

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	05-03-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	05-03-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Defence
विभाग का नाम/Department Name	Department Of Defence Production
संगठन का नाम/Organisation Name	Garden Reach Ship Builders And Engineers Limited (grse)
कार्यालय का नाम/Office Name	*****
वस्तु श्रेणी /Item Category	Non IT Professional Service (version 2) - Finance and Accounting; Chartered Management Accountant
अनुबंध अवधि /Contract Period	2 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन्ू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	4

बिड विवरण/Bid Details	
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	64300

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

GARDEN REACH SHIPBUILDERS AND ENGINEERS LTD.
61,Garden Reach Road, Kolkata-700024.
(Garden Reach Shipbuilders And Engineers Ltd.)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

PRICE BREAKUP TEMPLATE TO BE ATTACHED WITH PRICE BID ONLY - [1770915814.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Minimum number of employees XX (for the selected domain/domains) which should be on roll of service provider: BID IS TO BE SUBMITTED AS PER SOTR, SLA, STC ETC. ATTACHED WITH THIS GEM BID DOCUMENT.

Additional Scope of Work: [1770915950.pdf](#)

Additional SLA and Terms & Conditions along with approval from Competent Authority: [1770916408.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
19-02-2026 10:00:00	At the conference room of Samriddhi Bhavan at GRSE 61 Park unit, 61, Garden Reach Road, Kolkata-700024 Bidders interested to participate in pre-bid meeting should inform Mr. Saptarshi Dasgupta, SM (HR), e-mail: Dasgupta.Saptarshi@grse.co.in at least 48 hours before schedule.

Non IT Professional Service (version 2) - Finance And Accounting; Chartered Management Accountant (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Domain Name	Finance and Accounting
Resource Profile	Chartered Management Accountant
Certifications	As per SOTR criteria
Qualification	As per SOTR criteria
Years of Experience	As per SOTR criteria
Deployment location	Onsite
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired per month	अतिरिक्त आवश्यकता /Additional Requirement
1	*****	*****Kolkata	3	<ul style="list-style-type: none">Number of months for which service to be hired : 24

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1.Garden Reach Shipbuilders & Engineers Limited is a leading Warship Builders and Engineering Product Company, invites interested, reputed, resourceful and financially solvent contractors to submit single stage two-part (Part I- Techno-Commercial; Part-II- Price) bids through Government e-Market Place (GeM) fo

r the job:

“BIENNIAL RATE CONTRACT FOR ENGAGEMENT OF CHARTERED ACCOUNTANT OR COST ACCOUNTANT FIRM FOR MANAGEMENT OF STATUTORY PENSION MATTERS UNDER THE EPF & MP ACT 1952 FOR GRSE EMPLOYEES”

2. Bid to be submitted as per SOTR no. HR/Wel/SP/2026 Dated 13-Jan-2026 Annexure-I] and NIT SLA document no. SCC/DC/GeM/OT/ENGAGEMENT/CA/261 attached with this GeM tender.

3. ELIGIBILITY CRITERIA of vendor for participation in this tender is as per SOTR and NIT criteria.

4. DETAIL OF SCOPE OF WORK: As per SOTR no. HR/Wel/SP/2026 Dated 13-Jan-2026

Debalina Chowdhury

AM (Contract)

Garden Reach Shipbuilders & Engineers Limited

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid

template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.

17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

गार्डेन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड

(A GOVERNMENT OF INDIA UNDERTAKING – MINISTRY OF DEFENCE)

(भारत सरकार का प्रतिष्ठान)

Registered & Corporate Office Address: GRSE Bhavan, 61, Garden Reach Road, Kolkata - 700 024

Web site वेब: www.grse.in, CIN सी आई एन: L35111WB1934GOI007891

SERVICE LEVEL AGREEMENT (SLA) WITH NIT TERMS & CONDITIONS (NIT SLA)

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

NIT SLA No. निविदा संख्या:	SCC/DC/GeM/OT/STATUTORY PENSION/261
Job Title कार्य का नाम:	“BIENNIAL RATE CONTRACT FOR ENGAGEMENT OF CHARTERED ACCOUNTANT OR COST ACCOUNTANT FIRM FOR MANAGEMENT OF STATUTORY PENSION MATTERS UNDER THE EPF & MP ACT 1952 FOR GRSE EMPLOYEES” [to be executed as per SOR No.HR/Wel/SP/2026 Dated 13-Jan-2026 at Annexure-I]
Tender issuing Dept. बिभाग द्वारा जारी:	Contract Cell (संविदा बिभाग), GRSE 61 Park
Executing Dept.	HR Dept., GRSE

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

FEES / DEPOSITS		
Pre-Bid Meeting (if applicable) बोली-पूर्व बैठक (यदि लागु है)	As Per GeM Bid 19.02.2026	Time: 10 AM (As indicated in GeM bid document) Venue: At the conference room of Samriddhi Bhavan, GRSE 61 Park unit
Tender Fee (refer clause 03 of STAC) निविदाप्रपत्र मूल्य (स्टैक के परिच्छेद 03 में उद्धृत)	Not applicable for this tender	
Earnest Money Deposit (EMD) (refer clause 04 of STAC) बयाना राशि जमा (स्टैक के परिच्छेद 04 में उद्धृत)	INR 64,300/- [Sixty-Four Thousand Three Hundred Only]	
Security Deposit (SD) प्रतिभूति	5% of Order Value (inclusive GST)	
Liquidated Damages	0.5% per week, Max. 5% of order value	
Billing Frequency बिल करने की अवधि	Monthly Basis	
Evaluation of L1 एल1 का मूल्यांकन	L1 bidder will be decided on totality basis through GeM [In case of multiple L1, the determination of final L1 bidder will be on System run basis in GeM portal]	

Note:

- (a) [Bidders are required to submit EMD amount as Bid Security against this tender. In case of withdrawal of the bid/ fail or refuse to execute the contract / fail or refuse to furnish the security deposit, the EMD shall liable to be forfeited.](#)

- (b) MSE/NSIC registered firms having the tendered service/ similar to tendering service listed in their MSE document will be eligible for exemption from submitting the EMD and Tender Fee. Bid security declaration is to be submitted as per Annexure-5. Non-submission of EMD and Tender Fee or a valid MSE/NSIC certificate along with bid security declaration may lead to offer rejection.
- (c) The vendor(s) registered with GRSE shall be exempted from submission of EMD subject to submission of valid copy of the registration certificate issued by GRSE. Having tender's service/ similar to tendering service listed with the list of items / services for which they are registered. In lieu, they shall be required to submit 'Bid Security Declaration' as per the format at Annexure-5.

ARTICLE 2 अनुच्छेद-2: ANNEXURES FORMS PART OF THIS TENDER निविदा की संलग्नक प्रपत्र: Please find all enclosures as indicated below in GRSE website:

ANNEXURES	DOCUMENT DESCRIPTION
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR) (attached with this GeM Bid in GeM portal)
Annexure 2 संलग्नक-2	GRSE Standard Terms and Conditions (STAC) (STC attached with this GeM Bid in GeM portal)
Annexure 3 संलग्नक-3	Format for Technical Eligibility Criteria (attached with NIT SLA)
Annexure 4 संलग्नक-4	Format for Self-certification for not having blacklisted (attached with NIT SLA)
Annexure 5 संलग्नक-5	Format for Bid Security Declaration having MSE document (attached with NIT SLA)
Annexure 6 संलग्नक-6	Check List of Statutory Responsibility of Contractor within GRSE (attached with NIT SLA)
Annexure 7 संलग्नक-7	Penalty for non-cleaning of work area post-Job completion.
Annexure 8 संलग्नक-8	Confirmation by Bidder and checklist for bid submission (attached with NIT SLA)
Annexure 9 संलग्नक-9	Fire & Safety Guidelines (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 10 संलग्नक-10	Special condition of contract (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 11 संलग्नक-11	Contractors Responsibility (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities))
Annexure 12 संलग्नक-12	General Requirement (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities))
Annexure 13 संलग्नक-13	PF, ESI declaration form (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 14 संलग्नक-14	Guideline for Bank Guarantee (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities) (BG to be submitted in Rs. 100/- Non-Judicial Stamp paper)
Annexure 15 संलग्नक-15	Format for - Bank Guarantee Format for EMD (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 16 संलग्नक-16	Bank Guarantee Format for SD (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities))
Annexure 17 संलग्नक-17	Bank Guarantee Format for PBG (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities))

Annexure 18 संलग्नक-18	Bank Guarantee Format for BG for lifting raw material/equipment (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 19 संलग्नक-19	Indemnity Bond Format for BG for lifting raw material/equipment (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 20 संलग्नक-20	Format for – Non-Disclosure Agreement to be submitted in Rs. 100/- Non-Judicial stamp paper (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)

ARTICLE 3 अनुच्छेद-3: DOCUMENTS TO BE UPLOADED अपलोड हेतु दस्तावेज:

Self-Attested documents are to be scanned and uploaded with Part I of bid बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभि प्रामाणित दस्तावेज		
1	DD/ BG towards EMD or MSE (UDYAM)/NSIC certificate/Valid GRSE vendor registration certificate and Bid security declaration (as per Annexure-5) to get exemption towards EMD	Yes
2	If MSE/NSIC firm, confirmation for whether SC/ST, and Women entrepreneur with documentary evidence to be submitted	Yes
3	Documents meeting the Technical Eligibility Criteria to be submitted with filled in format Annexure-3 as per SOTR criteria along with documentary evidences.	Yes
4	Self-certification for not having blacklisted as per eligibility criteria to be submitted as per format at Annexure-4	Yes
5	Checklist for bid submission at (Annexure-8) in Company's letterhead	Yes
6	PAN, TAN, GST, Registration certificate of the company with ROC, Memorandum and the Article of Association of the firm, confirming documents of Company's registered, branch office address, PF, ESI registration certificates etc.	Yes
7	Confirmation of TReDS registration for invoice discounting system, if any, in case of MSE company	Yes

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

ARTICLE 4 अनुच्छेद-4: DOCUMENTS IN PHYSICAL FORM TO SUBMIT वास्तविक प्रपत्र जो जमा करने हैं:

PHYSICAL SUBMISSION		
1	EMD 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 draft should be payable at	<u>Kolkata</u>
	Above mentioned original Negotiable Instruments as stipulated, to reach the office of Ms. Debalina Chowdhury, AM (Contract), Contract Cell, 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 5 अनुच्छेद - 5: JOB EXECUTION SCHEDULE कार्य निष्पादन:

(A) Mobilisation Period लामबंदी अवधि: 07 days from placement of GeM Contract/LOI/PO ((whichever is earlier). However, job to be started immediately on receipt of contract and as per instruction of HR & Finance Dept.(PF Section) of GRSE.

(B) Job Starting Date कार्य आरम्भ तिथी: Job is to be started as per instruction of SM (SR)/ SM(F)/PF nominated officer as per GRSE requirement. The contract will be started tentatively from 01 Apr'2026.

(C) Job Completion date / Period of Contract कार्य समाप्ती तिथी / अनुबन्ध का समय: The rate and term through GeM contract shall be established for a period of 02 (Two) Years from the date of GeM Contract/LOI/PO (whichever is earlier). The contract period may be extended as per requirement of GRSE and its own discretion. The period may be reduced also subject to performance of the vendor and as per requirement of GRSE.

(D) Quality Assurance Authority / Inspection Authority: GM (HR&A) / SM (HR) / SM (F) /PF, S&W /his authorized representative of GRSE.

(E) Place of Work: The Job to be carried out at GRSE Main /FOJ/RBD/61 Park/Taratata Unit/any other Unit of GRSE as required.

ARTICLE 6 अनुच्छेद - 6: JOB EXECUTION कार्य निष्पादन:

The job is to be carried out strictly as per SOTR No. HR/Wel/SP/2026 Dated 13-Jan-2026 at Annexure 1 and in case of doubt, instructions and guidance of HR) and Finance section/ nominated officer of the depts. of GRSE is to be followed.

ARTICLE 7 अनुच्छेद - 7: GURANTEE & WARRANTY गारंटी एवं वारंटी: Not Applicable.

ARTICLE 8 अनुच्छेद - 8: PRICE मूल्य:

Price will be firm and fixed for the entire contract period till satisfactory completion of work. Price is to be quoted with all taxes & duties including GST. No escalation whatsoever will be considered under any circumstances within the period of contract.

Price for total job (as per BOQ) is to be quoted with all taxes & duties including GST. No escalation whatsoever will be considered under any circumstances within the period of contract.

Total Price (in Rs.) for the job as per BOQ is to be quoted inclusive of GST in GeM portal for the job during the period.

No other attachment regarding price will be accepted and if submitted by the vendor then the offer will be treated as cancelled.

The vendor/bidder has to upload the breakup of their quoted price **with Price bid only** in GeM portal as per format provided as **Price breakup template** in line with BOQ.

Please attach price breakup in bidder's letterhead as per price template format with price bid only in GeM portal.

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

ARTICLE 9 अनुच्छेद - 9: ESCALATION मूल्य वृद्धि: - Not Applicable.

ARTICLE 10 अनुच्छेद - 10: UNREASONABLE QUOTES अतर्कसंगतभाव:

- (a) 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.
- (b) 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.
- (c) 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) as applicable 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 11 अनुच्छेद - 11: OFFER VALIDITY प्रस्ताव की वैधता:

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

ARTICLE 12 अनुच्छेद - 12: CONDITIONAL OFFER सशर्त प्रस्ताव:

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

ARTICLE 13 अनुच्छेद - 13: DETERMINATION OF L1 एल-1 का चयन:

L1 bidder will be decided on lowest quoted price in **totality (Including GST)** through GeM portal.

ARTICLE 14 अनुच्छेद - 14: BOQ बी ओ क्यू:

BOQ as part of SOTR given in the tender is tentative. It may vary according to actual requirement of job during the period of contract i.e. the quantity may be increased/decreased as per actual requirement of GRSE. The Bidder has to execute the required quantity at same Rate, Terms & Conditions. However, the Contractor will be paid based on actual quantity executed as per certification of GRSE.

BOQ as per SOTR for “**BIENNIAL RATE CONTRACT FOR ENGAGEMENT OF CHARTERED ACCOUNTANT OR COST ACCOUNTANT FIRM FOR MANAGEMENT OF STATUTORY PENSION MATTERS UNDER THE EPF & MP ACT 1952 FOR GRSE EMPLOYEES**” is given below:

Sl. No.	Description	UoM	Qty
1	Management of Statutory Pension	MON	24

NB: UOM = Unit of Measurement, MON= Month

Detail of BOQ and all requirement and terms are as per SOTR (SOW) attached with the GeM tender.

ARTICLE 15 अनुच्छेद - 15: 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. 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 16 अनुच्छेद - 16: MICRO & SMALL ENTERPRISES सूछम 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 17 अनुच्छेद - 17: AWARDING JOBS TO MULTIPLE BIDDER बहुल बिडर के लिए ठेका कार्य:
Not Applicable.**

ARTICLE 18 अनुच्छेद - 18: ELIGIBILITY CRITERIA पात्रता के मापदंड:

(A) Technical Eligibility Criteria of the Service Provider/ Bidder:- As per Clause – 3 of SOTR Ref. HR/Wel/SP/2026 Dated 13-Jan-2026. Detail as per SOTR.

Supporting documents meeting Technical eligibility criteria as detailed in SOTR to be submitted along with the Part-I bid. All documentary evidences such as past performance, job completion certificates, order copies, full contact details like name, address, telephone numbers, company registration certificate etc. to be submitted with **Annexure-3 attached with the NIT SLA.**

(B)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 **31.01.2026**. 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.

Self-certification is to be submitted as per format attached at **Annexure-4 attached with the NIT SLA.**

Note:

- (a) If any bidder has been black listed by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then the bidder is not eligible to participate in this tender. If any discrepancy is detected at any stage of the tender, then the offer submitted by the bidder / contract awarded to the bidder will be cancelled and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.
- (b) If any bidder has been 'Put on Tender Holiday' by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations, then this fact must be clearly stated and it may not necessarily be a cause for disqualifying them.
- (c) In case of non-submission of the self-certification document as per format at **Annexure-4**, the bidder will be treated as non-responsive and their offer will be rejected.

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

ARTICLE 19 अनुच्छेद - 19: INSTRUCTION TO THE BIDDERS बिडर हेतु अनुदेश:

1. **Before submitting a bid, bidders are expected to examine the Bid Documents carefully, if they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents.** NO consideration will be granted for any alleged misunderstanding or the materials to be furnished, work to be performed or actual considerations to complete all work and comply with conditions specified in the Bid Document.
2. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of GRSE Tendering Dept. in writing not less than 07 days prior to bid closing date.
3. It is understood that in receiving this bid, GRSE assumes no obligation to enter into a contract for the WORK covered by this bid request. GRSE reserves the right to reject any and all unqualified proposals or waive irregularities therein. GRSE reserves the right to evaluate each and every proposal and accept the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.
4. GRSE also reserves the right to reject any and all bids and accept the bid, which in its opinion, appears to be most advantageous to GRSE. Receipt and review of this Bid Request constitutes an agreement of confidentiality between GRSE and each of the contracting Firms preparing its Bid. GRSE reserves the right to change the form of this request to Bids, or make clarifications thereto, within a reasonable time before date of submission of Bids.
5. Generally, Contractor assumes all safety related responsibilities for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Health & Safety rules, regulations, policies, procedures and guidelines when performing work in the facility or site.
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 7 calendar day from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.
7. Job is to be carried out as per SOTR (SOW) and instruction of the Engineer in-charge/ Inspection authority as per SOTR/ GRSE.
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 CNC, failing which the processing of bid will not be taken further.
10. As applicable, Post submission of Tender, such drawings and technical information are to be physically returned. Also all soft copies are to be destroyed.
11. 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%.

12. Bidder has to declare, in what capacity he is participating in the tenderize PSU, Limited Co, Pvt. Ltd. Co., Sole Proprietorship Organization, Partnership firm, Joint Venture, etc. Supporting documents (scanned copy) confirming such status to be uploaded as attachment to Part I bid.

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

14. Difficulty in submitting the bid:

(a) Any query/difficulty in understanding of SOTR or other technical terms may be got clarified from **Mr. Saptarshi Dasgupta, SM (HR), Mob: +91 9163331740, e-mail: Dasgupta.Saptarshi@grse.co.in / Ms. Sumana Datta, SM (F)/ PF, S&W, Mob: +91 8250969379 e-mail: Datta.Sumana@grse.co.in** in prior to submission of offer.

(b) Any query/difficulty in understanding of Commercial Terms may be got clarified from **Ms. Debalina Chowdhury, AM (Contract Cell), GRSE (61 Park Unit), Mob: +91 9147162442, e-mail: Chowdhury.Debalina@grse.co.in.**

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

(d) e-BID INSTRUCTION ई बिड के अनुदेश –

i. Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in GeM Procurement portal <https://gem.gov.in>; They need to fill up the downloaded documents as per instruction and upload the same during bid submission as per Bid criteria. Non-acceptance of any techno-commercial criteria is discouraged.

ii. **Bidders need to fill up Part-II (Price) bid online in GeM portal only by inserting total price inclusive of GST for the job for the period. No other attachment to the price bid will be reckoned. The breakup of quoted price have to be submitted by the bidders as per price breakup template with Price Bid only in GeM portal.**

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

iii. 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. **Bidder should submit their bid and price as per Bid document and BOQ of the tender through GeM portal.**

iv. The amendments / clarifications to the bid document, if any, will be posted on GeM portal only.

v. 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 Contract.

(e) AMENDMENT OF TENDER DOCUMENT

i. Before the deadline for submission of the tender, the Tender Document may be modified by GRSE Ltd. by issue of addendum/corrigendum.

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

- iii. To give prospective Tenderers reasonable time to consider the addendum/ corrigendum into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

ARTICLE 20 अनुच्छेद - 20: 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 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/SOTR.
6. Bid with validity expiry date shorter than that specified in the Tender Enquiry.
7. EMD validity period is shorter than specified in the Tender Enquiry.
8. Bidder who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.
9. Bidder not agreeing for furnishing of the required Security Deposit (SD).
10. Bidders not submitting Original instrument of EMD within 7 GRSE working days from the tender closing date.
11. Bidders have indicated / attached / shown any price anywhere in else other than as per provision in GeM portal underprice bid section [Art. 19.14 (d, ii)], then offer will be treated as cancelled.
12. Bidder submitted false/incorrect documents etc.
13. Bidders who have indicated / attached / shown any price anywhere else other than as per provision in the Portal under-price bid section], then offer will be treated as cancelled.
14. **Conflict of Interest:** The Contractor shall disclose to GRSE in writing, all actual and potential conflicts of interest that exist, arise or may arise in course of performing the POs as soon as practicable after it becomes aware of that conflict. A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity's interests. The bidder found to have a conflict of interest shall be disqualified as per stipulation and guideline provided by GOI.

ARTICLE 21 अनुच्छेद - 21: POST AWARD APLICABLE CLAUSES ठेका जारी करने के पश्चात लागू उपधारा:

i. Security Deposit प्रतिभूतिजमा-

- a) 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 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.

b) If SD is to be submitted in the form of BG then the same is to be forwarded directly to GM(Finance),GRSE/Ordering dept. by the Bank in Banker's sealed envelope failing which same will not be accepted. Details of B.G. should also be confirmed to Ordering Department, GRSE.

BG submission clause: 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 Ordering dept. BG in PDF is to be uploaded by vendor in OBPS portal

c) S.D. amount would be refunded / returned after successful execution of the job. Vendor is to apply for release of their SD along with Job Completion Certificate which has to be certified by Authorised officer of concerned executing 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.

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

Work done certificate will be certified by nominated officers of HR Dept. Officer & Finance PF section officer of GRSE jointly on actual volume of job executed as per criteria mentioned in SOTR based on clear inspection report Log book signed by Quality Assurance/Inspection Authority as detailed in SOTR. W.D.C. is to include whether work has been completed as per delivery schedule or with delay [in days/weeks specified therein]. Any recovery towards usage of GRSE resources/ any other recoverable is also to be indicated [in days/weeks specified therein]. Any recovery/deduction is also to be indicated on WDC.

Work done certificate to be submitted through OBPS portal/as per system applicable in GRSE.

iii. Payment Terms भुगतान की शर्ते -

(a) The 100% payment (with full GST) will be released on monthly basis within 30 days of receipt of bill duly certified by Bill Certifying Authority of GRSE supported with satisfactory Work Done Certificate. Recoverable from contractor, if any, is to be adjusted from respective stage payments as per certification of Bill Certifying Authority. Moreover, release of payment is subject to clearance of ESI (EC policy with mediclaim if exceeds ESI limit), P.F and other mandatory liabilities of the Contractor from concerned section of GRSE.

(b) Payment will be made on actual certification basis.

Bill certifying Authority: Bill to be certified by In-charge (PF Section) / nominated officer of GRSE.

iv. Bill Submission बिलप्रस्तुति:-

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. Bill submission will be as per applicable facility BTN system/OBPS portal of GRSE.

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) Work done/completion certifying authority must be at least at the level of Dy. Mgr. of GRSE

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

v. Liquidated Damages: The vendor will be liable to pay minimum Liquidated Damages @ 0.5% 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.

vi. Penalty: As per SOTR term.

vii. Risk Purchase जोखिम खरीद-

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

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

viii. Fire & Safety Precautions (as applicable 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). You should take all safety precautions and provide adequate supervision & control for your workmen in order to carry out the job safely. In case of any violation of safety precaution and none using of safety equipment, Contractor shall be liable for a penalty which is detailed in Fire and safety Guideline. 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.

ix. Mandatory use of ISI marked PPE by Contractor Employees(If and as applicable): 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 &	IS: 3521

	harness, automatic fall arrestor	
(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.

x. Time of completion shall always be considered as essence of the contract / PO (कार्य मापन अवधी निविदा का मूलतत्व) and cannot be extended for any reason whatsoever. However, in an unlikely situation beyond the control of the contractor, application for extension of due time shall be submitted by the Contractor, 01 Month in advance with proper justification duly endorsed by respective Berth Officer of GRSE with commensurate recording of events in the “Hindrance Register”. Please note LD will be levied for the unexecuted portion for such time extension.

However, vendor has to complete the job within given schedule as per instruction of concerned authority of GRSE.

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

xii. Secrecy of Information: - All documents and drawings of this project are of confidential in nature and should be used explicitly for the purpose for which they are provided. Technical information, 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 GRSE. 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. NDA (Non-disclosure Agreement) to be submitted to IT dept. by the successful bidder.

xiii. Relationship between the Parties:- Nothing in this NIT/POs constitutes/shall constitute any fiduciary relationship between GRSE and the Contractor or any relationship of employer-employee, principal and agent or partnership between GRSE and the Contractor.

No party shall bind the other party in any manner whatsoever except as agreed under the NIT and POs to be issued.

GRSE has no obligation to the Contractor except as agreed under the terms of NIT.

xiv. Survival:- The provisions of NIT in relation to Confidential Information, Non-Disclosure, Intellectual Property Rights and Ownership shall survive the expiry or termination of the Purchase order.

xv. Entire Contract:- The terms and conditions laid down in the NIT and all the annexure and appendices shall be read and construed in conjunction with the POs and shall form integral part of the POs to be issued to the bidder.

xvi. Cyber Security Secrecy:- The Contractor shall at all times keep all relevant data such as Statistics/Business processes and supporting records and materials compiled or prepared in course of its rendering services under the POs secret and confidential and shall give a declaration indemnifying GRSE against all actions, claims, demands, losses, damages, costs,

charges and expenses whatsoever which GRSE may suffer or incur as a result of breach or default by divulging Confidential Information to any other person or party those which will be acquired by the Contractor during operation and/or implementation of the POs.

xvii. Cleaning(As applicable for working inside GRSE):- 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 as per prevailing norms of GRSE. 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.

xviii. Payment For Utilisation Of Portable Acs By Vendors (As applicable for working inside GRSE):- GRSE will allow 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 Rs. 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.

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 Rs. 850.00 per month (for below five stars rating) and Rs. 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 be applicable for the said month in which the AC will be disconnected.

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 22 अनुच्छेद - 22: SUBMISSION OF BID बिड की पेशी-

1. Last date of submission of Bid / Date of opening of bid is indicated in GeM Bid Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno-Commercial offer.

2. Financial bid of all the Techno-Commercially qualified bidders will be opened in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer. After opening of financial bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet in GeM portal.

3. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.

ARTICLE 23 अनुच्छेद - 23: 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 24 अनुच्छेद 24: STATUTORY RESPONSIBILITY OF CONTRACTOR DEPLOYING THEIR PERSONNEL INSIDE GRSE PREMISES – AS PER APPENDIX-A AND APPENDIX-B ENCLOSED UNDER ANNEXURE - 6 (As applicable).

ARTICLE 25 अनुच्छेद-25: PRE-BID MEETING बोली-पूर्व बैठक:

A pre-bid meeting will be held on **19.02.2026** at GRSE 61 Park unit to discuss the detail Scope of Work of the Tender/ clarifying the queries of the bidders, if any. Vendors interested to participate in pre-bid meeting should inform **Mr. Saptarshi Dasgupta, SM (HR), Mob: +91 9163331740, e-mail: Dasgupta.Saptarshi@grse.co.in** may be contacted, 48 hours before schedule.

**Debalina Chowdhury
AM (Contract)
Garden Reach Shipbuilders & Engineers Limited
61, Garden Reach Road, Kolkata – 700 024
Mobile: +91 9147162442**

BIENNIAL RATE CONTRACT FOR ENGAGEMENT OF CHARTERED ACCOUNTANT OR COST ACCOUNTANT FIRM FOR MANAGEMENT OF STATUTORY PENSION MATTERS UNDER THE EPF & MP ACT 1952 FOR GRSE EMPLOYEES W.E.F. 01 APRIL 2026 to 31 MARCH 2028

(1) **DETAILED SCOPE OF WORK**

(a) **HR (EPS):**

(i) Collect Form 11, Joint declaration under para 26(6) and under para 29 of the EPF Scheme 1995, Form 13 (in duplicate), Enrolment Form for UAN etc. from new employees duly signed by Establishment Section.

(ii) Create UAN for new members and inform EPF Section to include new UAN or old UAN from the previous organization in payslip on monthly basis. Upload KYC of member including Aadhar details, contact details etc. in EPFO portal.

(iii) Submit Joint declaration under para 26(6) and under para 29 of the EPF Scheme 1995, Form 13 etc. to EPFO for inclusion and service transfer.

(iv) Prepare Joint declaration for member's information in EPFO record, duly signed by the member/employee and establishment section then submit Joint Declaration with relevant documents to EPFO for making necessary corrections and follow-up the same.

(v) Facilitate to file e-nomination for the employees.

(vi) Prepare and submit Form 10(D), Descriptive Roll, etc. upon attaining 58 years age. Pension claim received from Time Offices must be scrutinized @ 5 pension claims per day. Incomplete pension claims should be returned to respective Time Office within two working days from the date of receipt, indicating the shortcoming in the pension claim and reason for returning the pension claim.

(vii) Pension claims to be processed both online & offline and submit to EPFO within seven (07) days from the date of receipt. In the event of receipt of more than 30 cases on a particular day, the processing may be completed by 20 days. If the number of pension claims submitted on a particular day exceeds 40, processing may be completed on proportionate basis.

(viii) Prepare and include all necessary details in pension claims such as Form 4, Form 5, UAN details / Aadhar details and copy of Aadhar card for all beneficiaries, valid age proof certificate for children (beneficiaries) etc.

(ix) Maintain database in respect of all pension claims forwarded to EPFO along with the name of nominee and all other relevant details, such as bank details, children's date of birth details, contact details etc.

- (x) Regular interaction with EPFO officials for expeditious settlement of pension claims and validate statement of dues. Take necessary action for resolving dispute cases. Sort out pension claims returned by EPFO within three days from date of receipt and resubmit thereafter.
- (xi) File and preserve office copy of communications with EPFO. Submission of monthly report duly regarding list of cases, list of cases submitted to EPFO and list of cases pending submission with reasons for non-submission.
- (xii) Prepare list of those employees who have attained 58 years but yet to submit their pension claim and submit this list to respective Time Office.
- (xiii) Pension claims of deceased employees to be dealt with utmost priority. Pending pension claims for retired/expired member are to be expedited.
- (xiv) Process Form 13(R) for transferring pensionable service from other organization to GRSE Ltd. and follow-up EPFO for Annexure-K.
- (xv) Uploading of Contractor details in Employers portal of EPFO on regular basis. Data and information to be collected from Contract cell.
- (xvi) Keep continuous track for new amendment in Act/Rules/Schemes/Directives etc. issued by EPFO and inform the Management.
- (xvii) File Form 5A through EPFO Portal.
- (xviii) The date of membership of some employees with reference to their date of appointment differ in Form 3(PS) submitted to RPF's Office. Those cases will be prepared as per correct date of membership according to records available in the service file i.e. appointment letter etc.
- (xix) Meet the officer in-charge on regular basis and other miscellaneous work assigned from time-to-time.
- (xx) Must comply all applicable Central and State Laws, Acts, Rules, Policies, Directives etc.
- (xxi) Preparation and uploading of ECR for the members of EPS-1995 and non EPS members, preferably within 7th day of next month and remittance of the same for employees to EPFO within 15th day of next month. Communicate to HRIS for deduction of EPS-95 contribution from the month of Joining itself for the eligible employees.
- (xxii) Prepare and ensure to include all necessary details in claims viz. past service wages, pensionable salary, statement of accounts and other necessary documents etc.
- (xxiii) Follow up with EPFO on Government launched Schemes/Enrolment Schemes, PM-Viksit Bharat Rozgar Yojana (PM-VBRY)

(b) FINANCE (EPF, S&W)

- (i) Update Form-7(PS) based on monthly data furnished by Payroll section.
- (ii) Prepare statement of contribution towards Pension Fund for the last and current Financial Year for distribution to individual employees, if required.
- (iii) Reconciliation of accounts and reports towards the Family Pension Scheme 1971 and the Employees' Pension Scheme 1995 and prepare revised Form-7(PS)/Form-8(PS) with revised database for FPS contribution from the year 1971 to 15 Nov 1995 and EPS contribution from 19 Nov 1995 onwards, incorporating all the corrections made till date. The amount deposited subsequently should clearly be indicated in revised Form-7(PS)/Form-8(PS) along with amount, cheque no. & challan details.
- (iv) KYC approval through EPFO portal relating to bank details, IFSC, PAN etc. for individual member before submission of Form 10D to RPFC Office.
- (v) Interest and penalty computation under sec. 7Q and sec. 14B of the EPF & MP Act, 1952
- (vi) All matters related to Higher Pension.
- (vii) Prepare and produce documents for Audit requirements.
- (viii) The date of membership of some employees with reference to their date of appointment differ in Form 3(PS) submitted to RPFC's Office. Those cases will be prepared (in case service file data doesn't match) as per correct date of membership according to records available such as Form 7(PS), Form 8(PS) and challan through which payment of EPS/FPS contribution has been made.
- (ix) Meet the officer in-charge on regular basis and reconciliation and misc. jobs.

2. MANPOWER REQUIREMENT & QUALIFICATION

(a) REQUIREMENT

Based on the day-to-day workload, a total of 03 personnel shall be deployed by the service provider. For smooth execution of statutory pension activities, 01 personnel shall be deployed in the Supervisor category, responsible for daily EPS-related matters, supported by 02 personnel in the Assistant category to carry out routine operational tasks.

(b) QUALIFICATION

The agency shall deploy personnel with adequate proficiency in handling EPS-related statutory functions and with good working knowledge of computer applications.

- (i) Supervisor - B. Com with around 10 years of experience in managing statutory pension matters of limited companies. The individual must have good working



knowledge of MS Word, MS Excel, MS PowerPoint, FoxPro, and EPFO online portal operations.

(ii) Assistants – B. Com with minimum 03 years of experience in statutory pension handling in limited companies, with good working good knowledge of MS Word, MS Excel, MS PowerPoint, FoxPro, and EPFO online portal operations.

(c) It is the responsibility of the Service Provider to provide qualified, proficient, efficient and effective manpower.

(d) The person deployed should timely handle the assigned work and complete the assigned work within time. The Service Provider shall be accountable for any act of indiscipline, misbehave, misrepresentation etc. on the part of the persons deployed. GRSE shall, in no way be responsible for settlement of such issues whatsoever.

(e) The manpower deployed shall be punctual and reach GRSE's premise/ designated place of work on the time defined by GRSE, prior information shall be given to company for any delay and absence.

(f) The Single Point of Contract (SPOC) for the issues arising out of this contract will be the Service Provider or a designated representative who shall be any employee of the Service Provider in administrative and managerial capacity and in a position of authority to resolve issues. Nonetheless, the Service Provider shall be solely responsible for maintaining the quality and level of service provided.

(g) In case any deployed manpower resigns or is absent for prolonged period or is found unsuitable, the agency shall provide a suitable replacement within 07 working days at no additional cost to GRSE.

(g) In the unavoidable circumstances, Work Form Home may be allowed for the staffs with the consent of GRSE Competent Authority. The bidder should provide equipment require for WFH for the staffs.

3. ELIGIBILITY / QUALIFICATION CRITERIA

(a) The bidder should have legal status of Chartered Accountant or Cost Accountant as Partnership Firm / Limited Liability Partnership Firm / Private Limited Company / Limited Company having its registered or branch office in Kolkata.

(b) The bidder should have valid registration under the EPF & MP Act, 1952 and the ESI Act, 1948 as on 31 Dec 2025.

(c) The bidder must have at least 02 years of experience (between 01 January 2021 and 31 December 2025) in handling pension-related matters under the EPF & MP Act, 1952 for a



limited company having a minimum employee strength of 500. To substantiate this, the bidder shall submit a performance certificate from such organization indicating the period of service, nature/standard of performance, and number of employees covered.

4. **GRSE SCOPE OF SUPPLY**

- (a) Computer - 01 no.
- (b) Laser printer - 01 no.
- (c) Consumables - Paper, File, Printer Cartridge, Dot matrix paper as required.
- (d) Internet / LAN connection.

5. **VENDOR SCOPE OF SUPPLY**

- (a) Suitable Internet Connection (for exigency)
- (b) Computer / Laptop - 02 nos.
- (c) Printer - 01 no.
- (d) Printer cartridge / ink / ribbon etc.

6. **STATUTORY COMPLIANCES:**

(a) **Compliance with Labour Laws & Codes**

The Service Provider shall ensure strict compliance with all applicable labour laws and labour codes, including but not limited to the Code on Wages, 2019; Code on Social Security, 2020; OSH & WC Code, 2020; Industrial Relations Code, 2020; EPF & MP Act, 1952; ESI Act, 1948; Contract Labour (R&A) Act, 1970; Factories Act, 1948, and rules framed thereunder, as amended from time to time, along with any applicable Government directions.

(b) **Wages & Statutory Benefits**

All personnel deployed by the Service Provider shall be paid wages not less than the applicable Central Minimum Wages, along with statutory benefits such as PF, ESI, Bonus, Leave, Overtime, and other admissible benefits, strictly in accordance with applicable laws/codes.

(c) **Provisioning for Incidental Statutory Liabilities**

The Service Provider shall make adequate financial provisioning within its administrative / professional charges to meet any incidental statutory liabilities, including but not limited to retrenchment compensation, gratuity, accidental claims, death or disablement benefits, etc., as and when such liabilities arise. GRSE shall not be responsible for reimbursement of such payments.

(d) **Maintenance of Statutory Records**



The Service Provider shall maintain all statutory registers, records, returns, wage slips, employment cards, and related documents as prescribed under applicable laws/codes and produce the same to GRSE or statutory authorities as and when required.

(e) Timely Payment & Remittance

Wages shall be disbursed through ECS / NEFT only, within the statutory timelines and in no case later than the 7th day of the following month. Statutory contributions towards PF and ESI shall be remitted within the prescribed due dates. Proof of wage payment and statutory remittances shall be submitted to the concerned HR / Central Contract Labour Cell of GRSE.

(f) Penalty for Non-Compliance

In case of default in payment of wages or remittance of statutory dues (including delayed payment/remittance) for more than three (03) occasions in a year, a penalty of 1% of the total monthly bill value per defaulting month shall be levied. GRSE reserves the right to terminate the contract, forfeit the Security Deposit, and/or debar the Service Provider from future tenders, as per GRSE policy.

(g) Indemnity

The Service Provider shall indemnify and keep GRSE indemnified against any claims, demands, penalties, damages, or legal consequences arising out of non-compliance with statutory obligations by the Service Provider.

7. WORK DONE CERTIFICATE (WDC) & BILL

(a) Vendor shall submit the monthly Work Done Certificate (WDC) to the HR Department. The WDC shall be jointly certified by HR and Finance (PF Section) for the respective activities.

(b) Thereafter, the vendor shall submit the monthly bill (including BTN, checklist, etc.) along with the certified WDC to Finance (PF Section) for processing and onward submission to Corporate Finance for payment.

(c) Payment shall be released within 30 days from the date of submission of the certified bill (including BTN, checklist, etc.) to Finance (PF Section).

(d) In case the bill is processed through the Online Bill Processing System (OBPS), the procedure prescribed in the relevant SOP shall be followed.

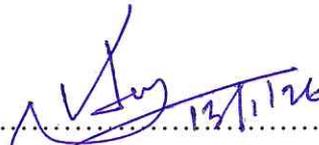
8. DELIVERY SCHEDULE

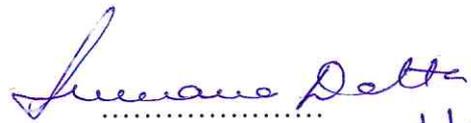
Starting from 01 April 2026 and end on 31 March 2028.

9. PENAL PROVISION



The Service provider should settle minimum 40 pension claims in each month inclusive of all formalities. Any shortfall in performance i.e. if the number of cases settled fall below 40 nos. in a month, without any valid reason, this will attract levy of penalty by way of deduction @ 5% of monthly fees up to a ceiling of 10 nos. cases and beyond which the levy of penalty shall be 10% of the monthly fees. If the submitted cases to the firm by the Company are less than 40 in number in any month, the provision of penalty will not be imposed. The cases, once returned by EPFO shall not be reckoned for calculation of minimum 40 pension claims stipulated for processing in a given month.


.....
Saptarshi Dasgupta
SM (HR)/C, W & P


.....
Sumana Datta 13/1/26
SM (F)/PF, S&W


.....
Rajeev Shrivastava
GM (HR&A)

DECLARATION / CLIENT CERTIFICATE

(To be submitted by the Bidder on Client's Letterhead)

1. This is to certify that M/s _____ (Name of Bidder) has provided services related to management of statutory pension for our organisation under Employees' Pension Scheme (EPS 95).

2. Details of our organisation are provided below:
 - a) Name of the Organisation: _____
 - b) Nature of Organisation: Limited Company (Public/ Private / PSU): _____
 - c) CIN No.: _____
 - d) Contact details: Phone/Mobile No. _____, Mail id: _____
 - e) Total number of regular employees covered under statutory pension during the period: _____ (Not less than 500)
 - f) Nature of Pension Scheme handled: Employees' Pension Scheme (EPS-95) / NPS / Trust (as applicable)
 - g) Scope of Work performed by the Bidder: Management of statutory pension compliance / Processing of pension cases under EPS-95 / Liaison with EPFO / Documentation and statutory reporting etc. *(anything else, please specify)*
 - h) Period of engagement: From _____ to _____
 - i) Performance of services (Not Satisfactory/Satisfactory / Good): _____

3. This certificate is issued at the request of the bidder for submission in tender.

Date: _____

Place: _____

Signature: _____

Name: _____

Designation: _____

Organisation Seal:

Job Title कार्य का नाम:	“BIENNIAL RATE CONTRACT FOR ENGAGEMENT OF CHARTERED ACCOUNTANT OR COST ACCOUNTANT FIRM FOR MANAGEMENT OF STATUTORY PENSION MATTERS UNDER THE EPF & MP ACT 1952 FOR GRSE EMPLOYEES” [to be executed as per SOR No.HR/Wel/SP/2026 Dated 13-Jan-2026 at Annexure-I]
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STANDARD TERMS & CONDITIONS (STAC)

मानक निबंधन और शर्तें (एसटीएसी)

(1) INTEGRITY PACT समग्रताअनुबंधः. (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 Techno-commercial 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 techno-commercial 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 (निविदाशुल्क): NON-REFUNDABLE (गैर वापसी योग्य)- Not applicable for this tender**
- 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 techno-commercial 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 रहित)

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

- 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 days (as per terms of specific NIT) from the due date of the tender.

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

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

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): - As applicable**

- 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 श्रमिकों का पुलिस 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 अवधि):- N.A**

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 पोर्टल टेंडर हेतु): - NA

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 पोर्टल टेंडर 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) : As per term of NIT.**

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.

(15) **UNREASONABLE QUOTES अतर्कसंगत भाव –**

A. For Job Contract (कार्य संविदा 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) (as applicable) 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 संविदा 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 (संयुक्त ऊधम): NA**

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 संघटन): Not applicable for this tender**

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 संविदा कार्य का उप संविदा) :** -

- 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 (अतिरिक्त/बेकार/ अस्वीकृत 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 PRECAUTIONSअग्नि एवं संरक्षा सावधानियाँ (AS Applicable): -** 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 चलान उपकरण हेतु मार्गदर्शन): (AS applicable)** 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 (संविदा कर्मचारी द्वारा आई एस आई निशान पी पी ई व्यवहार की अनिवार्यता): (AS applicable)** 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
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(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(पर्यावरण प्रबंधन एवं व्यावसायिकस्वास्थ्य सुरक्षा): (AS applicable)** - 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 (ऊर्जा संरक्षण): - (AS applicable)**
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(अनिर्मित सामग्री की गारंटी) : (AS applicable)** 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 मिलान विवरण) : - (AS applicable)**

(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): - (AS applicable)**

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/बाधा एवं अन्य रिकार्ड): -**

- 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 समय) :**

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 SOTR/NIT Terms.

(31) **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.

(32) **INDIVIDUALITY OF THE CONTRACT (संविदा की वैयक्तिकता):**

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) **SECURITY OF INFORMATION (सूचना की गोपनीयता): -**

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 बिक्रेता 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 (संविदा 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 (निरीक्षण): -**

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

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

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

(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 (त्रुटि 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: - NA

- 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: - NA

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 (अप्रत्याशित घटना) :**

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

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

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

(43) **JURISDICTION (न्याय अधिकार):** 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 SOTR/NIT (Notice Inviting Tender) and STAC, SOTR/NIT statement may be taken as final.

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

FORMAT FOR EXECUTED RELEVANT JOBS TO JUSTIFY TECHNICAL ELIGIBILITY

1. **Name of the Bidder and Address:**

2. **Job Description:**

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

(A) **Details of Executed relevant jobs:**

Sl. No	Description of Executed relevant jobs	Order No. & Date <i>(Supporting documentary evidence to be submitted)</i>	Order placed by	Start & Completion date as per Order	Actual start date	Actual Completion Date	Value of Purchase order (in INR)	Scope of work for executed contract	Work completion certificate Ref. No. & date <i>(Supporting soft or, hard copy to be submitted)</i>
1									
2									
3									
4									
5									

Note: Please add additional pages if required

(Signature of Authorized Representative)

Date:

Name:

Designation:

Official stamp

SELF-CERTIFICATION FOR DECLARATION REGARDING BLACKLISTING/ TENDER HOLIDAY

(To be submitted in Company's Letterhead)

1. **Name of the Bidder:**

Date:

2. **Job Description:**

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

Dear Sir,

(1) I / We, Proprietor/ Partner(s)/ Director(s) of M/s. ----- hereby declare that our firm/company namely M/s.----- have neither been blacklisted nor have received any tender holiday by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending **on 31.01.2026** 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).

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

Signature -----

Name -----

Designation: -----

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

Date:

Signature of Bidder with Seal.

Form for Bid Security Declaration
(To be submitted in Company's Letterhead)

Date:
Bidder's Ref: _____
Tender Ref:

To
M/S. Garden Reach Shipbuilders & Engineers Ltd.
61, Garden Reach Road,
Kolkata - 700 024
Kind Attn: (Name & Designation of tender issuing officer)

Dear Sir / Madam,

We the undersigned declare that:

We understand that, according to tender conditions, bids must be supported by a bid Security Declaration along with valid MSE or GRSE vendor Registration certificate.

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

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

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

[Insert signature of authorized representative]

[Insert legal capacity of the person signing the declaration]

[Insert complete name of person signing the declaration]

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

Date: DD/MM/YYYY

[Put corporate seal as appropriate]

- In case of JV, the entity should be registered with GRSE and Bid security declaration to be submitted by the JV entity.
- In case of consortium, the Lead partner should be registered with GRSE and Bid security declaration to be submitted by all of the Consortium

**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. <i>Note:</i> 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 <i>Shram Suvidha</i> 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	<p>1. <u>Leave with Wages</u>: 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.</p> <p>2. <u>Payment of Overtime</u>: 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.</p> <p>3. <u>Hours of Work</u>: The total nos. of hours of work in a week, including overtime, shall not exceed sixty.</p> <p>4. <u>Hours of Overtime</u>: The total hours of overtime shall not exceed fifty in any quarter i.e. during three consecutive months for any worker.</p>
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	<p>1. Every contractor shall obtain the following before commencement of work:</p> <p>(a) PF Code No. of the firm.</p> <p>(b) PF UAN i.r.o of the workmen engaged by him.</p> <p>(c) Ensure submission of nominee and dependent details while applying for UAN of workmen.</p>
		Contractor	<p>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.</p>

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.

**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.



गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

निदेशक (कार्मिक) का सचिवालय / D(P)'s Secretariat

संदर्भ सं / Ref No.: D(P)/TY/24/172

Date: 30 दिसंबर / Dec 2024

PENALTY FOR NON-CLEANING OF WORK AREA POST-JOB COMPLETION

To
All Contractors

1. It has been observed with serious concern that work areas onboard ships are often left uncleaned after job completion which causes waste accumulation, workflow disruptions, and safety hazards. Some of the examples are as follows:

- (i) non-removal of blasting grits after blasting activity.
- (ii) left over remaining electrodes, plastic welding spool after welding activity.
- (iii) left over Oxyfuel gas hose of gas cutting sets after gas cutting activity.
- (iv) Remain Welding set in on condition.
- (v) left over damaged/unused grinding wheel/cutting wheel after grinding and cutting activity.
- (vi) left over empty paint drums, thinner drums, painting machines and Spray-painting kit after painting activity.
- (vii) left over scraps & loose material after fabrication activity.
- (viii) left over Die Penetrant testing kit after D.P. test.
- (ix) left over cotton jute & waste after cleaning activity.
- (x) left over plastic wrappers removed from machinery items.
- (xi) left over excess / unused/cut piece cable after cable laying work.
- (xii) left over excess / unused insulation materials, cartoon box, gasket, drawing paper, plastic bottles and polyethene's, etc.
- (xiii) Any flammable or hazardous items (liquid or solid).

Contd... P/2

In addition, some of the contractors' workmen are spitting pan & gutkha & do urinal inside the ships which not only affects swacchata of the workplace but also gives a bad impression of cleanliness culture of GRSE.

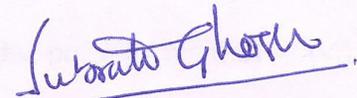
2. To address this issue, the following guidelines are being enforced:

2.1 *Responsibility of Cleaning Work Areas:* Contractors must ensure that work areas are cleaned immediately after the completion of tasks and no worker should spit inside the compartments onboard the ships.

2.2. *Penalty for Non-Compliance:* Failure to clean the work area and spitting will result in the imposition of stringent penalties, including but not limited to:

- (i) Monetary fines: Rs. 5000/- per instance on defaulter company.
- (ii) Debar the concerned contractors' workman from entering the unit for maximum 10 (ten) days period in each instance of violation.
- (iii) Temporary or permanent debarment from participating in future tenders of GRSE.

3. All contractors are advised to comply strictly with this directive to maintain a safe and efficient working environment.



DIG Subrato Ghosh, ICG (Retd.)
Director (Personnel)

**CONFIRMATION BY BIDDER and
CHECKLIST FOR BID SUBMISSION**

(To be filled by the Bidder)

Annexure 8

GeM bid ref. and date :

NIT SLA No: SCC/DC/GeM/OT/Statutory Pension/261

Description: "BIENNIAL RATE CONTRACT FOR ENGAGEMENT OF CHARTERED ACCOUNTANT OR COST ACCOUNTANT FIRM FOR MANAGEMENT OF STATUTORY PENSION MATTERS UNDER THE EPF & MP ACT 1952 FOR GRSE EMPLOYEES"

ATTRIBUTES	Particulars (to be filled by the Bidder and submitted with Technical bid with sign and stamp)
Bidder's/Firm's Name	
Firm's Address	
Contact Person with Designation	
Contact details (Mob No. , e-mail ID)	
Proprietorship/Partnership/Pvt. Ltd./PSU/ Public Ltd. / JV (as applicable for the Bidder)	
Vendor registration no. with GRSE (if any)	
PAN no.	
GST no. with Annexure-A &B	
Company Registration certification /trade licence/Memorandum/ others as applicable with documents	
Registered Office or Branch Office address in Kolkata	
MSE/NSIC (If any). Provide MSE UDAYAM No. & Certificate	
EMD - DD /BG no. and date (to be indicated)	
PF Registration no.	
ESI Registration no.	
Annexure-3 (Tech eligibility) with documents of Bid eligibility criteria as per SOTR term	Submitted with documents / Not submitted
Self Certification for not having tender Holiday, Blacklisting as on 31.01.2026 (Annexure-4) in Company's letterhead	(Annexure-4) submitted/ Not submitted
Bid Security declaration (as per Annexure-5)	Submitted with documents / Not submitted
TReDS Registration no. in case of MSME	

Note: All above documents to be submitted with Technical (Part-I) bid.