव की वैधता): -**

Your offer should remain valid for a period of 90/120/180 days (as per terms of specific NIT) from the due date of the tender.

(6) **SECURITY DEPOSIT (INTEREST FREE) प्रनर्तभूनर्त (ब्याज रनिर्त): -**

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/receipt of LOA or PO/as specified in the NIT. In case of nonsubmission 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 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 along with Job Completion Certificate which has to be

certified by PL/Engineer-in-charge/authorized representative of concerned department 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.

(7) **WORK DONE CERTIFICATE (W.D.C.) (ककए हुए काम का प्रमाणपत्र): -** Firm will put up Work Done for certification to site engineer /PL /or as specified in the NIT, along with clear inspection report signed by Quality Assurance Authority. W.D.C. is to include whether work has been completed as per delivery schedule or the delay in days/weeks occurred in completion of work.

(8) **BILL SUBMISSION (किल प्रस्तुकत): -**

On obtaining WDC, bills are to be raised on monthly/quarterly/half-yearly/annually (as specified in NIT) progressive basis in accordance with the Checklist as per GRSE format. Bills are to be submitted at the Bill Receiving Counters located at the respective unit of Company. Bill is to be submitted (in 03 copies) in sealed envelope super-scribing on the envelope the Purchase Order No., Vendor code, Bill / Invoice No., Name of person /employee to whom bill is addressed, for processing. For this Service Name of the person to be mentioned on sealed envelope will be concerned Project Leader of the Ship/Bill certifying officer.

(9) **COMPLIANCE OF ESI & PF (ईएसआई और पीएफ़ का अनुपालन): -**

a) Compliance of ESI & PF of the engaged workman is the responsibility of the contractor.

b) For execution of job inside GRSE premises, vendor has to obtain clearance from HR Dept. regarding statutory compliance of minimum wages, PF, ESI, etc. of their engaged workmen for release of payment.

(10) **POLICE VERIFICATION FOR CONTRACT LABOUR WORKMEN (ठेका श्रनमकों का पुनलस सत्यापन): -**

(a) Police Verification certificates of character antecedents in respect of all employees of Contractors/Sub-contractors for operating inside GRSE Ltd. are required to be submitted to Security Dept./GRSE Ltd. before processing of Gate Passes.

(b) A certificate from the contractor's labour, clearly endorsing that characters of all his labourers have been duly verified and found to be satisfactory be submitted to GRSE at the time of making Gate Pass.

(c) Photo Identity Card /Gate Pass as required by GRSE will be arranged by the contractor for his employees at his own cost.

(11) **GST REGISTRATION (जी एस टी पंजीकरण):** - The vendor will have to submit copy of GST registration certificate (Part A & Part B) along with the Technical bid. Any bidder without having GST Registration Certificate will not be considered for Ordering.

(12) GUARANTEE PERIOD (गारंटी अिनध): -

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.

(13) **PRICE (मूल्य):**

A. For Tender in NIC Portal (एन आई सी पोर्यल र्े◌ंडर हेतु): -

a) Price bid need to be filled up (excluding GST) in html format only through e-portal. No other attachment regarding price will be allowed, if so, then offer will be rejected. 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. For Tender in GeM Portal (जे ई एम पोर्यल र्े◌ंडर हेतु): -

a) Price bid needs to be filled up (with or without GST as specified in NIT) only through GeM portal for the total job.

b) The Bidder may have to upload the breakup of their quoted price in line with BOQ, as specified in NIT, along with their price offer in GeM portal.

c) The price should remain firm & fixed till satisfactory execution of the entire contract as per NIT. GST percentage has to be indicated in the offer. GST registration certificate for the service being tendered is to be enclosed with the techno-commercial bid. GST registration number is to be quoted in all bills.

(14) **QUANTITY VARIATION (मात्रा भेद): -** Quantity as specified in the NIT/SOTR/Price Bid is tentative and it may vary according to the actual requirement of the job. The selected bidder has to execute the required quantity at the same rate, terms & conditions up to variation (+/-25%) or as specified in the NIT in addition to the initial tendered quantity.

Necessary amendment of Purchase Orders will be issued accordingly. **NIT/SOTR term for the job is to be applicable.**

(15) **UNREASONABLE QUOTESअर्तकक संगर्त भाि : –**

A. For Job Contract (कार्य संकवदा हेतु) :

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 analysed w.r.t tender requirement and if the L1 bidder fails to justify their quoted rate, the obtained L1 quote will be rejected and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

iii) If the justification is acceptable to GRSE, then the bidder has to submit Bank Guarantee of 10% of the total Contract value (inclusive of GST) in addition to the Security Deposit (SD) and Performance Bank Guarantee (PBG) for execution of the job till satisfactory completion of entire contract. There shall be no exemption / relaxation for the Guarantee against unreasonable quote. In case of breach of contract GRSE shall reserve the right to invoke the BG and may impose tender holiday for a period as per GRSE Vendor policy.

B. For Manpower Contract (श्रमशक्ति संकवदा हेतु): -

i) The quoted price of the L1 bidder should comply with the prevailing Minimum Wages Act & Other Statutory requirements i.e PF, ESI etc.

ii) In case the quoted price of the L1 bidder is found unreasonably low i.e does not comply with the Minimum Wages Act & Other Statutory requirements and the L1 bidder fails to justify their quoted rate then the obtained L1 quote will be rejected and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

(16) **JOINT VENTURE (संर्ुि ऊधम): -** Not Applicable.

The bids submitted by a joint-venture company of two or more firms/persons/entities as partners/promoters shall comply with the following requirements:

i) The Joint Venture Agreement must be a registered document under the Indian Registration Act and must be an independent and registered entity under the Companies Act/Indian Partnership Act, having its own trade name and having

separate CIN, PAN, GST and other Statutory Licenses/Registrations independent of its promoters/partners.

ii) All partners/promoters of the joint venture shall be liable jointly and severally for the execution/performance of the project/contract and for all sorts of contractual obligations, responsibilities and liabilities and consequences arising out of breach of terms and conditions of contract.

iii) A Certified/True copy of the Joint Venture Agreement shall have to be submitted with the bid along with the resolution of Board of Directors (in case of a company) or a Power of Attorney to be executed by all the Partners (in case of Partnership Firm) of JV entity authorizing such person who will sign on behalf of JV entity.

iv) Submission of EMD/SDs/Performance Guarantee etc., to be made by the Joint Venture Company/Firm and similarly all payments would also be remitted to/in favour of the JV entity.

v) In order for a joint venture to qualify/meet the minimum criteria as may be specified in the Tender, the experience and financial capability of each of its promoters/ partners would be considered jointly to judge the experience and/or the financial capability of the JV entity as an independent entity. That is to say that the individual experience/qualification of each partner/promoter of the JV would be considered together for ascertaining the experience/qualification criteria of the JV. However, if any specific criteria/qualification is mentioned in the Tender that has to be met by each of the partners, then in such case each of the JV partner/promoters have to meet the same.

vi) Neither the JV entity nor any of its partners/promoters should have been blacklisted, banned or debarred from issuing any Tender or suffering Tender Holiday from participating in any Tender process of Government of India or any of its Agencies or by any State Government or by an PSU (both Central & State included) or by any Court/Tribunal. If so, then the bid is liable to be rejected.

vii) If selected, PO would be issued in favour of the JV.

(17) **CONSORTIUM (अल्पकालीन संघर्न): -** Not Applicable.

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

i) There must be a written Agreement for formation of the Consortium amongst its members which should *inter alia* include the role of each member, the ratio of investment and the ratio of profit/loss sharing. The terms of the Agreement cannot be modified post submission of the bid and during execution of Contract, if awarded, without the express consent of GRSE. The Consortium Agreement must record that as to which member would act as the Lead Member in the Contract/Tender. This authorization shall be evidenced by submitting with the bid a Power of Attorney

authorizing such member to act on its behalf as Lead Member, signed by legally authorized signatories of all other partners/members.

ii) Each partner firm/company of a Consortium must legally authorize its representative who will represent the partner firm/company to sign and execute the Consortium Agreement and all other necessary papers/documents required for the formation of Consortium and all other purpose relating to activities of Consortium.

iii) The leader shall be authorized to incur liabilities and to receive instruction for and on behalf of any and all partners/members of the consortium and the entire execution of the contract and all other related documents shall be done under the supervision and involvement of the lead member.

iv) All partners of the consortium shall be liable jointly and severally for the execution of the project or contract without any limitation of liability. Any default or lapse on the part of any of the members of the Consortium regarding performance of the contract will be treated as default on the part of the Consortium as a whole and the Lead Member alone will be responsible for all consequential losses and damages that may be sustained by GRSE for such default or lapse on the part of a member.

v) A Certified True copy of the Consortium contract/agreement entered into by and between the consortium partners and a certified True copy of the Power of Attorney, referred above, must be submitted with the bid and failure to submit any of such documents will make the bid of the Consortium liable to be rejected.

vi) If Contract is awarded to the Consortium, an Agreement would be executed by and between GRSE and all the Consortium members wherein, inter alia, the role of each member and the mode of payments to be specifically defined and/or mentioned. However, all the consortium members shall remain, jointly and severally, responsible for execution and completion of the Contract and also to make good for all losses and damages if any sustained or to be sustained by GRSE in the subject contract due to default and/or negligence of the Consortium as a whole or of any of its members. Any statement or clause seeking to limit the liability of each member of the Consortium, such statement or clause to be treated as incompatible with the principle of joint and several liability and the bid of the Consortium will be liable to be rejected as not in compliance of tender specifications, without further evaluation.

vii) In order to qualify/meet the qualification criteria, each of its partners/members or combination of partners/members must meet the minimum criteria set for the individual bidder. Failure to comply with this requirement will result in rejection of the Consortium's bid. The data/figures of each of the partners/members of the Consortium shall be added together in proportion to their participation in the Consortium, to determine the bidder's capacity as a whole to comply with the minimum criteria.

viii) The percentage of partnership of the lead partner shall be highest among all the Consortium partners. Bid has to be submitted by the Lead Partner in its name however it should be clearly indicated that the lead partner is submitting such bid on behalf of a Consortium of which it is the Lead Partner.

ix) The lead partner shall be responsible for payment of Bid Security/EMD as well as the Security Deposit & Performance Guarantee. However, the same has to be submitted by MSME/NSIC firms also if such firm acts as a Lead partner.

x) All Payments to be made to the Lead Member pursuant to satisfactory execution of the job as specified in the Contract irrespective of the performance by all the members. Payments made to Lead partner of the Consortium would be construed as valid payment. Further the Consortium members agree not to entangle GRSE in any internal dispute between the Consortium members regarding payment/non-payment or any other issue and accordingly waives their rights, if any in this regard.

xi) None of the consortium partners/members should have been blacklisted, banned or debarred or issued any Tender holiday from participating in Government Contracts by either the Government of India or any of its Agencies or by any State Government or by an PSU (both Central & State included) or by the Courts/Tribunals. If so, then the bid is liable to be rejected.

Note: The Consortium Agreement & the PoA is to be submitted by the Consortium's Lead partner along with the Bid for examination by GRSE. If the Consortium Agreement or the PoA does not meet the criteria as specified in the clause then such bid would be liable to be rejected.

(18) **MAINTENANCE OF MACHINES (यंत्रों का अनुरक्षण): -** The maintenance of machines brought in by contractors are to be undertaken as per OEM recommendations. Certificate to this effect is to be rendered by the contractor.

(19) **SUB-CONTRACTING OF SUB-CONTRACTED JOB (उप संनिदा कायक का उप संनिदा): -**

a) Sub-Contracting of the Sub-Contracted job is usually discouraged. When a contract is being finalised with a Vendor/ Contractor for execution of a particular job, the Contractor shall not sub-contract the job / a part of the job.

b) However, in case of requirement, the job in part or full could be sub-contracted with an approval from GRSE and copy of the same has to be forwarded to Ordering Dept. & HR Dept. for their information.

c) For sub-contracting of the sub-contracted job, the Vendor/Contractor has to submit the details of the sub-contractor to whom the job will be loaded including their name, credentials, document of past performance etc. for approval of GRSE Engineer In-Charge/ In-charge of User Dept./Project Leader / Project Superintendent /Head of Units.

(20) **EXCESS/WASTE/REJECTED MATERIALS (अनर्तररक्त/बेकार/ अस्वीकृ र्त सामग्री): -**

Removal of excess/waste/rejected materials etc. generated during execution of work should be arranged by the Contractor at their own cost immediately after completion of work each day and for non-removal of same by the Contractor, the expenditure incurred by

GRSE (if any) in removing these materials will be recovered from the available dues of the Contractor.

(21) **FIRE &SAFETY PRECAUTIONS (अनि एि संरक्षा सावधाकनर्ाँ): -** The Vendor/Contractor shall abide by the Safety regulations/rules of the GRSE as detailed in Fire & Safety Guidelines (please refer www.grse.in). The Vendor/Contractor should take all safety precautions and provide adequate supervision & control for their workmen in order to carry out the job safely. In case of any violation of safety precaution and non-usage of safety equipment, Contractor shall be liable for a penalty which is detailed in Fire and Safety Guidelines (please refer www.grse.in). 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.

(22) **SAFETY GUIDELINE FOR MATERIAL HANDLING EQUIPMENT (सामग्री चालन उपकरण हेतु मागयदशयन): -** The Vendor/Contractor shall abide by the Safety Guidelines /regulations of GRSE as detailed in NIT. The Vendor/Contractor should comply with all the Safety requirements like Statutory Examination and Certification of Crane & associated lifting tackles, Display of SWL, Competency requirement of Crane Operators, PUC etc. in order to carry out the job safely. In case of any violation GRSE will take appropriate action as per policy.

(23) **MANDATORY USE OF ISI MARKED PPE BY CONTRACTOR EMPLOYEES (संकवदा कमयचारी द्वारा आई एस आई कनशान पी पी ई व्यवहार की अकनवार्यता): -** The Contractor shall ensure the use of ISI marked PPE by their engaged Employees. An indicative list of ISI marked Personal Protective Equipment, is appended below for mandatory compliance by the vendors without any deviation:

LIST OF PPES (पी पी ई की सूची)

Sl. No.	Name of PPE	Standard
(a)	Safety Helmet	IS: 2925 / EN 397.
(b)	Safety Footwear	IS 15298 / EN ISO 20345
(c)	Safety Goggles	ANSI Z87.1 / EN166.
(d)	Ear Plug	IS: 9167/ EN 352
(e)	Hand Gloves	(i) IS 4770 for electrical work (ii) EN 420 for general requirement (iii) EN 388 for mechanical hazard (iv) IS:6994 / EN 407 for heat applications (gas cutting / welding).
(f)	Welding Fume Respirator & Dust mask	IS: 9473 / EN: 149
(g)	Double lanyard Safety Belt & harness, automatic fall arrestor	IS: 3521
(h)	Cotton Boiler Suit Cloth	IS: 177 - 1989 (Amended up to date), Variety 3

Note: Apart from the above-mentioned PPE, vendors may consider any other type of standardized PPE as per job requirement, in consultation with GRSE Safety Department.

(24) **ENVIRONMENT MANAGEMENT AND OCCUPATIONAL HEALTH & SAFETY(पयाकिरण प्रबंधन एि व्याि सानयकस्वास्थ्य सुरक्षा): -** The vendor shall ensure compliance of Environment Management System (ISO14001:2014), Occupational Health & Safety (ISO 45001:2018) & Energy Management System (ISO 50001:2011) while carrying out their activity in the yard.

(25) **ENERGY CONSERVATION (ऊजाक संरक्षण): -**

GRSE will provide power supply at free of cost for execution of job. The vendor 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.

(26) **GUARANTEE FOR RAW MATERIAL (अननमकर्त सामग्री की गारंटी)**: - This Clause will be applicable for Collection of Raw materials /Free Issue materials from GRSE for the jobs which are to be executed outside GRSE premises.

a) Raw materials will be required to collect from GRSE against submission of Bank Guarantee as per GRSE format for the equivalent value of material as specified in NIT/Purchase Order. Transportation of materials from GRSE to Sub-contractor's premises and transportation of finished materials from Sub-contractor's premises up to GRSE is the responsibility of the contractor or as specified in NIT.

b) Indemnity Bond affixing the Common Seal from the registered sub-contractors may be accepted in lieu of Bank Guarantee but it should be backed by Insurance Coverage with GRSE as the beneficiary on case to case basis. 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.

c) Indemnity Bond has to be submitted as per GRSE Format on the non-judicial Stamp paper of value Rs. 100/- and to be Notarized if Common Seal is not applicable.

d) During collection of material, the Transporter of the Sub-Contractor has to submit L-R copy, failing which materials will not be issued to the Sub-Contractor.

e) For the jobs which are to be executed inside GRSE premises, submission of Bank Guarantee or Indemnity Bond for Collection Raw materials is not required.

(27) **MATERIAL RECONCILIATION STATEMENT (MRS) (सामग्री नमलान नि रण): -**

(a) Firms are to furnish the material reconciliation statement (running MRS) to GRSE, for items supplied by GRSE for execution of a job at vendor's premises. Furnishing of MRS to be done immediately on delivery of the Finished item/Block but not later than 30 days of delivery of the finished item showing details of raw materials received, material actually consumed, excess material returned, wastage etc. This statement should be

submitted with documentary evidence of material issued/returned/wastage duly accepted by competent authority of GRSE and as per the GRSE format and filled up check list for MRS. Permissible variation in MRS is 1.5% of design weight of structure. MRS certification is to be completed by GRSE within 60 days of receipt of the same from vendors.

(b) Quantity of stiffeners used in transportation are to be mentioned in delivery challan clearly indicating whether the stiffeners are: -

i) Temporary stiffeners supplied by vendor. ii) Sections of ABS quality supplied by GRSE.

(c) While submitting MRS of Finished item/Block, copies of certified MRS of all previous Finished items/Blocks are to be enclosed. This will be called the final MRS.

(28) **INSURANCE (बीमा): -** In case the sub-contracted job has to be executed at contractor's premises, 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 following:

(i) Fire as per AIFT including EQ, STFI at Contractors premises.
(ii) Burglary including theft during Storage at Contractors premises.
(iii) Marine transit to and fro as per ITC(A) including SRCC (on the basis of agreed valuation between GRSE & contractors).
(iv) Loading & unloading including TP liability at all fabricator's premises.
(v) Loss due to infidelity of contractors whilst in storage.
(vi) Spoilage of material by contractors by any accidental reasons whatsoever.

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.

For the jobs which are to be executed inside GRSE premises, Insurance coverage will not be the responsibility of contractor.

(29) **SITE-INCHARGE/ LOG BOOK/ HINDRANCE & OTHER RECORDS (कार्यस्थान प्रभार/कार्यपंजी/ि◌ाधा एवं अन्य ररकाडय): -**

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

(30) **WORKING HOURS (कार्य समर्): -**

The Contractor's normal working hours shall be in between 8 AM-5:06 PM from Monday to Friday & from 8:00 AM to 1:00 PM on Saturday. 1st & 3rd Saturday is Non-Duty Saturday. Work may also be required to be carried out in shifts (A, B & G shifts) 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 as per NIT Terms.

(31) **RISK PURCHASE (जोक्तिम िरीद): -**

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.

(32) **INDIVIDUALITY OF THE CONTRACT (संकवदा की वैर्क्तिकता): -**

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.

(33) **SECRECY OF INFORMATION (सूचना की गोपकनर्ता): -**

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. Non-Disclosure Agreement (NDA) as specified in the NIT has to be submitted as per GRSE Format.

(34) **REGISTRATION OF NEW VENDOR (नए किक्रे ता का पंजीकरण): -**

The contractor has to confirm if they are registered with GRSE and Indicate Vendor Code (5 digits) and Product Code group accordingly in their offer. If the contractor is not registered with GRSE, then documents required for provisional vendor registration has to be submitted to the Ordering Department. For Permanent Vendor Registration with GRSE, the contractor has to submit their application to GRSE Vendor Development Cell.

(35) **CONTRACT WORKMAN WAGE PAYMENT (संकवदा कामगार का मजदूरी भुगतान): -**

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.

(36) **INSPECTION (कनरीक्षण): -**

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

(ii) Inspection to be carried out stage wise by Quality Assurance Authority. On completion of work for any stage, vendor has to submit Inspection Offer to GRSE (Inspection Agency) for stage inspection. GRSE (Inspection Agency) shall coordinate with the Outside Inspection Authorities (as applicable) for carrying out inspection of completed job.

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

(iv) 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.

(37) **CORRECTION OF ERRORS (त्रुकर् सुधार): -**

Bids determined to be responsive will be checked by GRSE for any arithmetic error. Errors will be corrected by GRSE 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 NIC Portal: -

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.

(iii) For Tendering through GeM Portal: -

Where there is a discrepancy between the total price quoted in GeM Portal and the attachment (i.e break up of quoted price in line with BOQ) to price offer, the total price quoted in GeM portal will govern. In attachment to the Price offer, 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.

(38) **FORCE MAJEURE (अप्रत्याकशत घर्ना): -**

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.

(39) **TERMINATION OF CONTRACT (अनुबंध की समाप्ती): -** 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.

(40) **DAMAGE OF MATERIALS / EQUIPMENTS (सामग्री/उपकरण की छती): -** The contractor will ensure that no damage is caused to the materials, equipment or any other property of

GRSE due to negligence and / or any reason whatsoever by the contractor's personnel. The cost of such damage will be suitably recovered from contractor's bills.

(41) **OFFICE & STORAGE SPACE (कार्यालय एवं भंडारण स्थान): -** 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.

(42) **ARBITRATION (मध्यस्थर्ता): -**

i. lf 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.

(43) **JURISDICTION (न्यार् अकधकार): -** 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) GRSE 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/SOTR statement may be taken as final.
2. Clarification required, if any, regarding Tender Document, should be got resolved by contacting competent authority of GRSE prior to submission of bid.

ANNEXURE-3

FORMAT FOR 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 & Value **(in INR)** *(Supporting soft or, hard copy to be submitted)*	Start & Completion date as per Order	Actual start date	Actual Completion Date	Order placed by	Scope of work for executed contract (To quantify)	Details of Resources/ Machinery Deployed	Work completion certificate Ref. No. & date *(Supporting soft or, hard copy to be submitted)*

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation:

Note: Please add additional pages if required.

ANNEXURE-4

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 **31.07.2026** from taking part in Government tenders.

Or

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

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

Signature ----------

Name ----------

Designation: ----------

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

Date: Signature of Bidder with Seal.

ANNEXURE- 5 "A

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

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

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

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

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

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

Annexure- 5 "B"

RESPONSIBILITIES OF CONTRACTORS OVER AND ABOVE THE STATUTORY REQUIREMENTS

(i) Contractors shall take all necessary steps for disbursement of wages through bank-transfer and issue a payment notice at least 02 days prior to such bank-transfer for information of respective unit HR Dept. as well his workers. (should be incorporated in the contract document in the Payment Terms).

(ii) All contractors should obtain labour-licenses prior to commencement of work. Principal Employer shall not allow any contractor without license.

(iii) All outsourced jobs are required to be supervised by a Supervisor duly appointed by the Contractor. The contractor should declare the name and contact number of the supervisor(s) against each P.O before commencement of work and submit the details of the supervisor(s) to the respective unit HR Department. He should keep adequate nos. of supervisors to supervise and co-ordinate the execution of job by contract labours. (The principal employer must check that the name and number of the supervisor which has been provided by the contractor, whether the same person is coming as the said supervisor).

(iv) The supervisor's name should not be mentioned in the employee register as he is not a contract labour.

(v) Supervisor of concerned contractor should be present in the work-site where the contract labours of the concerned contractor are supposed to work. To ensure the presence of the supervisor, their attendance may be recorded by the user department on daily basis.

(vi) Contractor should mention the name of his Supervisor / agent / manager in Form-II which is to be submitted to ALC (C) for obtaining labour license.

(vii) The supervisor should maintain the attendance register of their contract labours (Form-D) which may be randomly checked by the Officers of the user department. This attendance register will be submitted by the contractors on monthly basis along with the wages-payment registers to the respective unit HR Depts. for obtaining certification of payment of wages to each contractor labour based on their daily / monthly attendances.

(viii) Contractors must submit details of their firms in the Appendix B1 format prior to commencement of work. They must also submit details of their contract labours in B2 formats for making new gate-passes for the purpose of entry / exit prior to the engagement of such contract labour.

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