



TENDER ENQUIRY

Garden Reach Ship Builders & Engineers Ltd.

(A Government of India Undertaking)
(Ministry of Defence)

INVITATION TO TENDER

To

Date: 19.07.2010

ENQUIRY NO.

DGM (ES)/182/TE-2251/10

Please quote this in all correspondence.

DUE DATE

02.08.2010 at 2 PM

Please quote in duplicate for the following on delivered free to Garden Reach Shipbuilders & Engineers Ltd. as per terms/ conditions detailed hereunder.

Item No.	Description	Unit	Quantity
01	GRSE intends to establish modular work stations at EDP and ERP Department at Main Yard. You are requested to send your best offer on the basis of NIT in Annexure - I, Scope of Work in Annexure - II, Encl: Annexure - I and II.	As per Annexure - II	As per Annexure - II

For Garden Reach Shipbuilders & Engineers Limited

टि.एस.मुखर्जी/T S Mukherjee
डीज़एम(ई.एस.)/DGM (ES)

Annexure - I

1. Garden Reach Shipbuilders & Engineers Limited (GRSE Ltd.) invites bids to establish modular work stations at EDP and ERP Department at Main Yard including design, manufacture, supply, erection, installation, commissioning and handing over to GRSE on turn key basis. You are hereby requested to submit sealed quotation for the above work as detailed in subsequent paragraphs.

2. Time of Completion: The work shall be started within 7 (Seven) days from the date of this order and completed within 30 days from the date of order.

3. The bids will be obtained in two separate envelopes as referred to herein below:-
Part-I: This envelope shall contain technical parameters, EMD, commercial Terms and Conditions and unpriced bid (without any mention of price) interalia containing an undertaking that the bid does not contain any amendment, modification or change of any type whatsoever with respect to the bid document.

Part- II: This envelope shall contain only the priced BOQ only giving the unit price and amount against each item with grand total including Taxes & Duties at the end in figures and in words.

These two separate sealed envelopes are to be put together in another sealed envelope. All the envelopes should be super scribed in bold letters with enquiry number, due date of submission and the contains therein and shall be sent directly to the Deputy General Manager (ES), GRSE Ltd., 43/46 Garden Reach Road, Kolkata – 700 024.

4. No Tender Bid shall be considered without Earnest Money Deposit of Rs. 10,000.00 (Rupees Ten Thousand only), which is to be submitted in the form of crossed Account Payee Bankers Cheque or Demand Draft payable at Kolkata. Bidder may also consider submission of EMD in the form of Bank Guarantee issued by any scheduled banks (other than Cooperative Banks) in favour of Garden Reach Shipbuilders & Engineers Limited, Kolkata. BG, if submitted, should be Valid for a period of 6 months from the date of Tender Bid Submission i.e. opening of Part –1 of the tender. The amount submitted towards EMD shall not carry any interest. Tender without Earnest Money Deposit strictly in the form and style as stated above may be rejected without further reference. EMD of unsuccessful bidders shall be returned/refunded on placement of order/LOI. EMD of successful bidder will be returned on successful completion of entire work to the satisfaction of GRSE.

5. Rate quoted must cover all items of incidents, transport, conveyance, taxes, octroi etc. for the completion of work. All rates shall be quoted on the tender schedule both in figures as well as in words. In case of any discrepancy found between the rate/amounts quoted in figures and words, the rate/amounts quoted in words will be considered for acceptance. Tenderer shall initial all correction and sign with date on each page of the tender. In case of any discrepancy the rate/total value written in words shall be accepted. If there is any conflict between the Tender Notice in English and those in any other language or languages, the English version shall prevail and be followed.

6. The quotation shall be valid for acceptance for a period of 120 days from the date of submission. Tenderers are advised to inspect and examine the local & site conditions and its surroundings means of access to site as well as nature of work

before submitting the tender. No extra charges/claims subsequent of any misunderstanding or otherwise shall be allowed.

7. **Payment terms:**

The contractor shall submit the bills in triplicate along with measurement book, material reconciliation statement with supporting SIRs/Challan for the materials issued from GRSE, if any.

90% payment will be made on satisfactory completion of the work in progressive stages within 30 day of submission of clear and complete bill in Finance Department duly certified by HR Department on compliance of statutory obligations by the contractor, through ECS mode after deduction of cost of materials, if any, issued by GRSE on recovery basis as per certificate of Engineer In-charge.

Balance 10% of the order value shall be released after satisfactory completion of Defect Liability Period; alternatively this 10% of the order value shall be payable against submission of a bank guarantee of equivalent amount valid till expiry of defect liability period as stated in clause no 8 below.

8. **Defect Liability Period:** The defect liability period for entire work shall be 12 (twelve) months from the date of Engineer In-Charge's Completion Certificate.

9. No claim for idle charge due to non-supply of any materials or services or work fronts by GRSE or for any other reasons will be entertained. No claim will be entertained due to sudden fluctuations of rates of labour and materials, freights, taxes and duties etc. at any stage.

10. GRSE do not bind them to accept the lowest or any tender or to assign any reason(s) thereof.

11. Materials and workmanship shall conform to relevant IS Specification and drawings, if any, issued for the work, Instruction of Engineer-in charge are to be followed in absence of IS Specifications for any item.

12. Contractor shall abide by the security regulations of GRSE for safe custody and movement of men and materials as applicable. Photo passes in prescribed proforma shall be arranged by the contractor for the men working more than a fortnight at a time.

13. Safety measures such as using safety belts etc are to be adopted while working overhead. Contractor will be responsible for any damage caused by them to GRSE property.

14. **Fire Prevention:** The contractor shall take all reasonable precautions to prevent fire of any nature in the general vicinity of his operations and shall be held responsible for all damages from fire directly or indirectly for his own activities or his employees.

15. **Force Majeure:** Standard Force Majeure condition at the contractor's own work/establishment shall only be accepted. However, the failure of the Subcontractors of the vendor's shall not be accepted as a Force Majeure Condition.

16. **Terms of Price:** Prices are on the basis of free delivery to GRSE site and are inclusive of all taxes, duties etc. Price shall remain firm and final for the total actual duration of the contract period with no escalation whatsoever. Financial and other

commercial obligation shall be with contractor in case any GRSE material is required to be taken out of GRSE's premises for necessary reworking.

17. GRSE will not entertain any claim from the contractor for any idle time compensation.

18. During pendency of this order, the contractor shall not employ any officer of GRSE without GRSE's written consent. GRSE reserves the right to terminate the order in case of breach of this stipulation.

19. Work has to be carried out in a site along with other agencies without affecting normal activities of GRSE. One full time responsible and qualified supervisor / representative has to be posted at site during progress of the work.

20. The quantities given in the schedule are approximate and may vary as per actual requirement at site. Payment shall be made on the basis of actual measurement of the work to be certified by the Engineer-in-Charge. Measurement shall be made as per the relevant IS Code, except wherever otherwise mentioned.

21. **P.F. Clause:** The Contractor has to indicate PF Code No. as possessed and enclose deposit Challans to GRSE with the bills for processing them.

In case the firm is not having PF and ESI Code then a declaration in prescribed format will have to be undertaken by the firm that they will timely deposit PF under Code No WB/301(Un-exempted) of GRSE and ESI Code No 41-3771 of GRSE and produce acknowledged copies of challans by the authorities concerned to the Retainer/HR Department for verification of compliance in each month.

In case of failure on the part of the contractor in this respect the bills payable to the contractor will be withheld till the challan depositing PF and ESI are produced by the contractor to the Retainer or to the respective HR officer of the Unit.

However in case such deposits are not made available by the contractor even after repeated instructions to the contractor to this effect, GRSE will be at liberty to exercise the right to deduct and adjust bill amount against deposit of statutory dues with the respective authorities.

22. As per the Official Secret Act 1923 of Ministry of Home Affairs, Govt. of India, Police Verification Certificate of character antecedents in respect of all employees of Contractors/Subcontractors operating in GRSE Ltd., is required to be submitted by the concerned contractors/subcontract before processing any gate pass for their employees, failing which gate pass may not be issued.

23. **Arbitration:**

(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 tender / agreement /supply order (retain whichever is applicable) the same shall be referred to the Chairman & Managing director ('CMD' in short) or the Managing Director ('MD'in short); as the case may be of Garden Reach Shipbuilders & Engineers Ltd. ('GRSE Ltd' in short) for adjudication of the said disputes or differences as sole Arbitrator, in accordance with the provisions of the Arbitration and Conciliation Act, 1996.

(ii) If the CMD or MD of GRSE Ltd so desires, may nominate/ appoint another officer of GRSE Ltd. or a person, whom he thinks fit and competent for adjudication of the disputes or differences; referred to him as the sole Arbitrator.

(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 for any reason whatsoever of the said sole Arbitrator, appointed by the said CMD or MD of GRSE Ltd, on an application form either of the parties in this behalf, shall act himself as the sole Arbitration or nominate / appoint, in place of outgoing Arbitration, 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.

(vi) Also in the event of an arbitration award is set aside by a competent court on an application form either party and unless otherwise ordered by the said court, the CMD or MD of GRSE Ltd; on an application form 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 adjudication the disputes and differences in accordance with law.

(vii) The cost of the 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. located at 43/46 Garden Reach Road, Kolkata - 700 024.

25. The bidder who is not enlisted with GRSE yet, should furnish the details of similar work executed in last one year, like Purchase Order No., date, value, completion of certificate, contact details like name, address, telephone no. of the person under whose direct jurisdiction the work was executed of similar work executed in last one year, details of infrastructures including human resources available etc.

26. The quantities indicated against each item are tentative only. Actual requirements shall be estimated by the vendor from the site requirements and will be binding on the vendor for execution.

GRSE reserves the right to: -

- a) Add/cancel items in scope of this order.
- b) Increase/decrease in the quantities of items involved in the scope of this order,
- c) Add/cancel items of erection work involved in the order,
- d) The unit rate for supply and erection shall be applicable for any increase/decrease in quantities and calculating the extra price /price reduction on account of variation,
- e) The price for new items shall be negotiable.

27. One full responsible and qualified Site In charge has to be posted at the site during progress of work.

28. **Inspection:** The work shall be inspected and certified as completed in totality with desired quality by DGM (ES) or the nominated representative of shipyard. All supplies will be subject to GRSE inspection and approval in GRSE Yard. The rejected materials if any will have to be removed within 14 days from the date of rejection at vendor's expenses. Such rejected stores lie at the supplier's risk from the time of rejection, and if not removed within the specified date the purchaser has the right to dispose off the same. The purchaser shall also be entitled to recover ground rent on their rejected stores after the expiry of the specified date.

29. All tools, tackles, staging etc. are to be arranged by the contractor.

30. No living accommodation inside GRSE premises will be allowed. Safety measures, such as safety belts etc. are to be adopted while working is overhead. The contractor will be responsible for any damage caused by him to GRSE property arising out of his executing this Work.

31. GRSE reserves the right to split up the work to various contractors, if found necessary and to restrict the items of the quantum of work as per requirement and no claim on this account will be admitted.

32. **Liquidated Damages:** If the contractor fails to complete the work within the stipulated time, the contractor shall be liable to pay GRSE as penalty @ 1 % of the order value for every week of delay or part thereof, subject to a maximum of 10 % of the order value.

33. GRSE reserves the right to cancel the works in case of poor material supply, poor workmanship/progress and get the work completed at risk and cost of the contractor. GRSE reserves the rights to cancel this work order in case of poor workmanship /progress of work and get the work done through any other agency at the risk responsibility and cost of the contractor.

34. Contractor has to submit gate entry challans with quantities duly certified by Gate Office for materials procedure for this work.

35. **Working Hours:** Contractor's men will be allowed to work normally during working hours of GRSE. If work is required beyond normal working hours of GRSE including Sundays/Holidays special permission has to be taken by contractor for each day. GRSE may or may not give permission for work beyond working hours for security reasons. No claim of extension of time will be granted on this ground.

36. It will be considered that the bidder has inspected, examined and understood the local & site conditions and its surroundings means of access to site as well as nature of work while submitting the tender. No extra charges/claims subsequent of any misunderstanding or otherwise shall be allowed.

37. **Jurisdiction:** All disputes arising out of the contract if required to be referred to a court of law, the jurisdiction of the case would be under Kolkata Court irrespective of the location of the vendor.

38. **Patent Right :** GRSE shall be completely absolved of any responsibility towards any infringement of Patent Right etc. i.e. a clear and quite possession of goods should take place with the passing of title on execution of the order.

39. **Procedure for submission of Bank Guarantee:** Bank Guarantee should be executed on the non-judicial stamp paper of Rs.50/- which should be obtained in the name of the executing Banker. In case a single stamp paper of Rs.50/- 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. B.G. must be submitted in banker's sealed envelope directly to our Finance Dept.

40. **Right of Invocation of Bank Guarantee:** GRSE reserves the right to invoke the Bank Guarantee at any time during its validity period in the event of failure/delay in supply/breakage any sorts of operational complication of ordered materials/breach of any terms of this contract.

41. **Risk Purchase:** If successful tenderer fails to supply material and/or services within the stipulated delivery date, GRSE reserves the right to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit/Bank Guarantee and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and/or Bank Guarantee, the same may be recovered if necessary by due legal process.

42. **Test/Guarantee Certificate:** Manufacturer's Test Certificate is to be submitted along with the material. In case T.C. is not made available at the time of despatch, a Guarantee Certificate from the manufacturer has to accompany the material confirming that the material has been manufactured strictly confirming to the specification mentioned in the order.

43. **Delivery:** Ordered Materials must be supplied between 09-00 AM to 12-00 Noon and 01-00 PM to 04-00 PM only on full working days and between 09-00 AM to 11-00 AM on half working days. Late supply will not generally be accepted. In case vendor needs way bill for despatch from outstation works, submission of 2 mandatory documents is required – ink signed LR copy & ink signed invoice copy. Way bill cannot be issued in advance.

44. **Compliance with Laws:** Vendor is warranted that all goods purchased against the enquiry shall conform with all applicable city, States and Central Laws, Ordinances and Regulations. Further, Vendor shall indemnify / defend / relieve GRSE harmless from loss, cost of damage, by reason or any actual or alleged violation thereof.

45. **Submission of Documents:** For late submission of original despatch documents/wrong documentation, demurrage/wharfage charges if incurred shall be recovered from the supplier.

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Annexure – II

Sr No	Item Description	Unit	Qty	Rate	Amount
				(Rs.)	(Rs.)
1	Site preparation work:				
1.1	Dismantling/removal of existing partition, furniture, etc. and stacking of serviceable materials as directed and taking away project generated scrap materials outside GRSE premises including all labour, tools etc. complete as directed by GRSE.	LS	1		
2	Civil Work:				
2.1	Providing and fixing Plywood partition with framework in 40mm x 40mm seasoned Sal wood @ 600 x 600mm c/c. 12mm thick BWP plywood of approved make to be fixed on both sides of framework duly finished with laminate on both sides. Rate includes all grooves on laminate and finishing of grooves as approved by GRSE.	Sft.	400		
2.2	Providing and fixing Semi glazed plywood partition with 10mm thick clear toughened glass framed on 100mm wide laminated framework all-around made of 6mm thick BWP plywood over hard wood structure. Rate includes the cost of films for glass and wooden lipping on framework as approved by GRSE.	Sft.	180		
2.4	Full height book shelf				
	Providing and constructing full height Cabinet of depth 450mm as per design and drawing with top, sides and bottom in 19mm thick BWP plywood, back in 6mm thick BWP plywood, intermediates in 12mm thick BWP plywood and shutter in 19 mm thick commercial grade block board of 750mm height from floor level of approved make. All external surfaces to be finished with laminate of approved shade. Rate to include hardwares such as locks, handles, tower bolt, etc. complete as approved by GRSE.	Sft.	220		
2.5	Doors				
	Providing & fixing Main entrance door of 12mm thick clear toughened glass mounted on heavy duty floor spring on patch-fittings fitted with SS handles, patch-fitting locks all complete as approved by GRSE.	No	6		

2.6	Paint				
	Providing and applying two coats of Acrylic Emulsion Paint of approved make and shade to internal walls/partitions and false ceilings over a coat of water based primer including preparation of surface and applying ready made putty to give a smooth and even surface before painting and curing.	L/S	1		
2.7	Civil Works - Miscellaneous				
	Includes cutting of floor for supply and installation of data and electrical raceways and finishing of floor to the existing condition.	L/S	1		
2.8	Cubicle - 2250mm x 1350mm				
	Main table of size 1350mm x 600mm & Side return of size 900mm x 450mm in 25mm thick prelaminated particle board with PVC lipping and understructure made of same material.	No	3		
	Modular partition, 60mm thick & 1350mm height in powder coated Aluminium frame work and trims. Wire management facility provided through frame work below/above the work top and at skirting level with metal raceways for switch plates.				
	3 tiles systsem with option of bottom metal tiles, middle MDF fabric tiles and top MDF fabric/metal fabric/glass tile/white board.				
	Accessories - 1 no. 3 drawer pedestal BBF on castors, 1 no. Keyboard tray & 1 no. CPU trolley each work-station.				
	Make - WIPRO SIXTY				
2.9	Free-standing Desking for Cabin - 1500mm(l) x 750mm(d) + 900mm(l) x 450mm(d)				
	Main table of size 1500mm x 750 mm & Side return of size 900mm x 450mm in 25mm thick prelaminated particle board with PVC lipping and powder coated metal understructure.	No	4		
	Accessories - 1 no. 3 drawer pedestal BBF on castors, 1 no. Keyboard tray & 1 no. CPU trolley each cabin.				
	Make - WIPRO STATELY				
3	WORK STATIONS				
3.1	Work-station - Type 1 - 1200mm(l) x 600mm(d)				
	Work top of size 1200mm x 600mm in 25mm thick prelaminated particle board with PVC lipping and understructure made of same material.	No	25		

	<p>Modular partition, 60mm thick & 1253mm height in powder coated Aluminium frame work and trims. Wire management facility provided through frame work below/above the work top and at skirting level with metal raceways for switch plates.</p> <p>3 tiles system with option of bottom metal tiles, middle MDF fabric tiles and top MDF fabric/metal fabric/white board.</p> <p>Accessories - 1 no. 3 drawer pedestal BBF on castors, 1 no. Keyboard tray & 1 no. CPU trolley each work-station.</p> <p>Make - WIPRO SIXTY</p>				
3.2	<p>Work-station - Type 2 - 1500mm(l1) x 1500mm(l2) x 600mm(d)</p> <p>Work top of size 1500mm x 1500mm x 600mm in 25mm thick prelaminated particle board with PVC lipping and understructure made of same material.</p> <p>Modular partition, 60mm thick & 1253mm height in powder coated Aluminium frame work and trims. Wire management facility provided through frame work below/above the work top and at skirting level with metal raceways for switch plates.</p> <p>3 tiles system with option of bottom metal tiles, middle MDF fabric tiles and top MDF fabric/metal fabric/white board.</p> <p>Accessories - 1 no. 3 drawer pedestal BBF on castors, 1 no. Keyboard tray & 1 no. CPU trolley each work-station.</p> <p>Make - WIPRO SIXTY</p>	No	2		
3.3	<p>Work-station - Type 3 - 1500mm(l1) x 1200mm(l2) x 600mm(d)</p> <p>Work top of size 1500mm x 1200mm x 600mm in 25mm thick prelaminated particle board with PVC lipping and understructure made of same material.</p> <p>Modular partition, 60mm thick & 1253mm height in powder coated Aluminium frame work and trims. Wire management facility provided through frame work below/above the work top and at skirting level with metal raceways for switch plates.</p> <p>3 tiles system with option of bottom metal tiles, middle MDF fabric tiles and top MDF fabric/metal fabric/white board.</p> <p>Accessories - 1 no. 3 drawer pedestal BBF on castors, 1 no. Keyboard tray & 1 no. CPU trolley each work-station.</p> <p>Make - WIPRO SIXTY</p>	No	4		

4	STORAGE CABINETS			
4.1	Storage - Type 1	Nos.	15	
	Storage - 900mm (l) x 425mm (d) x 1200mm (h) in prelaminated particle board with hinged shutters.			
	Make - WIPRO			
4.2	Storage - Type 2 (cabin)	Nos.	4	
	Storage - 900mm (l) x 425mm (d) x 750mm (h) in prelaminated particle board with hinged shutters.			
	Make - WIPRO			
5.0	Meeting Table			
	Meeting table of size 2100mm x 750mm in 25mm thick prelaminated particle board with PVC lipping and understructure made of same material. Table provided with flip-top box on work top for wire management.	Nos.	1	
	Make - WIPRO LETZTHINK			
6	CHAIRS			
6.1	Work-station, Cubicle & Meeting room chairs	Nos.	40	
	Medium back chair with single point locking synchro mechanism, fixed ring arm rest, BIFMA compliant nylon base, BIFMA compliant nylon castors and water fall edge seat in fabric upholstery.			
	Make - WIPRO SMART			
6.2	Cabin chair	Nos.	4	
	High back chair with single point locking synchro mechanism, height adjustable arm rest, BIFMA compliant nylon base, BIFMA compliant PU castors and water fall edge seat in leatherette upholstery.			
	Make - WIPRO SMART			
6.3	Visitor's chair	Nos.	14	
	Medium back fixed chair with powder coated metal understructure and water fall edge seat in fabric upholstery.			
	Make - WIPRO SMART			
7	Electrical			
	Each work station shall be provided with 1 no I/O box for networking, 1 no telephone socket, 1 no 6A 5 pin decorative switch-socket and 1 no 16/6A 6 pin switch-socket.			

7.1	Power & telephone/data networking system (Race way and conduiting only)			
	Providing and laying of PVC conduit with all conduit accessories PVC junction/pull boxes, fixing accessories etc. as required for power, telephone and data networking complete.	LS		
	Supply and installation of under floor Aluminium raceway with necessary hardware complete.			
	Supply and laying of sheet steel fabricated metal junction boxes with knockout holes on the side walls of the box and cover complete.			
7.2	Point Wiring System			
	Providing all materials, accessories, labour etc. for wiring for 6A 5 pin and 6/16A 6 pin sockets at workstations and cabins using 1.5 sqmm PVC insulated copper conductor wires drawn through PVC conduit or Aluminium raceway below floor including testing and commissioning complete.	LS		
7.3	Power & Telephone/data networking receptacle			
	Supply and installation of 6A, 5 pin, shuttered switched socket outlet and switch modular type with G.I outlet box and moulded plastic modular cover plate as required including the termination of wires for workstations and cabins.	LS		
	Supply and installation of 6/16A, 6pin, combination type shuttered switched socket outlet and switch modular type with G.I outlet box and moulded plastic modular cover plate as required including the termination of wires for workstations and cabins.			
	Supply and installation of I/O jack and telephone & data socket outlet combined modular type over moulded plastic modular cover plate as required for workstations and cabins.			
8	Total in figure			
9	Total in words			

A plan visualization of interior arrangement can be obtained on request for reference to understand the complete job content of the project.

टि.एस.मुखर्जी/T S Mukherjee
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