

**TENDER ENQUIRY****Garden Reach Shipbuilders & Engineers Ltd.**

[भारत सरकार का प्रतिष्ठान/ A Government Of India Undertaking (under Ministry of Defence)]

43/46, गार्डेन रीच रोड / Garden Reach Road, कलकाता / Kolkata - 700024; <http://www.grse.nic.in>**Invitation to tender**

To.

Date: 12.07.2010

ENQUIRY NO.

**DGM [ES] / 141 / TE-2245 / 10**

Please quote this in all Correspondence.

**DUE DATE****04.08. 2010 at 14:00 Hrs.**

Please quote in duplicate for the under-mentioned item / items to be delivered free to Garden Reach Shipbuilders & Engineers & Ltd. or F.O.R. dispatching station basis, as per enclosed terms / Conditions.

Item No.	Description	Unit	Quantity	Unit Rate per servicing	Total Amount
1.	Annual service contract for Periodic cleaning and servicing of fume extraction and filtration plant of CNC Plasma Cutting Machine installed at P.P. Shop in GRSE, Main Yard. <u>Fume Extraction Plant :</u> a) To dismantle the skids, work table buckets for cleaning and to remove dust, metal scrap, slag deposits etc. and re-fix after cleaning. Repair & servicing of Pneumatic flap door assembly for fume extraction at cutter table [one time in two months]. b) Additional above work as & when required.	L.S. No.	6 3		
2.	<u>Filtration Plant :</u> a) To dismantle filters and chamber covers, clean up dust with moisture free compressed air. Clean up dust hoppers & filter chambers. Replace and re-fix clogged filters [Fortnightly]. b) Dismantle dust collection tank, remove polythene bags containing dust and re-fix after cleaning [Fortnightly].	L.S. L.S.	24 24		
3.	To clean up Machine in general and the floor around. [One time in two months].	L.S.	6		

- NB 1. Work shall be executed in compliance to the terms & conditions mentioned in the Annexure - A & Annexure - I  
2. Payment will be made for the actual number of work done.

**For Garden Reach Shipbuilders & Engineers Ltd.**

[टी. एस. मुखार्जी / T. S. Mukherjee]

डी. ज़ा एम. [ई. एस.]/ DGM [ES]

- CC: AGM CP&MI**] - he is hereby requested to host the tender up to 04.08.2010 at GRSE website [i.e. <http://www.grse.nic.in>] and also in <http://www.tender.gov.in>. Approval is enclosed.  
**CC: Sr. Mgr. [IA]** - "he is hereby requested to depute his representative at the time of opening tender".

GENERAL TERMS & CONDITIONS

Enclosure to Tender Enquiry No.:- DGM [ES] / 141 / TE-2245/10 dated 12.07.2010

1. Tenderers are to carefully go through the terms and conditions and the technical specification of the items for which offers are called for. Deviations, if any, shall be specifically brought out in the offer.
2. Renewal of Contract : The service/ maintenance contract will be made initially for a period of one year from placement of Purchase Order with provision of extension of the contract for another one year at same rate, terms and condition on satisfactory performance and at sole discretion of GRSE.
3. Completion period : : Work shall be started as per purchase order and to be continued for next one year.
  - a. Cleaning work described under Sl. No 2. in the tender shall have to be completed with in [7] seven working days from 1<sup>st</sup> and 15<sup>th</sup> of each month subject to obtaining clearance and assistance from GRSE.
  - b. Cleaning work described under Sl. No 1. &3. in the tender shall have to be completed with in twenty one working days from 1<sup>st</sup> day of each alternating month subject to obtaining clearance and assistance as agreed from GRSE.
4. Security Deposit :- 10% of monthly bill amount shall be deducted from each monthly bill and will be retained in GRSE as Security Deposit.
  - a. The contractor will not be entitled to any interest on Security Deposit for the time it will remain in the name of GRSE.
  - b. GRSE reserves the right to forfeit the Security Deposit in the event of failure of due performance of the contractor's obligation under the contract.
  - c. Security Deposit will be returned to the contractor after the entire work has been accepted as completed within the specified time and provisional Job completion certificate has been issued and final bill settled up.
  - d. SSI units registered under single point registration with NSIC will be exempted from the Security deposit. Photo copy of updated valid certificate must be attached for that.
5. Force Majeure: failure in performance of the contract or part thereof arise from war insurrection, restraint imposed by Government, Act of Legislature or other Statutory Authority or illegal strike, riot, legal lock-out, flood, fire, explosion, or any inevitable or unforeseen event beyond human control which may be construed as reasonable ground for an extension of time, GRSE may allow such additional time as is mutually agreed, to be justified by the circumstances of the case. The occurrence/ cessation of force majeure situation is to be informed with documentary evidence within 15 days from the date of occurrence / cessation.

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.
6. Liquidated Damage:- In case of delay in completion / providing service, maintenance / supply of ordered materials beyond the stipulated delivery period, contractor is to pay Liquidated Damages, a sum equivalent @ 1 % of the value of the unexecuted portion of the order per week or part thereof for which the job is delayed subject to a maximum of 10 % of the total value of the order.

To realise L.D. amount, GRSE reserves the right to forfeit the Security Deposit.
7. Risk Purchase :-GRSE reserves the right to terminate the contract with 15 days notice for poor workmanship and or poor progress of work and or violation of any of the terms and conditions of the purchase order and get the work done through any other agency at the risk responsibility, and cost of the contractor.

8. Validity of Offer: Prices shall be kept valid for acceptance for a period of four months from the date of opening of tender.
9. Terms of price :
  - a. Price shall remain firm and fixed for the total actual duration of the contract period with no escalation whatsoever and on **F.O.R.** GRSE basis.
  - b. 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 working.
10. Sales Tax, Excise Duty and any other statutory taxes, duties if any, payable extra are to be clearly indicated ***in the Price bid, Otherwise it will be deemed that the offered price is inclusive of all taxes and duties.***
11. Payment Terms: On completion of work, in each month 90% payment of monthly bill value will be made in progressive manner through ECS within 30 days from submission of bill in Corporate Finance Deptt. after obtaining necessary clearance from HR regarding compliance of statutory requirements like PF, ESI etc. Quadruplicate [i.e. in 4 copies] bill along with checklist, evidence regarding payment of PF & ESI and work completion certificate duly certified by the appropriate authority shall be submitted at Maintenance Department.

Balance 10% of each monthly bill value will be retained in GRSE as Security Deposit.  
No advance payment will be made in any case.
12. The unit rate for each items shall be applicable exclusively for any increase or/ decrease in quantities and for calculating any extra price / price reduction on account of variation. The offer shall be treated as composite in nature and the total final value will be considered for evaluation of L1 bidder.
13. Arbitration :
  - a) 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 the order, 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 difference, as Sloe, Arbitrator, in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
  - b) The CMD or MD, GRSE Ltd. if he 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 difference, referred to him as the Sole Arbitrator.
  - c) 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.
  - d) The Award of the Sole Arbitrator shall be final, conclusive and binding upon the parties.
  - e) 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., the CMD & MD 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 difference in accordance with law.
  - f) 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 or MD 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 difference in accordance with law.

- g) 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.
14. Contractor must confirm and mention Registration Number of PF, ESI and Service Tax.
  15. Contractor must **fill up enclosed declaration form regarding PF & ESI** and submit it with the techno-commercial bid.
  16. **Insurance** : The contractor shall arrange and maintain for the actual duration of contract including the extended period, if any, Workmen's compensation insurance if not covered under ESI, transit and erection insurance including third party liability which ever is / are applicable.
  17. All safety requirements for manpower deployed by the contractor including safety of machine or equipment on / with which they will work shall be ensured by the contractor at his cost and risk. Safety measures such as safety helmets, safety belts, body harnesses etc. are to be adopted while working at height at the cost and risk of contractor.
  18. GRSE will not entertain any claim from the contractor for any idle time compensation.
  19. Employment workmen by the contractor for this work shall be subject to the provisions of all the relevant Acts and Rules frame there-under or the land for engagement of labours e.g. Contract Labour (R & A) Act 1970, Factories Act, Standing Order Act, Workmen Compensation Act, ESI Act 1948, P.F. Act 1952, Bonus Act 1965, West Bengal House Rent Allowance Act 1974, Gratuity Act 1972, Minimum Wages Act 1948, I. D. Act 1947, Inter-State Migrant Workmen Act 1979, Equal Remuneration Act 1976 and Laws applicable to Women & Children.
  20. The submission of the tender by a bidder implies that he / she has made himself / herself aware of the scope of work to be performed, local conditions and other factors which may have a bearing on the execution of work. After acceptance of contract, GRSE will not entertain any extra claim for any reason whatsoever in case the bidder has found latter to misjudge site conditions and requirements.
  21. **Jurisdiction**: All questions, disputes or difference arising under, out of, or in connection with contracts shall be subject to the exclusive jurisdiction of the Courts at kolkata irrespective of location of vender.
  22. GRSE Limited does not bind itself to accept the lowest or any tender but reserves to itself the right to reject any or all or a part of any tender at its sole discretion without assigning any reason.
  23. GRSE reserves the right to restrict the quantum of work [AMC period / Number of equipment, machines] or to cancel or stop the total work order at any time in case of need without assigning any reason.
  24. **Decrease or increase of AMC period and number of machines:-** AMC period, no. of machines under AMC can be reduced at any time during contractual period in case of necessity with one month notice to the contractor. Also depending on urgency AMC period can be increased by GRSE for few months with same rate and terms & conditions.
  25. The quantities in each item may vary according to actual requirement at the time of placing orders.
  26. Work shall be executed with the best workmanship and best materials confirming to the relevant I. S. Specification and shall comply with the provisions of all relevant laws of the land, Act and the Rules framed thereunder for the time being in force.
  27. **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.

28. No living accommodation inside GRSE premises will be allowed.
29. GRSE will not defray any expenses whatsoever incurred by bidder for preparation of his/ her bid /offer.
30. Vendors / Supplier should depute only those persons who are entitled for exemption from income tax in India. In case the Vendors / supplier does not depute such persons; the tax liability will be in the vendors's / supplier's account.
31. The contractor will have to abide by the security regulation of GRSE for entry and exit for men and material to and fro from GRSE. Photo passes in approved proforma are to be arranged for men working more than two weeks at a time.

One full-time responsible and qualified Site In-charge has to be posted at the site during progress of work. All the contractor's men including the Site In-charge shall wear a red colour cloth "ARM BAND" of 6 inch with name of the firm, written in block letter on it. This arm band is to be put on the left arm at the time of entry into GRSE and shall remain till the time they live the factory premises.
32. Contractor must depute one authorized technical supervisor during the works that will also co-ordinate the job with Maintenance Deptt. /Shop concerned and sign all the required papers during the job. The people engaged in the work must have experience in working at height with all safety precaution and using safety appliances.
33. Working hours': Vender shall render cleaning / maintenance / service during normal GRSE operating hours' [i.e. from 8:00 hrs. to 17:00 hrs on weekdays and from 8:00 hrs to 13:00 hrs on Saturdays].

In case of emergency the vender shall have to provide service beyond normal working hours' in round the clock schedule and even on holidays without any extra charge.
34. In case any of the terms and conditions is / are not acceptable to the tenderer, it should be specifically indicated in the tender, failing which it will be **presumed that all the terms and conditions are accepted.**
35. **Specification:** All items must confirm to Indian Standard specification wherever applicable.
36. **Inspection:** Inspection authority will be DGM (ES) or his nominated officer of GRSE.
37. **Compliance with Laws:** Service provider is warranted that all goods / service purchased while executing the order shall conform to all applicable cities, States and Central Laws, Ordinance & Regulations. Further, service provider shall indemnify/ defend/ relieve GRSE harmless from loss, cost of damage, by reason or any actual or alleged violation thereof.
38. GRSE shall not be liable under the Workmen's Compensation Act of 1923, in case any employee or workmen of any service provider receives injury while actually serving his employer in connection with the letter's work inside the compound of GRSE Ltd.
39. **Secrecy Clause :** all information which will be given to the contractor for the execution of order is to be treated as SECRET / CONFIDENTIAL. The technical information, drawings, specification and other related documents forming part of the order are the property of GRSE and shall not be used for any other purpose except for the execution of order. Any information / drawing etc. which will be provided, Shall not be copied, transcribed, traced or reproduced in any other form or otherwise in whole / part or duplicated, modified, divulged and / or disclosed, to a third party not misused, used in any other form whatsoever without GRSE's prior consent in writing except to the extend required for the execution of the order. The contractor has to give an undertaken in favour of GRSE that in event of any breach of the above provisions, he would make good of any loss / cost / damage / any other claim whatsoever preferred by any body to GRSE in this respect.

No information in respect of contracts / orders shall be released to the national or international media or any one not directly involved in its execution without the express written approval of the Integrated Headquarters, MOD (Navy) [DND/DSP]”.

*For G.R.S.E. Ltd.*

[टी. एस. मुखार्जी / T. S. Mukherjee]

डी. ज० एम. [ई. एस.]/ DGM [ES]

Enclosure to Tender Enquiry No.:- DGM [ES] / 141 / TE-2245/10 dated 12.07.2010

1. बिड को दो भाग में दो प्रतियों में जमा किया जाएगा । भाग-I में तकनकी तथा वाणिज्यिक शर्तें, ई. एम. डी., प्रत्यय त्र रहेंगायह मूल्य रहित बिड होगा जबकि भाग- II में कवल मूल्य बिड होगा । इन दो अलग अलग मोहरबद लिफाफों को एक साथ दूसरा मोहरबद लिफाफा में डाला जाएगा । सभ लिफाफों र मोटाअक्षरों में इक्वायरी नम्बर, जमा करनाकी दख तिथि, निविदाकर्ता का नाम एवता और उसका अन्दर जो डाला गया है लिखा जाए (अर्थात् भाग-I एवभाग-II लिफाफों र मोटाअक्षरों में 'तकनकी वाणिज्यिक' तथा 'मूल्य' तदनुसार लिखा जाए) और उससाधत-महाप्रबन्धक (ई. एस) का कार्यालय, जआर. एस. ई. लिमिटेड, 43/46 गार्डन रीच रोड, कोलकाता-700024 को भजा जाए ।

Bids shall be submitted in two [2] separately sealed envelopes. The first envelope should be marked as “**Technical & Commercial Bid**” wherein only technical & commercial terms / points are to be mentioned and bidder should ensure that it must not contain any price. EMD shall be enclosed in this Bid. Second envelope should be marked as “**Price Bid**” wherein prices should be mentioned. Above two envelopes must be in sealed condition and should be put in another large 3<sup>rd</sup> envelope and duly sealed and super scribed with Tender enquiry Number, Date and Due Date of opening and also the Name of the Bidder. Mixing of bids or combined bids if submitted will be outright rejected. Complete Bid shall be send directly to The Deputy General Manager (ES), Garden Reach Shipbuilders & Engineers Ltd., 43/46, Garden Reach Road, Kolkata-700024 or should be dropped in Tender Box, kept at office of the DGM [ES], G.R.S.E. Ltd. in such a manner that offers are received with in due date & time. Late offers will not be entertained.

टेन्डर अंशग्रहणकारी टेन्डरके दुटि आलादा आलादा सिलबक्क थामे बिड जमा दिते हवे । दुटि थामे मध्ये एकटि र उपर “**Technical & Commercial Bid**” कथाटि लिखते हवे एवं त्र थामे मध्ये शुधुमात्र कारिगरी ओ ब्यानिजियक शर्तसमूहरे उल्लेख करते हवे, किन्तु एइ बिडे कोनोरकम दामे उल्लेख करा चलवे ना इहा सम्पूर्ण निश्चि । आर्नेस्ट मानी एइ बिडे मध्ये दिते हवे । अपर थामे उपर “**Price Bid**” कथाटि लिखते हवे एवं त्र थामे मध्ये फर्माट अनुयायी दर वा दामे उल्लेख करते हवे । उल्लिखित थाम दुटि सिलबक्क करे तृतीय एकटि बड थामे भरे सिलबक्क करते हवे । समस् थामे उपर टेन्डर नम्बर, तारिख, टेन्डर थालार तारिख एवं अतिअवशयै टेन्डर अंशग्रहणकारी बिडाररे नाम उल्लेख करते हवे । बिड जमा देओयार निर्देशावली यथायथ पालन ना करा हले बिड परित्याग / वर्जन करा हवे । सम्पूर्ण बिड “The Deputy General Manager (ES), Garden Reach Shipbuilders & Engineers Ltd., 43/46, Garden Reach Road, Kolkata-700024” एइ ठिकानाय सरासरि पार्ताते हवे अथवा डेपुटी जनरल म्यानेजर [ई. एस] एर अफिसे राथा टेन्डर बक्से डिड डेट ओ समये मध्ये जमा दिते हवे । देरीते पौछान बिड सम्पूर्ण अग्रह्य करा हवे ।

N.B.:- If there is any conflict between above instruction for submission of tender in two bid system in **English** and those in any other languages as above, the **English version shall prevail and be followed**,

2. Tenderers are to carefully go through the terms and conditions and the technical specification of the items for which offers are called for. Deviations, if any, shall be specifically brought out in the offer.
3. **Earnest Money:-** Rs.5,000.00/- [five thousand only] in the form of ‘**Crossed Demand Draft / Bankers Cheque / Pay Order**’ payable at **Kolkata** shall be enclosed with *Techno-commercial Bid* as Earnest Money Deposit [EMD]. The ‘Crossed Demand Draft / Bankers Cheque / Pay Order’ shall be in favour of **Garden Reach Shipbuilders & Engineers Ltd., Kolkata** and be issued from any Nationalised / schedule Bank [other than Co-operative Bank]. Earnest Money in the form of Bank Guarantee of above amount is also acceptable. **Without EMD bid will be cancelled.**

Return of EMD:-

- (a) EMD of unsuccessful bidder will be returned once order is finalised.
- (b) EMD of successful bidder will be returned after three months satisfactory performance of work.
- (c) **No** interest will be given on EMD.

(d) SSI units registered under single point registration with NSIC will be exempted from the Earnest Money Deposit. Photo copy of updated valid certificate must be attached for that.

4. **Procedure for submission of Bank Guarantee:** Bank Guarantee must be furnished in **GRSE format** from a **nationalized/ schedule Bank** [except Co-operative Bank]. Bank Guarantee should be executed in a non-judicial stamp paper of Rs.50.00 which should be obtained in the name of the executing Banker. In case a single stamp paper of Rs.50.00 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 shall be authenticated by the signatory executing the Bank Guarantee under official seal. B.G. must be submitted in Bankers sealed envelope directly to our Finance Department.
5. On the due date of tender opening, only the "Technical & Commercial Bid" will be opened. You may send your representative to be present during the Tender opening.
6. Price bids of the technically and commercially accepted bidders will only be opened at a later date giving due intimation.
7. GRSE will not defray any expenses whatsoever incurred by bidder for preparation of his / her bid /offer.
8. Bidders are requested to quote their best price and Bids shall be fully in accordance with the jobs listed.
9. **GRSE's Scope of Supply :**
  - a. Spare parts, bearings, wire ropes, primer, paint, thinner, gasket, steel / Aluminum plate, rod / bar and Consumables like Grease, Lubricating oil, cotton waste if required for the job will be supplied by GRSE free of cost, anything required beyond that, are required to be arranged by the contractor at his cost and risk.
  - b. Spare parts as required for smooth running of the plant shall be kept by GRSE as recommended by the contractor. Build up and or machining of spare parts will also be arranged by GRSE free of cost. However necessary sketch/instruction to be provided by the contractor and representative of contractor must be present at the time of work to give necessary work instruction & assistance.
  - c. Cranes, forklift, trailer tractor [with driver / operator], hand trolley will be supplied by GRSE free of cost subject to their availability. Electricity, water, compressed air will also be supplied by GRSE free of cost.
  - d. All staging material, ladder, slings, steel wire rope, safety net, derrick, winch [as available at GRSE], refuse collecting container, wooden block & wedge if required for the job will be supplied by GRSE free of cost subjected to their availability. Contractor has to check and use those items at his risk and responsibility.

Anything required beyond above are required to be arranged by the contractor at his cost and risk. Contractor has to carry all the required materials from Department / Store to the work spot and clear the work spot after completion of Job.

10. Contractor's scope of work:-

**A. Cleaning and servicing of Skid, Bucket & cutter table understructure:**

1. Skids shall be dismantled and removed from cutter table and shall be laid flat on floor. Molten metal, slag, scoria etc. that deposited and adhere on it shall be removed and cleaned thoroughly.
2. Buckets and cutter table under-structures shall be cleaned thoroughly. Any foreign particles like metal dust, slag, scrap metal strips, dirt etc. shall be removed and disposed off completely. After cleaning skid & buckets shall be refitted.
3. Fume extracting Pneumatic actuator driven flap door [Suction damper] operation shall be checked and serviced, if any defect noticed same shall be repaired to restore its functionality.

Flap door /Suction damper driving mechanism at cutter table including Pneumatic actuators and connected linkage mechanism is inclusive in scope of work hence same shall be repaired & maintained by the contractor.

4. Trash / waste that generated from above cleaning activity shall be disposed off properly outside P.P. Shop as per direction of engineer in-charge.
5. Cleaning of exhaust ducting shall be carried out at regular interval to maintain cleanliness.
6. Floor area around the CNC plasma cutting machine and plymovement Multi-dust Bank Filtration plant shall be cleaned thoroughly after above activities.

**B. Plymovent MultiDust™ Bank filter clearing :**

1. Dust accumulated in dust collecting plastic Bag & drum at bottom of multi dust bank shall be disposed off as per direction of Engineer In-charge.
2. Filter chamber interior, Primary side filters at the entry of MFA Unit, Fume duct and direction change over device Shall be cleaned as per direction of Engineer In-charge.
3. Filters cartridges shall be removed from Plymovent MultiDust™ Bank filter module and shall thoroughly cleaned with compressed air fortnightly. Filter clearing shall be carried out in a place where others activities will not be impaired due to suspended dust generated from the clearing activity. Dust hoppers & filter chambers shall also be cleaned. Cleaned filters shall be refitted.

**C. Exclusion list:-** Following jobs are excluded from scope of work:

1. Maintenance of blower and motor.
2. Repair of skid and wire net.

**D.** Contractors shall maintain proper functionality of fume extraction plant to ensure proper extraction of fumes, generated from plate cutting activities. Cleaning of complete fume path from its origin [i.e. cutter table] to its exhaust is inclusive in the scope of work. If any defect / trouble occur same shall be attended with in 24 hrs. from telephonic call.

**E.** All tools & tackles like bucket, hand gloves, brushes, manila rope, air hose, safety appliances (except safety net)required for the purpose of job [except items mentioned in sl. no. 9 under “GRSE’s Scope of Supply”] will have to be arranged by the contractor at his cost and risk. Cleaning Oil likes kerosene / diesel / Petrol / chemical, de-rusting oil if required shall be arranged by the contractor at his cost.

11. Vendors not registered in GRSE shall submit credentials regarding successful performance of similar cleaning and servicing work in a large workshop / PSU etc for period of three years.

**12. Pre-qualification information:**

Vendors not registered in GRSE shall submit photocopies following document with their Techno-Commercial bid:

- a. Constitution and legal status. Joint-venturing or other tie-ups for technology, equipment, financial backing and/or project management.
- b. Registration (class and type) with specified agencies and previous pre-qualification(s) for similar jobs.
- c. Experience on similar work(s) during last 3 years with details including year wise monetary value, clients, and proof of satisfactory completion of works.
- d. Financial standing as certified by Bankers, Audited Profit & Loss A/C and Balance Sheet for last three years, Annual turn over in last 3 years, access to adequate working capital.

- e. Equipment required for the job and proof of its availability; equipment proposed to be purchased or leased.
  - f. Key personnel available and proposed to be engaged for supervision of the job, their qualifications and experience.
  - g. Information regarding projects in hand, current litigation, orders regarding exclusion /expulsion or black listing, if any.
13. Cleaning / Servicing Charge:- Unit rate per servicing must be inclusive of labour charge, supervision charge, consumables like cotton waste, Gangi cloth, Kerosene / Diesel / petrol, cleaning oil, de-rusting oil / chemical required for the mentioned jobs.
14. The quantities in each item may vary according to actual requirement at the time of placement of orders.
15. Contractor has to attend and complete the pending breakdown repair work / on going repair / PSD / overhauling work even after expiry of Maintenance Contract period without any extra charge.
16. The submission of the tender by a bidder implies that he / she has made himself / herself aware of the scope of work to be performed, local conditions and other factors which may have a bearing on the execution of work. After acceptance of contract, GRSE will not entertain any extra claim for any reason whatsoever in case the bidder has found latter to misjudge site conditions and requirements.
17. In case any of the terms and conditions is / are not acceptable to the tenderer, it should be specifically indicated in the tender, failing which it will be presumed that ***all the terms and conditions are accepted.***
18. Inspection: Inspection authority will be DGM (ES) or his nominated officer of GRSE.
19. All cleaning & servicing works will be co-ordinated through Maintenance Department.

For G.R.S.E. Ltd.

[टी. एस. मुखार्जी / T. S. Mukherjee]  
डी. ज० एम. [ई. एस.] / DGM [ES]

**DECLARATION FORM REGARDING PF & ESI**

1. I / We hereby declare that our Firm M/s \_\_\_\_\_ (Address)  
\_\_\_\_\_ is having / not having own PF and ESI  
Codes.

a) Firm having PF & ESI Codes Numbers:

i) PF Code Number

ii) ESI Code Number

b) Firms not having their own PF & ESI Codes:

(i) "I / We hereby declare that I / we will deduct PF & ESI contribution of our labourers from wages who are deployed on contractual engagement every month and deposit the PF contribution (Employer's & Employees) under code No. WB / 301 (Un-exempted) of GRSE and ESI contributions (Employer's & Employees) Under ESI Code No.41 – 3771 of GRSE in each month and produce duly acknowledge copies of challans by the authorities concerned to the Retainer of GRSE for verification of compliance.

(ii) "We also authorize GRSE Ltd. to retain the bills payable to us till we furnish the challan, depositing PF & ESI dues. GRSE is also authorize to deduct all such statutory dues from our bills in case of our continued default in depositing PF & ESI dues and deposit the same with the respective statutory authorities."

2. Our Labour License number / Date is ..... Labour License is valid up to (Date) .....

3. I / We shall follow the Company's regulation on deployment of contract labour and shall comply with the statutory provisions as envisaged under the CL(R&A) Act 1970 read with Central rules / Jharkhand (Bihar) Rules. The Factories Act 1948, West Bengal Factories Rules 1958, Bihar Factory Rules, 1950, EPF (MP) Act 1948 and Minimum Wages Act and the Rules there under as applicable including payment of contributions (Employer & Employees) in respect of each of our workmen.

Place: \_\_\_\_\_ Signature of the Proprietor \_\_\_\_\_

Date \_\_\_\_\_ Name of the Proprietor \_\_\_\_\_

Stamp / Seal of the Firm \_\_\_\_\_