



Garden Reach Shipbuilders & Engineers Limited

A Government Of India Undertaking Under the Ministry Of Defence
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RFQ FOR CONDUCTING BASELINE AND NEED ASSESSMENT SURVEY FOR GRSE

Sealed offers are invited for conducting Baseline and Need Assessment Survey for GRSE in **Metiabruz / Garden Reach** area, **Kolkata – 24, (South 24 Parganas)** and **Ranchi** in the vicinity of **Heavy Engineering Corporation (HEC)** area at Jharkhand State.

Date of issuance of the RFQ	:	27 Jul 2010.
Pre-Bid conference	:	03 Aug 2010 at 11.00 hours
Last date of submission of offer	:	13 Aug 2010 by 12.00 hours.
Bid validity	:	4 (four) months from the date of issue of RFQ.
Bid opening	:	On 13 Aug 2010 at 15.00 hours at HR Department.

(Bidder is to witness the tender opening and should depute their representative with authorization letters)

(B. Urma)
Addl.General Manager (HR)

GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

43/46 Garden Reach Road, Kolkata 700 024

RFQ No. HR/WEL/280/10(BL)

27 Jul10

**RFQ FOR CONDUCTING BASELINE AND
NEED ASSESSMENT SURVEY FOR GRSE**

INSTRUCTION TO BIDDER

1. Sealed Offers are invited for conducting Baseline and Need Assessment Survey for GRSE in **Metiabruz, Garden Reach** area in **Kolkata** and HEC area of **Ranchi** for implementing CSR projects covering the following aspects:-

- (a) Health Services
- (b) Education
- (c) Community Development

2. RFQ document consists of :

Enclosures

Part – I Technical & Commercial

Vol-1 General Conditions of the Contract (GCC)

Vol-2 SOR (Statement of Requirement)

Part –II Vol –3 - Charges for Survey work and submission of Report with recommendation.

3. Service Provider / Bidders are requested to submit separate quotes for Metiabruz, Garden Reach, area of Kolkata and HEC area of Ranchi in two separate covers with enclosure as above, superscribing on the envelope the name of the region.

4. **Mode of Submission** :

(a) The mode of submission of Tender shall be in two parts which are as follows :-

(i) **Part – I** : Shall contain all technical and commercial conditions without any price element. The 1st Part of the tender shall be put in one sealed envelope superscribing -

“Part – I : Techno – Commercial Bid” for each of the regions i.e. Metiabruz, Garden Reach and HEC area of Ranchi region.

(ii) **Part – II** : This part of the tender shall contain only price element and put in the 2nd sealed envelope superscribing -

“Part –II : Price Bid” for Metiabruz, Garden Reach and HEC area of Ranchi in two separate envelopes clearly specifying on the envelope as Metiabruz, Garden Reach and as HEC area of Ranchi.

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(b) Annexure as applicable should be filled in by the Service Provider / Bidder, duly signed with Official Seal on each page and to be submitted alongwith respective Bids.

(c) Bid is to be signed only by authorized persons of the bidder. Authorisation letters are to be annexed with the RFQ / Bid. RFQ / Bid is liable for rejection in the event of non receipt of duly signed enclosures.

(d) Both the two envelopes for each region i.e. Metiabruz, Garden Reach in Kolkata and HEC region of Ranchi in Jharkhand with reference to the Tender No. due date are then put in a 3rd envelope and sealed superscribing

“RFQ for Conducting Baseline and Need Assesment Survey For GRSE”
Area of survey – Metiabruz, Garden Reach / HEC area of Ranchi
(Not applicable area to be deleted)

(e) Bid / RFQ is to be dropped in the Tender Box retained in the HR Department at the aforesaid address. Bid / RFQ submitted with incomplete information or without proper signature & seal or containing illegible figures/data are liable to be rejected.

(f) Tender shall be addressed to the Additional General Manager (HR), Corporate HR Division, 43/46, Garden Reach Road, Kolkata – 700024 and dropped in the Tender Box kept in Corporate HR Department at Main Unit of GRSE Ltd. on or before 13 Aug 2010 by 1200 Hrs.

(g) The Tender papers shall be opened on same day in presence of the authorized representatives of the Service Providers / Bidders after the closing hour of the bid and the corresponding Price bid may also be liable to be opened on the same day if Techno – commercial bids submitted are found frozen / in conformity with the terms and conditions set out in the ‘Notice Inviting Tender’ (NIT) ; otherwise, the date of opening of Price bid will be intimated subsequent to freezing of Techo-commercial bids.

(h) A pre-bid conference will be held on the fifth day of publishing of the bid / tender documents i.e. on 03 Aug 10 at 11.00 Hrs in the office of the undersigned.

(i) No overwriting is permissible. Corrections, if any, are to be duly authenticated.

(B Urma)
Addl General Manager (HR)

GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

43/46 Garden Reach Road, Kolkata 700 024

RFQ FOR CONDUCTING BASELINE AND NEED ASSESMENT SURVEY FOR GRSE

Part – I (Vol – 1)

GENERAL TERMS AND CONDITIONS

SCOPE OF SERVICES

1. As fully specified in Part – I, Vol. – 2.

PRICE / SERVICE FEE / PAYMENT

2. A consolidated price / service charge for the entire scope of service, in the manner provided in Vol-3 shall be quoted by the bidder for rendering the aforesaid services. Terms of price are on lump sum (fixed price) basis and not subject to escalation.
3. Service Tax and relevant taxes will be paid extra as applicable. These elements must be indicated in the bid.
4. The above price / service fee will be an all inclusive price excluding tax. GRSE is not to bear any other expenditure for the survey other than the all inclusive fees.
5. 7 days shall be permitted from the date of issue of work order for mobilization of resources. Thereafter, the entire survey process including submission of Final Report should be completed within two (2) months. The final report should also include proposed long term, medium term and short term action plans.
6. The bidders are required to submit along with their offer, a detail plan for conducting Baseline and Need Assesment Survey in Garden Reach, Metiabruz area in Kolkata and in HEC area at Ranchi, Jharkhand. The CSR activities are to cover the following three broad areas :
 - (a) Health Services
 - (b) Education
 - (c) Community Development

An indicative list of possible area of activities under CSR falling under the above broad heads is enclosed as Annexure – I .

EVALUATION CRITERIA

7. The offer will be accepted on overall and all inclusive lowest price basis for Kolkata and Ranchi separately.
8. Preference will be given to agencies / institutes who have conducted similar survey for Govt. / PSUs / other reputed organisations during the past 3 years. The bidder is required to furnish documents indicating such kind of survey work undertaken during the past 3 years, for Govt. / PSUs / other reputed organisations indicating therein the value of such orders.

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9. Preference will be given to agencies having an office at Kolkata . The postal address, phone number and name and designation of the contact person may be clearly indicated.

10. The bidder should furnish the following documents :

- (a) Audited Statement of Accounts for last 3 years.
- (b) Recognised and approved Govt. Certificate for such work, if any.
- (c) Service Tax registration number if any.
- (d) PAN / TAN under Income Tax Act.
- (e) A brief profile of the Organisation / Institution.

11. The bidder is required to submit the following for conducting the survey :

- (a) Methodology.
- (b) Details of work plan with timelines.
- (c) Indicative structure for conducting the survey.

VALIDITY OF THE OFFER

12. The offer shall remain valid for a period of 4 months from the date of opening the price bid.

STATUTORY COMPLIANCE

13. The bidder shall be fully responsible for all acts of omissions or commissions of the employees to be deputed by them and shall be liable to reimburse all losses and damages if any caused to GRSE due to such omissions or commissions.

TERMS OF PAYMENT

14. Payment of 50% of the order value will be made by way of Stage Payment after completion of field work and submission of Primary Survey Report.

15. Balance 50% will be paid after submission of Final Report.

TERMINATION / FORECLOSURE

16.1 The contractual job is to be completed in the time bound manner without any default and/or slippage. The order / contract shall be cancelled or withdrawn in the event of unsatisfactory performance of the bidder. The General Manager (HR&A), shall be the Controlling Officer for all purposes for implementation of the contract and his decision shall be final in all matters against which no representation will be entertained. Any shortfall in services will be recovered at the risk and cost of the bidder. Non-compliance with statutory rules / regulations may also render the contract / order terminated and compensation may also be recovered from the bidder.

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16.2 GRSE reserves the right to foreclose the contract by serving a notice to the bidder and the bidder shall forthwith cease to carry out any further work. The cost incurred by the bidder upto the date of such foreclosure shall be reimbursed by GRSE subject to production of all documentary evidence in this regard. The bidder shall not be entitled to claim any loss or damage or compensation from GRSE due to such foreclosure.

16.3 Standard Force Majeure Clause shall apply.

RISK PURCHASE

17. In case the progress of work is not satisfactory and the vendor fails to maintain the schedule, GRSE reserves the right to get the work done through other agencies at risk and cost of the bidder.

LD CLAUSE

18. The vendor will be liable to pay the minimum LD @ ½ % per week or part thereof on the undelivered part of survey if any, subject to a maximum 5% of the value of the order for delayed execution of the survey work.

DELIVERY SCHEDULE

19. 7 days shall be permitted from the date of issue of work order for mobilization of resources. Thereafter the entire survey process including submission of Final Report as well as proposed long term, medium term and short term action plans should be completed within two (2) months.

CONTROLLING AUTHORITY

20. General Manager (HR&A), GRSE shall act as Controlling Officer for the purpose of implementation of the contract and all his decisions shall be deemed to be the decisions of GRSE unless superseded by a superior authority of GRSE.

21. GRSE also reserves the right to replace and/or substitute the Controlling Officer before, during and after completion of the work under the contract, if necessary.

GENERAL

22. GRSE will not be responsible in any way for late receipt of offer due to any postal delay or any other form of transit.

23. GRSE may depute suitable officers for inspection of the work. The bidder shall be obliged to act in accordance with the opinion / suggestion of such officers. If in the opinion of the inspecting officers of GRSE, the work executed by the bidder is not found to be of standard / satisfactory / relevant necessary changes as required in approach or process will be made towards completion of the Baseline Survey.

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INDIVIDUALITY OF THE CONTRACT

24. 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.

ARBITRATION

25.1 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 tender /agreement / order, the same shall be referred to the Chairman & Managing Director ('CMD' in short) of Garden Reach Shipbuilders & Engineers Ltd. (GRSE in short) for adjudication of the said disputes or differences as Sole Arbitrator, in accordance with the provisions of the Arbitration & Conciliation Act, 1996.

25.2 The CMD, GRSE, if he so desires, may nominate/appoint another officer of GRSE or a person whom he thinks fit and competent, for adjudication of the disputes or differences, referred to him as the Sole Arbitrator.

25.3 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 enactment thereof for the time being in force.

25.4 The Award of the Sole arbitrator shall be final, conclusive and binding upon the parties.

25.5 In the event of the death or resignation for any reason whatsoever of the said Sole Arbitrator, appointed by the said CMD of GRSE Ltd., CMD of GRSE Ltd. on an application from either of the parties in this behalf, shall act himself as the Sole Arbitrator or nominate / appoint, in place of the outgoing Arbitrator, another officer of GRSE Ltd., or a person whom he thinks fit and competent to adjudicate the said disputes and differences in accordance with law.

25.6 Also in the event of an arbitration award is set aside by a competent court on an application from either party and unless otherwise ordered by the said court, the CMD of GRSE Ltd., on an application from either party, shall himself act as Sole Arbitrator or nominate /appoint another officer of GRSE Ltd. or a person whom he thinks fit and competent to adjudicate the disputes and differences in accordance with law.

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

Signature of the Bidder
(With official Seal and date)

GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

43/46 Garden Reach Road, Kolkata 700 024

RFQ No. HR/WEL/280/10(BL)

27 Jul10

**RFQ FOR CONDUCTING BASELINE AND
NEED ASSESSMENT SURVEY FOR GRSE**

Part – I (Vol – 2)

SCOPE OF REQUIREMENT (SOR)

Preamble

1. Garden Reach Shipbuilders & Engineers Ltd. ('GRSE' in short) intends to implement Corporate Social Responsibility projects in and around Kolkata in general and **Metiabruz / Garden Reach, Kolkata – 24, (South 24 Parganas)** localities in particular. Similarly, our CSR activity will cover **Ranchi** in general and Heavy Engineering Corporation (HEC) area of Ranchi in particular at Jharkhand.

2. The RFQ is issued for conducting baseline and need assessment survey before implementation of the CSR projects.

Requirements and Deliverables.

(a) Needs / Requirement of the localities / communities in the specified area mentioned that 2(c) are to be studied, prioritised, documented and clearly spelt with supporting data.

(b) The baseline and need assessment data should be compiled / furnished in such a manner that monitoring of the decided projects during and after implementation becomes feasible.

(c) The CSR activities are to cover the following areas :

(i) Health Services

(ii) Education

(iii) Community Development

An indicative list of possible area of activities under CSR falling under the above broad heads is enclosed as Annexure - I.

(d) In order to quantify the benefits accrued out of implementing CSR projects, it is necessary to have in place a structured baseline data as reference.

(e) 7 days shall be permitted from the date of issue of work order for mobilization of resources. Thereafter, the entire survey process including submission of Final Report should be completed within two (2) months.

(f) CSR action plans (long term, medium term and short term) for GRSE may be proposed and submitted alongwith the Final Report.

(g) After completion of field work a Primary Survey Report may be submitted to GRSE atleast 7 days before submitting the Final Report for concurrence of the controlling authority.

(h) A comprehensive baseline and need assessment survey report is to be submitted for projecting the above requirements.

Signature of the Bidder
(With official Seal and date)

Part – II

PRICE BID – Vol 3

TERMS OF PAYMENT

1. You are requested to indicate the fees for undertaking the above work by deploying your personnel including support hands. The rates may be furnished in the schedule given below.
2. All payments will be made in consideration of statutory deduction for taxes as applicable.
3. All payments will be made by ECS / account payee cheque only.

Sl. No.	Details	Payment Schedule (In value)	Price / Amount
1.	After completion of Field Work and submission of Primary Survey Report	50% of the project fee.	
2.	After submission of Final Report	Remaining 50% of the project fee.	
3.	Service Tax / Other Taxes, if any		
4.	Total Quoted Value		

Signature of the Bidder
(With official Seal and date)

AREAS OF ACTIVITIES UNDER CSR
(THE LIST IS INDICATIVE AND NOT EXHAUSTIVE)

(1) **HEALTH**

- (a) Drinking Water Facility
- (b) Health and Family Welfare
- (c) Sanitation and Public Health
- (d) Pollution Control

(2) **EDUCATION**

- (a) Imparting Vocational Training
- (b) Setting up of skill development centres
- (c) Scholarships to meritorious students belonging to SC, ST, OBC and disabled categories.
- (d) Adoption / Construction of Hostels (especially those for SC/ST and girls)
- (e) Entrepreneurship Development Programme (EDP)

(3) **Community Development**

- (a) Electricity Facility.
- (b) Solar Lighting System.
- (c) Irrigation Facilities.
- (d) Promotion of livelihood for economically weaker sections through forward and backward linkages.
- (e) Relief to victims of Natural Calamities like earth-quake, cyclone, drought & flood situation in any part of the country.
- (f) Non-conventional Energy Sources.
- (g) Construction of Community Centres / Night Shelters / Old Age Homes.
- (h) Building of Roads, Pathways and Bridges.
- (i) Disaster Management Activities including those related to amelioration / mitigation.