



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document



MAZAGON DOCK SHIPBUILDERS LIMITED

(Formerly known as Mazagon Dock Ltd)

CIN: U35100MH1934GOI002079

(A Government of India Undertaking)

Dockyard Road, Mazgaon, Mumbai 400 010. INDIA

Certified – ISO 9001:2008 for Shipbuilding Division

DIVISION: SHIP BUILDING

DEPARTMENT: OUTSOURCING

Tel. No.: +91(022) 2376 3351

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E-mail: pspimple@mazdock.com

Website: www.mazagondock.in

TENDER No. : GEM/2023/B/4392420

TENDER DATED : 05/01/2024

TENDER CLOSING DATE & TIME : 29/01/2024 at 15:00 Hrs.

TENDER OPENING DATE & TIME : 29/01/2024 at 15:30 Hrs.



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Section I - Notice Inviting Tender (NIT)

1. Notice Inviting Tender (NIT): Mazagon Dock Shipbuilders Limited (MDL), Mumbai is India's leading Shipbuilding Company with ISO 9001:2015 accreditation. Mazagon Dock Shipbuilders Limited, invites offers in two bid system i.e. Part-I (Techno Commercial Bid) and Part-II (Price Bid) from Indian bidders through online bidding via **GeM portal** for Item /Services.
2. Salient Features for Participating in (this) GeM-Tender:
 - a) Submission of bids against GeM Tenders: MAZAGON DOCK SHIPBUILDERS LIMITED INVITES ON-LINE COMPETITIVE BIDS from reputed Bidders / Suppliers in TWO BID SYSTEM (Part-I Techno Commercial Bid and Part-II Price Bid) on GeM (Government e Marketing) [<http://gem.gov.in>] for the following Scope of Work / Supplies, terms and conditions:
 - b) Bidders in their own interest are requested to upload their bids well in advance of tender closing date to avoid the last minute difficulties in uploading the bids. Request for extension, if at all to be made, shall be forwarded at least 3 working days in advance to the tender closing date / time with proper reasoning. MDL reserves all rights in this regard & decision of MDL shall be binding to the applicant. Problems in hardware/software, internet connectivity, system configurations, Browser setting etc., for whatsoever reason shall not be considered for extension of tender closing date and time.
 - c) MDL will not be responsible for an error in downloading of tender documents from web by the bidders. The version appearing on MDL website will be considered final and authentic.
 - d) All bidders are requested to get their technical queries, if any, clarified in advance (3 days in advance to tender closing date) to avoid last minute delay. For any technical clarification, bidders are requested to contact

Technical / Scope of work/ Site visit	Mr. Mithun Waghmare, Manager (P17A Plg)	Tel. No. 022-2376-3104 e-mail: cwaghmare@mazdock.com
	Mr. Bhupendra Chandekar, Manager(P15B-Plg)	Tel No:022-2376-3392 e-mail: bchandekar@mazdock.com
Commercial	Mr. Prashant Pimple Chief Manager(OTS-PS)	Tel. no.: 022-2376-3351 email: pspimple@mazdock.com

3. The Tender Document.

- i. **Bidders must read the complete 'Tender Document'.**
 - ii. Bids must be uploaded till the deadline for submission of bids. Bidders in their own interest are requested to upload their bids well in advance of tender closing date to avoid the last minute difficulties in uploading the bids. Request for clarification/extension, if at all to be made, shall be forwarded at least 3 working days in advance to the tender closing date / time (excluding tender closing date) with proper reasoning.
- 4. Eligibility Criteria for Participation in this Tender:** Subject to provisions in the Tender Document, participation in this Tender Process is open to all bidders who fulfil the 'Eligibility' and Pre-Qualification criteria. Bidder shall be required to declare fulfilment of Eligibility Criteria.



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OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

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Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- 5. Submission of Bids:** No manual Bids shall be made available or accepted for submission (except for originals of scanned copies as per sub-clause above). Bidder must comply with the conditions of the GEM Procurement portal, including registration ..etc. In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling in the required information.
- 6. Disclaimers and Rights of MDL:** The issue of the Tender Document does not imply that MDL is bound to select bid(s), and it reserves the right without assigning any reason to
- (a) reject any or all of the Bids, or
 - (b) cancel the tender process; or
 - (c) abandon the procurement of the Goods/Services; or
 - (d) issue another tender for identical or similar Goods/Services.

Note: Please refer to appended SOW and the complete Tender Document for further details.

Tender Inviting Authority



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

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Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Section II - Tender Enquiry Form (TEF)

Integrity Pact shall be signed on each page by the authorized representative of the bidder and submit/upload along with the Part-I bid, failing which the bid shall be categorically rejected.

1. Description & Scope of Supply / Work:

Rate Contract for 02 years for Fabrication of Minor/Major Sub-Assemblies, Major Seats/Foundations above 500 Kg., Seats/Foundations up to 500 Kg., Fabrication of Sea Tubes, sea flanges & its gratings, Vertical Ladders, Temporary Slopping ladder, Slopping Ladder, Lifting Lugs/Turning Lugs with lifting capacity of 5T/8T/15T/25T/40T, WT & NWT Collar Plates and Tie Plates, Coaming Rings, Foot Rungs, Racks, major outfitting work, minor outfitting work, Fabrication of louvers, cutting of miscellaneous items, Fabrication of Built-In-Trunk and Miscellaneous items for P17A & P15B Project

The detailed Scope of Work (SoW) is attached herewith as **Annexure-A**

2. Pre-Qualification Criteria:

i. Technical Qualification/Work Experience Criteria for Service:

"The bidder should have experience in fabrication of Sub-assemblies/outfitting items related to shipbuilding/submarine/offshore/heavy engineering."

Note: Heavy engineering is defined as " Having experience of Industrial fabrication OR ship repair (Steel replacement)

Note: - Above mentioned Pre-Qualification criteria, will be considered for bidder qualification.

ii. Technical Pre-Qualification Criteria:

Bidder's experience of having executed/completed similar services during last 7 years till the original tender closing date should be either of the following:

a) Three similar completed works each costing not less than **Rs. 140 lakhs.**

OR

b) Two similar completed works each costing not less than **Rs. 175 lakhs.**

OR

c) One similar completed work costing not less than **Rs. 280 Lakhs.**

OR

d) Cumulative similar works/jobs completed within a span of 12 months totaling **to Rs. 87.50 Lakhs**

Note 1: Work Order copies and Work Completion Certificates in support of clause 2(i) should be uploaded. Work Completion Certificates should indicate the work order numbers,



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

issued by the party for whom the work is done. MDL has the right to verify/ cross verification of authenticity of the said documents whenever felt necessary.

Note 2:- The bidders need to scan and upload documentary evidence in support of the Qualification Criteria indicated at SBD clause 2(i) above; viz Work order/s meeting above order value criteria for similar work along with work completion certificate, issued by the party for whom the work is done. The Work Order/s not supported by Work Done Certificate/s will not be considered for qualification criteria.

Note 3 : The value of similar completed services in a contract will be considered for PQC even if the contract is not fully completed.

Note 4 : The date of Order/Contract can be older but completion period shall be within last 07 years ending till the original tender closing date.

Note 5 : The Work Completion Certificate shall contain following details:

- (i) Particulars of the work and contract number and Date;
- (ii) Original Contract Value;
- (iii) Details of Growth Of Work / amendments, if any;
- (iv) Date of commencement of the work;
- (v) Date of completion as per original contract agreement;
- (vi) Actual date of completion;
- (vii) Actual completion cost;
- (viii) Extension of time, if any granted;
- (ix) Defect liability period, if any;
- (x) Any other details as per the requirements.

Note 6:- It is clarified that the work executed by the contractors for their in-house or capital use need not be considered for the purpose of bidders' experience of completion of similar works.

The bidder is required to submit information in the form of the table for the orders, which qualify them as per the above criteria, as the information in the tabular form, at **Annexure- D**.

iii. **Commercial Qualification Criteria:**

- a) The average annual financial turnover of 'The bidder' during the last three years, ending 31st March 2022 (i.e. for FYs 2019-20, 2020-21, & 2021-22) should be at **INR [52.50 Lakhs]** as per the annual report (audited balance sheet as applicable and profit and loss account) of the relevant period, duly authenticated by a Chartered Accountant/Cost Accountant in India or equivalent in relevant countries.
- b) Bidders Shop and establishment registration certificate or registration certificate from registrar of firms or certificate of incorporation from Registrar of Companies (Not required for permanent registered vendors with MDL)

Note:

- aa) Joint Ventures and Holding Companies: Credentials of the partners of Joint ventures cannot be clubbed for the purpose of compliance of PQC in supply of Goods/Equipment, and each partner must comply with all the PQC criteria



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

independently.

However, for the purpose of qualifying the Financial Standing Criteria, the Financial Standing credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents proving such ownership.

bb) The condition of prior turnover and prior experience is relaxed **only to all Start-ups** recognized by Department for Promotion of Industry and Internal Trade (DPIIT) subject to meeting of quality & technical specifications. Start-ups may be MSE or otherwise.

MSEs & Start-ups shall be given relaxation of 25% in prior turnover. However, for procurement of items related to public safety, health, critical security operation and equipment etc. vendor shall meet prior experience criteria.

3. Earnest Money Deposit (EMD) / Bid Security:

- 3.1 EMD applicable for this tender is **Rs.7,00,000/- (Rupees Seven Lakhs only)**
- 3.2 EMD in the form of NEFT/ Demand Draft/ Pay Order/ Bank Guarantee/Insurance Security Bond / e-Bank Guarantee drawn in favor of MAZAGON DOCK SHIPBUILDERS LIMITED or bid bond / SWIFT Message of equivalent foreign currency ~~for foreign bidders~~ shall be forwarded to HOD (Commercial) in sealed envelope super scribing Tender Enquiry No. and Due date, so as to reach us within 7 MDL working days from the tender closing date. The scanned image of DD/ Pay Order/ BG/ Bid bond/ SWIFT Message shall be uploaded at Part-I tender stage. The bid bond/ Bank Guarantee should be valid for the offer validity period indicated in the tender. Either of these instruments should be drawn on as per the list of banks approved by SBI/ Canara bank published on MDL website, payable at Mumbai. Crossed DD/ Pay Order issued by Cooperative banks however will be accepted subject to realization. Authorized Indian agent of the overseas bidders can submit EMD in the form of NEFT / DD/ Pay Order in Indian Rupees. Similarly authorized Indian agent of the overseas bidders can submit BG on behalf of foreign bank as per list of banks approved by SBI / Canara bank as bank of international repute published on MDL website. Bidders to advise their bank/ banker to send EMD directly to commercial department or through SWIFT to dispense with additional step of verification of authenticity of signatories. In case of EMD transmitted through SWIFT, it shall be the responsibility of the bidder that he directs the receiving banker to forward the message duly authenticated to the concerned commercial officer mentioned in the tender. **Bids without EMD, other than those who are exempt from payment of EMD will not be considered.** EMD of unsuccessful bidders will be returned after finalization of the tender and shall be interest free. No change/modification in the text of the prescribed format of the BG is permissible.
- 3.3 Bidders should mention EMD details on GeM portal and also upload the scanned image of document pertaining to EMD remittance / scanned image of EMD-BG/ EMD-DD/ EMD-Pay Order, in Part-I Techno- Commercial e-bid.
- 3.4 In case of BG/ DD/ Pay Order, Details to be entered: BG/ DD/ Pay Order No., date, Value, issuing Banks' name, address, Tel. no., Fax no. & E-mail ID, BG validity expiry date; etc.
- 3.5 In case of online remittance of EMD amount, scanned image of **Annexure-E**, duly filled, shall be uploaded in Part-I Techno-commercial e-bid. Further, the bidder should specifically mention the details of company name as well as nature of remittance,



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

tender number/order number etc. in the text/narration fields of Bank's NEFT remittance in order to identify the same.

- 3.6 EMD through payment gateway on MDL website – Kindly refer steps given at **Annexure-E**.
- 3.7 **Bids without EMD will not be considered.** EMD of unsuccessful bidders will be returned after finalization of the tender and shall be interest free.
- 3.8 Following bidders shall be exempted from submission of EMD.
- 3.8.1 State & Central Government of India departments, Public Sector Undertakings.
- 3.8.2 Firms registered with Mazagon Dock Shipbuilders Limited (MDL). To qualify for EMD exemption, firms should necessarily upload VALID copy of the registration certificate, for the items/ services for which the offer/bid is being submitted, issued by MDL in Part-I offer/bid. Firms in the process of obtaining MDL registration will not be considered for EMD exemption.

Important Note:

This tender is floated for following MDL's Service Group: - 1402055 (Fabrication of Ferrous).

Firms who are permanently registered under this group in MDL, only for them EMD is exempted. Other vendors that are permanently registered under different group in MDL have to submit EMD as stipulated in tender.)

Offer received without EMD who are not registered in above said product/Service group will be rejected.

- 3.8.3 Firms registered with NSIC under its "Single Point Registration Scheme". (Exemption will apply only to items / service indicated under description of work / supplies / services for which bidders are registered with NSIC). To qualify for EMD exemption, firms should necessarily upload VALID copy of the registration certificate issued by NSIC in Part-I offer / bid. Firms in the process of obtaining NSIC registration will not be considered for EMD exemption.
- 3.8.4 Firms registered with Micro and Small Enterprises (MSEs). To qualify for EMD exemption, firms should necessarily upload VALID copy of the UDYAM registration certificate from the competent authority regarding their Micro/ Small Industry status in Part-I offer/bid".
- 3.8.5 Common/Deemed DPSU registered vendors qualify for EMD exemption. Such firms shall upload valid copy of the registration certificate issued by DPSUs (other than MDL) for the items / services for which the offer is being submitted in Part-I offer/bid. Firms in process of obtaining registration in other DPSUs will not be considered for EMD exemption.
- 3.8.6 Green Channel Status vendors qualify for EMD exemption. Such firms shall upload valid copy of the Green channel certificate issued by MoD for the items for which the offer is being submitted in Part-I offer/bid. Firms in process of obtaining this certificate will not be considered for EMD exemption
- 3.8.7 Bidders who are exempted as per GeM GT&C. To qualify for EMD exemption, firms should necessarily upload VALID copy of the proof for the same in Part-I offer/bid".
- 3.8.8 Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).
- 3.9 The original BG/ DD/ Pay Order must be submitted to the Head of Department (HOD), Outsourcing Department, Sixth Floor, Service Block, North Yard, Mazagon Dock Shipbuilders Ltd., Dockyard Road, Mazagaon, Mumbai-400010 without fail within **seven**



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

(7) MDL working days from the Tender closing date, in an envelope super-scribing the Tender no., Tender date, Tender closing date, Purchase Officer's name & brief description of the services / work tendered. If the original BG is not received by the Purchase Officer at MDL within this duration, the Bid would be considered invalid & rejected accordingly.

3.10 EMD of the disqualified/Techno-commercially rejected bidder (s) will be refunded within fifteen (15) days from the date of receipt of approval for opening of price bids of the Techno-commercially qualified offers. EMD of other unsuccessful bidder (s) will be refunded after placement of the Order on the successful bidder. EMD of successful bidders may be converted into security deposit or refunded on receipt of security deposit BG. The returned / refunded EMD would be interest free.

4. Validity Period of Offer:

- (a) Bid / Offer shall have the validity period of **120 days** from the tender closing date.
- (b) In case the day up to which the bids are to remain valid falls on/ subsequently declared a holiday or closed day for MDL, the bid validity shall automatically be deemed to be extended upto the next working day.
- (c) In exceptional circumstances, before the expiry of the original time limit, MDL may request the bidders to extend the validity period for a specified additional period. The request and the bidders' responses shall be made in writing or electronically. A bidder may agree to or reject the request. A bidder who has agreed to MDL's request for extension of bid validity, in no case, he shall be permitted to modify his bid.

5. (A) CONTRACT VALIDITY, WORK SCHEDULE, & MOBILISATION:

(a) Work schedule:

Schedule of work will be jointly prepared by User Dept (not below the rank on Chief Manager) with contractor for overall contract period after placement of order. The contractor has to execute the work as per schedule mentioned. Work will be released to the Contractor by means of written Schedule jointly prepared within overall contracted period between Contractor & Project Manager / representative. The job as ordered should be completed on dates mutually agreed upon in accordance with the delivery schedule. This delivery schedule will be strictly adhered for execution & same will be criteria for LD applicability.

(b) Mobilization:

Subcontractor(s) shall complete mobilisation as per SOW (Scope of work) guideline. During mobilisation period subcontractor(s) should arrange entry passes for its employees, tools, equipment,

6. **Pre-Bid Conference:** Not applicable for this tender.

7. **(A) Submission of Offer in Two Bid System:** Offer must be submitted in two parts as follows:

- a) **Part I (Techno Commercial Bid):** The bidder shall ensure that following documents are **essentially submitted in** the Part-I bid as applicable:
 - (i) Technical & Commercial offer.
 - (ii) scanned copy of Integrity Pact (IP) Signed (On each page). **(Annexure F)**
 - (iii) Ernest Money Deposit (EMD) or equivalent certificate.
 - (iv) Pre-qualification documents.
 - (v) Valid MSME Udyam Certificate, MDL Registration Certificate (As applicable).
 - (vi) Taxes and duties certificate for which they are registered.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- (vii) Unique GeM Seller ID.
- (viii) Acceptance of Standard bidding document form (SBD) & General Condition of Contract (GCC). **(Annexure H and Annexure I)**
- (ix) Declaration of Local Content, preference for MSE Order 2012 / PPP Order 2017 for purchase preference. **(Annexure C-1)**
- (x) Information of Past Order **(Annexure D)**
- (xi) Compliance Certificate w.r.t. Land Border Clause **(Annexure L)**
- (xii) Blank rate sheet indicating quoted/not quoted against each line item, tax percentage, type of taxes. **(Annexure B)**
- (xiii) Bidder contact details/ Bank details for payment by RTGS/NEFT in the format enclosed. **(Annexure K)**
- (xiv) Additional documents as applicable to this tender.

Note: In any case, prices are not to be mentioned in Part-I bid.

Part-II (Price Bid): This should contain only the PRICES for each of the listed items strictly in the prescribed format provided online in GeM.

Note:

- (i) If, in the price structure quoted for the required service/goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly;
- (ii) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
- (iii) If there is a discrepancy between words and figures, the amount in words shall prevail.

8. **Bid Modification:** Modification in bids, if any, is to be made by bidders prior to the tender closing date & time.

9. **Bid Rejection Criteria:**

(a) **Categorical rejection criteria:** The following conditions / deviations are non-negotiable and therefore any bid falling under these conditions / deviations shall be summarily rejected. Bidders to note that they shall not be provided any opportunity to rectify these conditions / deviations post Part-I bid opening:

- (i)** Bids received after tender closing date and time.
- (ii)** Bids/Offer received other than GeM Portal.
- (iii)** Bidder(s) who is/are debarred under PPP MII order 2017, GeM, CPP including tender holiday issued by MDL.
- (iv)** GeM E-Bids received without scanned copy of Integrity Pact(IP) in Technical Bid. **Please be noted that all pages of IP are required to be signed and stamped and IP should be without any deviation to MDL given format**
- (v)** Bids received without EMD (other than those who are exempted from payment of EMD), as specified in the tender.

(b) **Liable rejection criteria:** Non-compliance/non-acceptance to any of the terms and conditions of the tender other than mentioned at tender clause 9(a) shall render the bid liable for rejection;

IMPORTANT NOTE:

- i. **"Bidders are requested to ensure that only relevant documents complete in all respect as indicated in the tender should be attached with their**



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

offer. The first page of every uploaded set of scanned document shall be an index of its contents. In case the offers received against this tender are more than 20, no opportunity will be extended for submission of deficient documents after opening of bids. The evaluation of the offers will be carried out and bidders will be qualified based on the documents received along with their offer.”

- ii. **MDL reserves the right to seek clarification / deficient documents from all the bidders quoted against the tender If number of the techno-commercially qualified bids are less than 06.**

10. Performance Security (PS):

- (a) Performance Security for an amount equal to 5% of the order value (excluding taxes, duties) payable in Indian Rupees shall be submitted within 25 days of the award of contract and the same should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations.
- (b) Performance security may be furnished in the form of NEFT / Demand Draft / Pay order / Bank Guarantee / Insurance Security Bond / e-Bank Guarantee in favour of Mazagon Dock Shipbuilders Limited, Mumbai from the list of Banks approved by SBI / Canara Bank published on MDL website.
- (c) PS can also be remitted online through MDL website: <https://www.mazagondock.in/OnlinePayment.aspx>.
Or
one can find Online payment tab on MDL website home page as under:
- Go to www.mazagondock.in
 - Click on Online payment tab available on home page.
 - 4 option viz. Career, Tender, Security, Scrap/ Disposal will be available.
 - Click on the Tender tab and make the payment online using Debit cards, Credit Cards, Net banking, BHIM/ UPI etc. after filling the required details
- (d) Further, the bidder should specifically mention the details of company name as well as nature of remittance, tender number/order number etc. in the text/narration fields of Bank's NEFT remittance in order to identify the same. The duly filled & signed copy of annexure is to be submitted to respective dealing commercial executives.
- (e) In cases where the supplier / contractor does not submit the PS but commences supply / services, interest will be recovered for the delayed period of submission of PS at the rate of SBI BPLR plus 2%.
- (f) The performance security will be forfeited and credited to MDL's account in the event of a breach of contract by the contractor. It will be refunded to the contractor without interest, after he duly performs and completes the contract in all respects but not later than 60(sixty) days of completion of all such obligations including the warranty under the contract.
- (g) No exemption can be granted to any unit including MSME, SSI units and MDL Registered Supplier.
- (h) In case of failure to submit performance security deposit by the supplier within 25 days of transmission / notification of order by any mode, the EMD will be forfeited (if available) and MDL reserves the right to cancel the order and invoke the risk purchase clause.

11. Warranty/Guarantee: 12 months from the date of completion of work (Please refer SOW for additional details)

12. Pricing:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- i) The bidder shall quote the prices as per the **GeM format for the quantity mentioned in Annexure B** and the same shall remain firm and fixed during the tenure of the contract.
- ii) Bidder would have to quote for all the services tendered & listed in the Rate Sheet format of GeM. Vendor has to mandatorily fill the Annexure B, BLANKING the PRICES but clearly indicating 'QUOTED / UNQUOTED', also indicating the % of actual taxes/ duties applicable, and upload in Cover-1/Part 1 Bid.
- iii) Contract Price shall remain firm and fixed during the currency of order/contract execution.
- iv) MDL shall not be bound by any printed conditions or provisions in the Contractor's Bid Forms or acknowledgement of CONTRACT, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to CONTRACT.
- v) Bidder while quoting should consider the all costs such as labour, minimum wages, transportation, equipment, all incidental expenses, travelling, lodging, boarding, administrative, mobilizations, demobilizations, etc.
- vi) Quantum of the work is tentative. Considering the priority, Project requirement, time constraint, work progress and contractor's performance, the quantum of work allotted to the contractor may vary or reduce and under such circumstances no compensation would be payable.
- vii) The payment shall be based on actual work completed in line with tender terms and conditions

13. Tie Breaker: When multiple bidders quote same price for particular item(s)/services under such situation, following action in given sequence shall be done:

- (a) In case of divisible, 50-50 qty to be given to each.
- (b) In case of non-divisible, supplementary bid to be obtained.
- (c) In case of both divisible and non-divisible, lottery option to be exercised after above options are not conclusive.

14. Taxes & Duties:

- (a) Bidders must clearly mention the applicable Taxes & Duties in the rate sheet enclosed in the tender. The item-wise rates (i.e. Basic + Packing, Forwarding, Freight & Insurance) quoted in the Rate sheet should exclude Taxes, Cess & Duties. Bidder should indicate GST rates as applicable separately under each of the head in the same rate sheet, which will be paid extra based on tax invoice to the extent applicable.
- (b) Supplier / contractor will not be entitled to any increase in rate of taxes occurring during the period of extended delivery completion schedule if there is delay in supplies / completion attributed to him. However, if there is a decrease in taxes, the same must be passed on to MDL.
- (c) Income tax applicable on cost of services rendered in India in relation to the contract, shall be payable by bidders.
- (d) TDS (GST) shall be carried out as per the existing Laws and Acts.
- (e) **Goods and Services Tax (GST):**
 - (i) The prevailing rate of GST is to be indicated in your blank rate sheet in Part-I.
 - (ii) For MDL's GST number, please visit our website. MDL's GST Number is **27AAACM8029J1ZA**.
 - (iii) Bidder shall mention MDL GSTIN while invoicing and avoid any data entry error on GST portal.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- (iv) Bidders shall mandatorily mention their GST number in their offer.
- (v) Bidders shall mention the HSN (Harmonized System of Nomenclature) code for the quoted items and services in their offer. These codes must be in accordance with GST law and responsibility of specifying correct HSN codes for goods &/or services is that on the bidder. MDL shall not be responsible for any error in HSN no. specified by vendor. However, if any penalty is levied on MDL or any loss of ITC to MDL occurs or any delay in availing ITC by MDL occurs due to such error, vendor shall reimburse such loss after intimation by MDL or the amount shall be recovered from the SD or any outstanding payments to the vendor.
- (vi) Bidder must mention HSN numbers in invoices as reflected in the order. These codes must be in accordance with GST law.
- (vii) If bidder is registered under GST, bidder should note that successful bidder shall ensure timely submission of invoice and file all applicable returns under GST Law in the stipulated time & any losses of ITC to MDL arising due to delay in submission of invoice or delay in filing will be recovered from their invoice wherever MDL is eligible to avail tax credit. Any default towards payments of tax and / or uploading of monthly returns by supplier / contractor, MDL retains right to withhold payments towards tax portion until the same is corrected & complied by the supplier/ contractor with the requirement of GST along with satisfactory evidence.
- (viii) Original invoice to be submitted to Bill Receipt Centre at MDL gate and a copy of the invoice to be submitted to the respective stores.
- (ix) If the GST rating of supplier / contractor on GST portal/ Govt. website is found to be negative/ blacklisted, the MDL reserves the right to reject the offer of such bidders. Similarly, on post placement of the contract/order, MDL shall reimburse GST to the vendor only after he makes the payment of GST and fulfils all requirements as per GST law for successful GST along with penalties/interest, if any, incurred by MDL.
- (x) In case, MDL is unable to avail ITC, supplier/ contractor at their own cost shall rectify the shortcoming in the returns to be filed immediately thereafter. Further, if the ITC is delayed / denied to MDL/ reversed subsequently as per GST laws due to non/ delayed receipt of goods and/ or services and/ or tax invoices or expiry of timelines prescribed in GST Laws for availing ITC, nonpayment of taxes or non-filing of returns or any other reason not attributable to MDL, such amount shall be recoverable from supplier / contractor along with interest and penalty as levied on MDL under GST Law for the number of days the ITC was delayed. This amount shall be recovered from the SD or any outstanding payments. If the short coming is not rectified by supplier / contractor and MDL ends up in reversal of credits and / or payments, supplier / contractor is fully liable for making good all the loss incurred by MDL as a result of default.
- (xi) If bidder is registered under GST, Suppliers shall be responsible for the financial and non-financial consequences in case of non-compliance of GST provisions/requirements/timelines on their part.

15. Payment Terms:

15.1 Advance payment is not applicable for this tender.

15.2 100% Payments for completed work will be made within 15 days of issue of consignee receipt cum-acceptance certificate (CRAC), 5% of Performance security and submission of Invoice, also Ink Signed Tax Invoice in duplicate with work completion Certificate (WCC) duly certified by Chief Manager or above of user dept. of MDL.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

15.3 The invoice shall be preferably submitted within four weeks of certification of Work Completion Certificate 'WCC' (Subject to submission of 5% performance security Bank Guarantee)

OR

15.4 On receipt of Invoice, 95 % of Payment shall be made within 15 days of receipt/completion of material/services subject to acceptance of material/services and as reduced by any deductibles and / or the amount leviable towards liquidated damages, if any plus 100% taxes, duties etc. as applicable.

15.5 Payment of the balance of the value of the supplies/services may be payable and as reduced by any deductibles and / or the amount leviable towards liquidated damages, if any.

16. Payment Mode & Documents:

16.1 Set of Original + 2 Copies of signed Tax Invoice to be submitted to Receipts Sections along with Work completion certificate (i. e. Service Entry through SAP system) certified by CM or above rank officer of MDL user department.

16.2 The bills should be preferably submitted within four weeks of certification of Work Done Certificate 'WDC' to Receipts Sections adjacent to ARS punching station of South Yard along with Service entry through SAP system from user department.

16.3 Alternate MSME vendor payment through TReDS:

16.3.1 In order to address the financial needs of MSME firms, GoI has introduced a platform for facilitating the financing of trade receivables of MSMEs from buyers, through multiple financiers which is termed as Trade Receivables Discounting System (TReDS). At TReDS, auctioning of invoices at competitive & transparent environment is done by financiers based on Buyer's credit profile.

16.3.2 MDL is registered on the "Invoice mart" TReDS platform and M1xchange of M/s Mynd Solutions Pvt Ltd.

16.3.3 MSME bidders desirous to receive payments through TReDS platform may avail the facility if they are already registered on

16.3.4 "Invoicemart" TReDS platform or by registering on it.

Contact details at "Invoicemart" TReDS platform are as below:

022 6235 7373 and a new mail id:- service@invoicemart.com.

16.3.5 "M1xchange" TReDS platform or by registering on it.

16.3.6 Contact details at "M1xchange" TReDS platform are as below:

+91 9920455374 Ms Ashwathi Jayandran. email id

ashwathi.jayandran@m1xchange.com

+91 8839915724 Ms. Prinyaka Shah.

email id prinyaka.shah@m1xchange.com

16.3.7 From 1st August 2023, with the revised MSME definition which is based on turnover **no e-Invoice or self-declaration will be required from Micro vendors who have Udyam Registration No, (URN) as their turnover is less than 5 Crs.** Small vendors **who have Udyam Registration No, have to provide the self-declaration that their turnover is less than 5 Crs or they have to provide the e-invoice in case their turnover exceeds 5 Crs.**

16.3.8 Wherever GST is applicable as per para 16.6.7, payment will be released against e-Invoice, or Invoice accompanied with **Vendor's Self Declaration** that "**We do not fall under the category of registered persons notified under Rule 48(4) of the Central GST Rules, 2017 and we are not required to comply**



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

with e-Invoicing provisions under GST Act, as our aggregate turnover in any preceding financial year from 2017-18 onwards has not exceeded Rs. 5 Crores as per GST act" (from 1st August 2023- Turnover limit reduced to Rs. 5 Crs. from Rs. 10 Crs.)

- 16.3.9 Kindly note that submission of the above documents with the invoice is essential for effecting (timely) payment to the Subcontractor.
- 16.3.10 No advance in any manner will be paid against this contract.

Note: Contractors are requested to raise invoices yard-wise in consultation with WCC issuing authority.

17. Exchange Rate Variation (ERV): Not applicable to this tender.

18. Work Done Certificate (WDC) / Completion Certificate (WCC):

- The supplier shall prepare Work Completion Certificate (WCC) and submit to concerned authority for signatures on Satisfactory completion of respective work with inspection and acceptance reports. Agency responsible to issue WCC shall be Planning/user dept. (Chief manager & above).
- The WDC shall include cumulative statement of jobs carried out till last WDC. The necessary service entry shall be made in SAP system by the WDC certifying authority & will be submitted to the contractor for further invoicing. The WDC shall bear relevant Service Entry Sheet No., PO No. and respective item Sr. No., sub service line item of the PO.
- The WDC must clearly mention the mutually agreed completion schedule and actual work done schedule for start date & end date.
- In case of delays, the duration along with numbers of delayed days shall be specified in respective WDCs to invoke LD clause and effect recoveries from sub contractor's invoice.

19. Inspection: MDL/WOT or as specified in SOW

20. Loading Criteria: As per GeM methodology.

21. Ranking of Bids: Tender line items are inseparable and non-divisible in nature.

- Techno-Commercially Qualified Overall Lowest Bidder will be considered for the placement of order for the entire tender quantity. Bidders have to quote their price, applicable taxes (viz. GST%, CESS etc.) as per rate sheet available.
- Bidder not quoting for all the services tendered & listed in the Rate Sheet are liable for rejection
- Ranking of bids shall be done by considering following factors:
 - The comparison of the responsive tenders shall be on total outgo from the MDL's account, for the procurement to be paid to the supplier or any third party, including all elements of costs duties, levies, freight insurance etc. excluding GST (where ITC is available)..
 - The applicable loading towards deviations shall be loaded for ranking purpose
- Discount given, if any, by the bidders, after the last date for submission of the bids but before opening of the price bids, will not be considered for determining the ranking of bids but will be considered after the said bidder is adjudged as L1.
- On-line ranking visible to the bidders after opening Part-II price bid is without loading parameters. However, the L1 bidder will be evaluated offline by applying all applicable



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

loading parameters as per tender and clarifications during techno-commercial scrutiny / TNC meeting.

- (f) Loading/Ranking will be done on original submitted bid at the time of closing of tender. However, in case MDL invites supplementary price bid from technically qualified bidders, then same will also be considered while ranking of bids

22. Price Negotiation: Usually, there shall be no price negotiations. However, MDL reserves its right to negotiate with the lowest acceptable bidder (L-1), who is techno-commercially suitable and on whom the contract would have been placed but for the decision to negotiate.

23. Public Procurement Policy (Preference to Make In India) Order 2017: The Government of India has issued revised Public Procurement (Preference to Make in India) order 2017 on 16th Sep' 2020 as part of its policy to encourage "Make in India" and promote manufacturing and production of goods and services in India with a view to enhancing income and employment. Subject to the provisions of this order and to any specific instructions issued by Nodal Ministry or in pursuance of this order, Purchase Preference shall be given to local suppliers in all the procurements undertaken by MDL in the manner specified below:

A. Aspects of 'Preference to Make in India': The following terminology / definitions used in the policy is enumerated below and applicable to the tender:

- (i) **Local content:** means the amount of value added in India which shall be the total value of item (goods, services or works or their combination) under procurement (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value in percent. Different definition of Local Content may be specified by the Nodal Ministry for items assigned to them, which will prevail over above.

Note:

- a.** The local content can be increased by vendors through partnerships, cooperation with local companies, establishing production units in India or Joint Ventures (JV) with Indian suppliers, increasing the participation of local employees in services and training them.
- b.** Any participating bidder shall not be Joint Venture/Consortium; except in case of manufacture under license/technology collaboration agreements with phased indigenization under the PPP Make-in-India Policy 2017.
- (ii) **Class-I Local Supplier:** means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content of 50%.
- (iii) **Class-II Local Supplier:** means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content of 20% but less than that prescribed for "Class-I local supplier".
- (iv) **Non-Local Supplier:** means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than that prescribed for "Class-II local supplier" under this order.
- (v) **L1:** means the lowest tender or lowest bid or lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
- (vi) **Margin of Purchase Preference:** means the maximum extent to which the price quoted by a **Class-I Local Supplier** may be above the L1 for the purpose of purchase preference. The margin of purchase preference shall be **20%**.

Note:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- (i) Procedure for determination of L1 price shall be as per tender clause 'Ranking of Bids'.
- (ii) Purchase preference shall be given to **Class-I local supplier only**. No Purchase Preference will be given to Class-II or Non-Local Suppliers.
- (iii) If Price/s of all class-I local supplier/s in a tender is more than 20% of L1's price, no purchase preference shall be applicable.

B. Purchase Preference(PP):

- a) Purchase preference shall be given to only "Class-I Local Supplier" (Class II Local Supplier are not eligible for purchase preference) in procurements undertaken in the manner specified in the succeeding sub-paras:
- b) The Class-I local suppliers, under PPP-MII Order, participating in any government tender, may or may not be MSEs, as defined under the MSME Act. Similarly, MSEs participating in any government tender, may or may not be Class-I local suppliers. Suppliers may be categorized in following four broad categories for consideration or applicability of purchase preference:

Category	Terminology
Supplier is both MSE & Class-I local supplier.	"MSE Class-I local supplier"
Supplier is MSE but not Class-I local supplier.	"MSE but non-Class-I local supplier"
Supplier is not MSE but is Class-I local supplier.	"Non-MSE but Class-I local supplier"
Supplier is neither MSE nor Class-I local.	"Non-MSE non-Class-I local supplier"

- c) In the procurement of goods, services which are covered by para above and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone (Items covered under Para 3A(c) of PPP-MII Order, 2017) and both MSEs as well as Class-I local suppliers are eligible for purchase preference Purchase preference shall be accorded as under:
 - i) L-1 is "MSE Class-I local supplier": Contract shall be awarded to L-1.
 - ii) L-1 is not "MSE Class-I local supplier" but the "MSE Class-I local supplier" falls within 15% margin of purchase preference. Purchase preference shall be given to lowest quoting "MSE Class-I local supplier". If lowest quoting "MSE Class-I local supplier" does not accept the L-1 rates, the next higher "MSE Class-I local supplier" falling within 15% margin of purchase preference is to be given purchase preference and so on. If all "MSE Class-I local supplier" do not accept L-1 rates, then relevant Para shall be followed.
 - iii) If conditions mentioned in sub paras above are not met i.e. L1 is not "MSE Class-I local supplier" and "MSE Class-I local supplier" is not eligible to take benefit of purchase preference as per PPP-MSE Order or all "MSE Class-I local supplier" do not accept L-1 rates, the contract is to be awarded / purchase preference to be given in different possible scenarios as under:
 - a) L-1 is "MSE but non-Class-I local supplier" or "Non-MSE but Class-I local supplier": Contract be awarded to L-1.
 - b) L-1 is "Non-MSE non-Class-I local supplier": Firstly, purchase preference shall be given to eligible MSE as per PPP-MSE Order. If MSEs not eligible or does not accept then purchase preference to be



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

given to eligible Class- I Local supplier as per PPP-MII Order. If Class-I Local supplier is also not eligible or does not accept then contract be awarded to L-1.

- c) Non-local suppliers, including MSEs falling in the category of Non-local suppliers, shall be eligible to bid only against Global Tender Enquiry..

C. Declaration/Verification of Local content:

- (i) Participating bidders to indicate the percentage of local content (i.e. value added in India) along with the details of location/s where the local value addition is made, in their bids, item wise or tender wise. The indicated local content percentage shall decide categorization of the vendors as "Class-I Local Supplier" / "Class-II Local Supplier" / "Non-local Supplier". All bidders should declare that the item and service offered meets the minimum local content & indicate its percentage in their offer which shall meet or excel required local content specified in tender. This declaration is necessary even if Custom Duty Exemption and / or ERV (if applicable) are not being sought. Certification as under is to be submitted mandatorily in technical Offer-Part-I bid.
Self-certification by Chief Financial Officer or Other legally responsible person nominated in writing by the Chief Executive or Senior Member / Person with Management Responsibility of Corporation / Partnership / Individual. However, in cases of procurement for value in excess of Rs. 10 Crores, the bidders shall provide a certificate from statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of supplier other than companies) giving the percentage of local content.
- (ii) Bidders to be noted that once the declaration / certification is committed at tender submission stage, the same cannot be altered subsequently at technical negotiation stage or after award of contract otherwise would be treated / considered as false declaration by bidder and necessary action shall be initiated as per tender clause '**Debarment of bidders / suppliers**' of the said Order for debarment.
- (iii) Declared Local Content shall be the basis for categorization of the vendors and tender evaluation. However, MDL reserves the right to undertake detailed examination of declared local content and may call vendor to submit relevant documents.
- (iv) In cases where MDL received the complaint from any vendor or person, along with the fees prescribed below, verification of Declared Local Content shall be carried out by seeking additional info as deemed necessary and the bidders (including unsuccessful bidders) against the tender shall be obliged to furnish the necessary documents. Failing to do so, the vendor may invite penal action as per the provisions of the Order. If MDL possess the capability, then it shall perform the verification. However, if in the opinion of MDL matter needs to be dealt at higher level, then the complaint shall be referred to Nodal Ministry and their fees / expenses / charges applicable as per the Nodal Ministry, if any, shall be borne by the complainant. MDL is authorized to prescribe fees for handling complaints under revised PPP MII 2017 Order. The fees for filing a complaint under the order shall be Rs. 10,000/- per case. The complaint shall be filed to the Chairman, Public Grievance Cell. The fee shall be deposited by complainant in MDL's Account by NEFT.
- (v) On scrutiny of offer, if all the bidders participating in the tender happen to have either not submitted the declaration certificate or not declared / specified the local content percentage in the declaration certificate or specified local content lower than the minimum local content requirement as per the tender, the subject tender shall be cancelled & matter shall be taken up with Ministry, by the user department, as per the



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

procedure indicated at above Purchase Preference Para or as amended by MoD / DPIIT / DoE.

- (vi) On opening of the price bids, if it is identified that there is difference in local content declaration made & local content percentage as per price quoted is now not meeting (i.e. lesser than) the specified tender requirement (i.e. only on the quoted price without any loading) then such bidder shall be disqualified and shall not be considered for ranking purpose. The bid would be treated / considered as given false declaration and necessary action for debarment shall be initiated.

Note: The original of the uploaded copy of Local Content Declaration shall be received in MDL within seven MDL working days from the tender closing date. Not receipt of the same is a "liable for bid rejection" criteria.

D. PPP MSE Order 2012:

Purchase Preference under PPP MSE Order 2012 shall prevail over Purchase preference under PPP MII Order 2017. Bidders to be noted that, in case of participation of MSE and Local Supplier against a same tender, MSE bidder will be given preference over other bidders to match with L1 bidder provided it has chosen Purchase Preference under PPP MSE Order 2012 in the tender & it is meeting Purchase Preference Criteria as per Public Procurement Policy for MSEs Order 2012. Bidder has to indicate his choice for Purchase Preference which will not be permitted to be changed once bid is opened.

Purchase Preference under PPP MSE Order 2012 shall prevail over Purchase preference under PPP MII Order 2017 and Purchase preference shall be accorded as per para 27(c)(a).

E. Price negotiation & contract placement:

- (i) MDL has right to negotiate with L1 bidders on the quoted prices. However, it shall be ensured that Local Content percentage as declared by the vendor is maintained or increased but not reduced.
- (ii) After the contract is awarded and the supplies are completed, the supplier shall provide a "Local content certificate" (in the format provided at the time of PO placement) declaring the actual Local content percentage achieved while executing the contract. In case of failure to provide Local Content Certificate for the executed order within reasonable time, the issue be referred for debarment.

Note: In cases of procurement for value in excess of Rs. 10 Crores, the supplier shall provide a Local Content certificate (in the format provided at the time of PO placement) from statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of supplier other than companies) giving the percentage of local content.

- (iii) Supplier shall be intimated that the supporting documentation towards realization of committed Local Content as per the contract / order terms & conditions shall be maintained for a period of seven years from the date of completion of the contract for audit purpose. Nodal Ministry may constitute committees with internal & external experts for independent verification of self-declarations and auditor's / accountant's certificates on random basis and in the case of complaints.

Note: The Actual Local Content Certificate as above, shall be mandatorily submitted by the successful bidder post execution of PO.

F. Debarment of bidders / suppliers:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- (i) False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of GFR 2017 for which a bidder or its successors can be debarred for up to 2 years as per Rule 151(iii) of GFR 2017 along with such other actions as may be permissible under law.
- (ii) A supplier who has been debarred by any procuring entity for violation of said Order shall not be eligible for preference under said Order for procurement by any other procuring entity for the duration of debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in such a manner that ongoing procurements are not disrupted.

G. Reciprocity Clause: Entities of countries which have been identified by the nodal Ministry/ Department as not allowing Indian companies to participate in their Government procurement for any item related to that nodal Ministry shall not be allowed to participate in Government procurement in India for all items related to that nodal Ministry/ Department, except for the list of items published by the Ministry/ Department permitting their participation.

Note: The term 'entity' of a country shall have the same meaning as under the FDI Policy of DPIIT as amended from time to time.

24. Integrity Pact (IP): The signed and stamped Integrity Pact (IP) to be submitted by the prospective vendors/bidders.

25.1 The pact essentially envisages the agreement between prospective vendors/bidders and buyers committing the persons / officials of both the parties not to exercise any corrupt influence on any aspect of the contract. Only those vendors/bidders who enter into such an integrity pact with the buyer would be competent to participate in the bid. Therefore, non-acceptance of Integrity Pact by the vendors/bidders shall be the criteria for categorical rejection. The format of Integrity Pact is placed at **Annexure-F** and the same is to be strictly adhered to.

25.2. Please note that the Bidders not agreeing to accept Integrity Pact or submitting integrity pact with deviation in MDL format is categorical rejection of the offer. A scanned copy of the Integrity Pact duly signed by bidder, strictly as per the format given at **Annexure-F** is to be uploaded along with the Part-I offer. The original of the Integrity pact is to be submitted to MDL within 7 days of the tender closing date.

25.3. In case of successful bidder, a clause will be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the Principal/Buyer to forfeit the same without assigning any reason for imposing sanction for violation of the Integrity Pact. MDL shall not be bound by any printed conditions or provisions in the sellers bid forms or acknowledgement of contract, invoices, packing list and any other documents which impose any conditions at variance with the tender terms/final negotiated & accepted terms

25.4. The nominated Independent External Monitor (IEM) will have power to access the entire project document and examine any complaints received by him.

The details of nominated IEM from the panel of IEMs are as follows:

- (i) Shri. P.V. Rao, IRS(Retd.),
Email: pasupuletirao@yahoo.co.in
- (ii) Sh, Subhash Chandra, IAS(Retd.),
Email: subhash59@hotmail.com



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

For updated list of IEMs, Kindly visit MDL website www.mazagondock.in.

25. Freak Low Bid:

- (a) If the quoted L-1 rate is less than estimate by more than 40% w.r.t. estimate and if the quoted L-1 rate is less than L2 by more than 30% w.r.t. L2 then such quote is shall be treated as freak low quote.
- (b) In case of freak low quote, meeting may be held with L-1 bidder to ascertain whether the quoted prices are "workable". The proper justification shall be given by the bidder.

26. Option clause: MDL retains the right to increase/decrease the ordered quantity by up to 50 % at any time, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period)

27. Book Examination Clause: Not applicable to this tender.

28. Progress Monitoring & Review Mechanism: The required dates are indicated in tender. On placement of order a kick off meeting is to be held in MDL to chalk out the sequence and priority of the activities and the deliverables in line with the prevailing construction status of the ship. In this meeting, a progress monitoring team shall be constituted comprising vendor's representative engineer, MDL's executives (one each from Planning, Design and Ship Manager). This team shall carry out periodic reviews (initially quarterly followed by monthly reviews) to decide and chalk out the detailed sequence and priority of the completion of work and deliverables. The vendor would have to adhere to the recommendations and decisions of the said team while executing the work.

29. Hindrance Register: All hindrances with date of occurrences and removal shall be noted in the Hindrance Register. The Hindrance Register shall document reasons for the delay vis-à-vis the mutually agreed schedule. All hindrances such as delay in MDL Inputs (Drawings/Material/Documents/Services/ Inspection call), delay by TPI/Inspection Agency/Customer(Navy), delay on account of specialist services, non-performance by the contractor, delinquency by the vendor, force majeure or any other relevant reason shall be recorded. The Hindrance Register shall be signed by the reps. of both MDL as well as Contractor. Executive in the rank of Chief Manager and above shall be the nodal executive of the User Department.

30. Public Grievance Cell: A public grievance cell headed by Shri R. R. Kumar, ED (EY) has been set up in the company. Members of public having complaints or grievances are advised to contact above Authorities on Wednesday between 10.00 hours and 12.30 hours in his office at 3rd Floor, West Block, Mazagon Dock Shipbuilders Ltd or send their complaints / grievances to him in writing for redressal. Telephone No. is 23762106(MDL).

31. Working on MDL Holidays: Intimation for working on Saturday / Sunday / holidays if required, should be submitted 2 working days prior to the date of holiday indicating names of personnel to Personnel Department and Security through concerned Department.

32. Non-Disclosure Agreement: Non- disclosure agreement will be required for bidding purpose & also post placement of order for issuance of drawings /documents. Bidder shall return the



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

issued drawing on or before tender closing date. Non-submission of issued drawing / documents may lead to rejection and action by MDL.

32.1 Non-Disclosure Agreement, format attached at **Annexure-G**. This Non-Disclosure Agreement to be executed on a non-judicial stamp paper of INR 500.00.

32.2 The Specifications, drawings, work instructions and protocols such issued shall be on returnable basis, without reproduction/retention of the copies at the bidder's end.

32.3 Current Illustrative format of NDA is enclosed at Annexure-G, for your ready reference.

32.3 Procedure for collection of All drawings, document & Work Instructions, design requirement etc as applicable will be done by Planning Dept (P15B-Plg/P17A-Plg), only during execution of contract, on submission of "Non Disclosure Agreement" in the prescribed format (in original) to PE(Plg-P15B) and PE(Plg-P17A)

33.3 If firm required drawings for their reference/bidding purpose, they can visit Planning P15B/ Planning P17A along with original instrument of NDA.

Mr. B Chandekar, M(P-P15B) Tel.no 022-2376-3392, email: bchandekar@mazdock.com

Mr. M Waghmare, CM(P-P17A) Tel no 022-2376-3325 email:mcwaghmare@mazdock.com

33. Breach of Obligation: In case of breach of any obligation mentioned under, the bidder shall be disqualified / debarred from the bidding process for a period of one year from the date of notification;

- i) Bidder has withdrawn / modified / amended / impaired / derogated from the tender during the period of bid validity.
- ii) Bidder fails or refuses to execute the contract upon notification of acceptance of bid by MDL during the period of bid validity.

34. Inter Project Service Transfer (IPST): MDL reserve the right to transfer services from PO placed for one project to another project OR within project (One yard to another) OR between Divisions OR Project to Yard or vice versa provided the services are identical in nature with same rates.

35. Free Issue Material: Not applicable to this tender.

36. Parallel Order: Not applicable to this tender.

37. Offset Policy: Not applicable to this tender.

38. Land Border:

a) This clause is applicable from a country which shares a land border with India" for the purpose of this Order means: -

- i) An entity incorporated, established or registered in such a country; or
- ii) A subsidiary of an entity incorporated, established or registered in such a country; or
- iii) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- iv) An entity whose beneficial owner is situated in such a country; or
- v) An Indian (or other) agent of such an entity; or
- vi) A natural person who is a citizen of such a country; or



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- vii) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- b) Bidders from a country sharing land border with India shall mandatorily require registration with registration Committee by the Department for promotion of Industry and Internal Trade (DPIIT). Registration shall not be applicable for the bidders from those countries to which the Government of India has extended Line of credit or in which the government of India is engaged in development project.
- c) Bidder shall comply with orders issued by the Ministry of Finance department of expenditure Vide OM 6/18/2019-PPD dated 23 July 2020 & 24 July 2020 and OM No F.7/10/2021/-PPD(1) dated 23.02.2023.
39. **Restrictions Regarding Personnel Deployed:** The quoted rates shall not be less than the minimum wage fixed/notified by the State Government where service is performed and shall include all statutory obligations. However, bids without any element of cost over and above such minimum wage (or below it) shall be treated as 'Nil' price quotation and would be rejected. The service provider shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and the MDL shall not be liable for any dues for availing the services of the personnel. The service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the MDL. The service provider shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.
40. **Workmen Safety and Insurance:** The service provider shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who is working on the operation and maintenance works. The service providers shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at their (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the MDL, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and at the MDL's request, the service providers shall provide evidence to the MDL showing that such insurance has been taken out and maintained and that the current premiums have been paid. The service provider shall provide and ensure sufficient protection gears like safety shoes, hand gloves, ladders, etc. are being used by their workers while carrying out works. The MDL shall not be liable for any compensation in case of any fatal injury/death caused to or by any man power while performing/discharging their duties/ for inspection or otherwise.
41. **Right to Reject any or all Bids:**
MDL reserves its right to accept or reject any or all Bids, abandon/ cancel the Tender process, and issue another tender for the same or similar Goods/Services at any time before the award of the contract. It would have no liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for such action(s).
42. **Conflict of Interest among Bidders/ Agents:** A bidder shall not have conflict of interest with other bidders. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
- they have controlling partner (s) in common; or
 - they receive or have received any direct or indirect subsidy/ financial stake from any of them; or



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- (iii) they have the same legal representative/agent for purposes of this bid; or
- (iv) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; or
- (v) Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ Assemblies from one bidding manufacturer in more than one bid.
- (vi) In cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorise only one agent/dealer. There can be only one bid from the following:
 - 1. The principal manufacturer directly or through one Indian agent on his behalf; and
 - 2. Indian/foreign agent on behalf of only one principal.
- (vii) Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;
- (viii) In case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business

43. Contacting MDL during the evaluation: If a Bidder needs to contact MDL for any reason relating to this tender and/ or its bid, it should do so only in writing or electronically. Any effort by a Bidder to influence MDL during the processing of bids, evaluation, bid comparison or award decisions shall be construed as a violation of the Code of Integrity, and bid shall be liable to be rejected as nonresponsive in addition to other punitive actions for violation of Code of Integrity as per the Tender Document.

44. Cartel Formation/Pool Rates:

Pool/cartel formation is against the basic principle of competitive bidding and defeats the very purpose of an open and competitive tendering system. Such and similar tactics to avoid/control true competition in a tender leading to "Appreciable Adverse Effect on Competition" (AAEC) have been declared as an offence under the Competition Act, 2002, as amended by the Competition (Amendment) Act, 2007.

Consider this as Warning to such Bidder that, in case of evidence of cartel formation, suitable administrative actions will be resorted to, such as rejecting the offers, reporting the matter to trade associations, the Competition Commission or NSIC, etc., to take suitable strong actions against such firms.

On such event, MDL may debar the tenderers indulging in cartel formation/collusive bidding/bid rigging for a period of two years from participation in the tenders of the MDL.

45. Registration on Government E-Marketplace (GeM) Portal: Offer to be submitted through GeM portal only.

46. Additional Instructions:

- (a) In case of improper on-line filling or non-submission of Acceptance formats for Tender Enquiry Form (TEF), GCC, it shall be presumed that all our tender terms & conditions are acceptable to the bidder.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- (b) Wherever the clauses in tender document (Part A) are getting repeated in GCC, then in such cases bidders are requested to refer the clauses in the tender doc (Part A) and offer their comments/acceptance, accordingly.

47. **Contact Details for Queries:** Bidders shall visit the actual site at MDL, for ascertaining the nature & entire scope of work, job requirement, technical specifications, tools & tackles & measuring instruments required, for carrying out the job and intermediate checks, the environment under which the work needs to be carried out at worksite in MDL premises, site conditions etc. **All bidders are requested to get their queries, if any, clarified in advance to avoid last minute delay.** In case of any clarifications regarding tender, bidders are requested to contact the following executives.

Department	Name of Executives	Contact No	Email
Technical	Mr. Bhupendra Chandekar, M(P-P15B)	022-2376-3392	bchandekar@mazdock.com
	Mr. Mithun Waghmare, CM(P-P17A)	022-2376-3325	mcwaghmare@mazdock.com
Commercial	Mr P S Pimple	022-2376-3351	pspimple@mazdock.com

48. We look forward to receive your most competitive and reasonable offer against this tender.

Yours faithfully,
For MAZAGON DOCK SHIPBUILDERS LIMITED,

Prashant Pimple
Chief Manager
(OUTSOURCING DEPARTMENT)



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Annexure-I

SBD/TEF (STANDARD BIDDING DOCUMENT ACCEPTANCE FORMAT):-

To, MAZAGON DOCK SHIPBUILDERS LIMITED, OUTSOURCING DEPARTMENT.

SBD CLAUSE No.	BIDDER'S REMARK	SBD CLAUSE No.	BIDDER'S REMARK
	ACC. / DEV.		ACC. / DEV.
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39		40	
41		42	
43		44	
45		46	
47		48	

COMPANY'S NAME & ADDRESS:

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:

NOTE:

- Bidders should carefully read the Terms & Conditions of the Standard Bidding Document (SBD) prior to filling up this acceptance format.
- This format should be properly filled, signed and bidder shall upload the scanned copy of the same online.
- Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
- Bidder(s) to attach Separate Sheet indicating all relevant details such as Number & description of the Clause, Reasons for Deviation and Alternative suggested for any deviations taken by them.
- Clause numbers shown in the above format also includes the sub-clauses under these clauses.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Annexure –A



TECHNICAL SPECIFICATIONS FOR PROCUREMENT (TSP)

of Services for

Fabrication/Cutting of various jobs

for ship's-unit/block

DECEMBER 20, 2023

MAZAGON DOCK SHIPBUILDERS LIMITED

497
24/12



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

INDEX

SR. NO.	DESCRIPTION	PAGE NOS.
1	Pre-Qualification Criteria	4
2	Scope of Requirement	4-7
3	Quality Assurance	7-8
4	Welder Qualification	8
5	Documents / Drawings	8
6	Work Description	8-14
a	Fabrication Of Minor/Major Sub-Assemblies	8-9
b	Fabrication of Major Seats/Foundations Above 500 Kg.	9
c	Fabrication of Minor Seats / Foundations Up To 500 Kg.	9-10
d	Fabrication of Sea Tubes/ Sea Chest Gratings	10
e	Fabrication of Vertical Ladders / Sloping Ladders	10
f	Fabrication of Lifting Lugs /Turning Lugs	10-11
g	Fabrication of Coaming	11
h	Fabrication of Foot Rungs / Hand Holds	11
i	Fabrication of Racks	11
j	Fabrication of Minor Outfitting Work (Less Than 50 Kg)	11-12
k	Fabrication of Major Outfitting Work (More Than 50 Kg.)	12
l	Cutting of Chequered Plates	12
m	Cutting of Miscellaneous Items	12-13
n	Fabrication of Platform Gratings	13
o	Fabrication of Ventilation Trunking	13-14
p	Fabrication of Pre-Insulated Spiral Ducts	14
q	Fabrication Of Miscellaneous Jobs	14



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

SR. NO.	DESCRIPTION	PAGE NOS.
7	Contractors Scope of Supply	14-19
a	Manpower	14-16
b	Machine	16-17
c	Material	17
d	Services	17-18
e	Contractor Project Management	18-19
8	MDL Scope of Supply	19-21
a	Material	19-20
b	Yard Facilities	20-21
9	Safety	21-23
a	Equipment Safety	21
b	Personal Safety	22
c	Job Site Safety	22
d	Fire Hazards	22-23
e	Cleanliness	23
10	Duration of Completion of Work	23
11	Work Completion Certificate (WCC)	23-24
12	Hindrance Register	24
13	Material Reconciliation	24-25
14	Fabrication of Pre-Insulated Spiral Ducts	25
15	Annexures (I to V)	26-32



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

General and important note:

Mazagon Dock Shipbuilders Limited is hereafter referred to as "MDL" or "Owner"

Throughout this document, the terms "contractor" or "supplier" or "vendor", or "parties" or "participants" or "bid" and "tender" and their derivatives ("bidder/tenderer", "bid/tender/offer", "bidding / tendering", etc.) are to be treated as synonymous to the extent of contract defined.

Day means a calendar day. Singular also means plural.

The Technical Specifications or Scope of Work contained herein is not intended to enumerate each and every detail of Work required. Words, which have well-known technical or trade meanings, are used in the specifications in accordance with such recognised meanings.

All labour, material, work, services and equipment necessary for the administration and completion of the Project shall be in the scope of the contractor except for any items expressly identified in MDL Scope or Supply.

WOT(Mbi) – Warship Overseeing Team(Mumbai)

OEM- Original Equipment Manufacturer, here referred to paint manufacturers

PMT – Project Management Team

EDC – End date for completion

WDC – Work Done Certificate

WCC-Work Completion Certificate

Contractor – the winning bidder to this contract

MR-Material Request

QAP – Quality Assurance Plan

LD- Liquidated damages



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

TECHNICAL SCOPE OF WORK

FOR VARIOUS FABRICATION JOBS OF UNDER CONSTRUCTION SHIPS

1. PRE-QUALIFICATION CRITERIA:

- a. The bidder should have experience in fabrication of sub-assemblies/outfitting items related to shipbuilding/submarine/offshore/heavy engineering.
Heavy engineering work is defined as "having experience of industrial fabrication or ship repair (steel replacement).
- b. Contractors shall produce the following documents for proving past experience mentioned above:
 - i. Purchase orders (POs)
 - ii. Work Completion Certificate (WCC)
 - iii. Tax Invoices against submitted POs
 - iv. Payment Advices/Proof of payment made

2. SCOPE OF REQUIREMENT

- a. The intent of this Scope of Work is that all labour, material, machines/equipment and other items necessary for the proper execution and completion of the Work is included in the scope of contractor, except for any items expressly identified as "MDL Supply".
- b. All work and services required for the administration of the Project shall be in the scope of the Contractor.
- c. The contractor shall adhere to MDL/Naval/Customer requirements and specifications while carrying out fabrications work.
- d. Non-Disclosure Agreement (NDA) shall be submitted by the successful bidder/contractor prior to placement of Purchase Order.
- e. "Scope of Requirement" is not intended to enumerate each and every item of Work required. Well-known technical words in trade meaning context are used in the Scope in accordance to such recognized meanings. Discrepancy in understanding the words/sentences/meaning if any, may be brought about for clarification before finalising the contract or else otherwise it is implied that it is understood and accepted by the contractor.
- f. The quantity indicated in the rate sheet is indicative/ approximate; the contractor will be paid as per actual work done.
- g. During the contractual period, if the contractor is unable to meet production targets required by MDL and/or quality of work is substandard, MDL reserves the right to cancel the contract as per contract terms.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- h. The contractor awarded with the job is responsible towards compliance to central, state and local laws, ordinances, rules and regulations applicable to the work and for paying whatsoever cost arising from violation of the same. The contractor shall:
- Observe all applicable MDL accepted Industry Safety Practice and in addition, all governmental regulations as appropriate for this work.
 - Comply with applicable codes and standards of fabrication, erection, construction and safety.
- i. Contractor needs to complete mobilisation of its work force, machine, tools and equipment within two weeks from date of award of order; work needs to commence in two weeks after order placement.
- j. Contractor has to ensure that its welders are qualified within these two weeks from date of placement of order; the contractor to initiate welder qualification process immediately on receipt of LOI in order to meet the timelines.
- k. The firm to obtain permanent gate passes for its people/workforce to gain entry inside MDL; no excuse for delay in commencing the work on this account will be entertained. Following minimum documents are required to obtain a gate pass:
- Identity Proof
 - Police Verification
 - ESIC/ PF/ WC Policy
 - Undertaking from firm if required, etc
- l. Material Request note shall be issued along with work-order by MDL. Collecting the material and associated fittings from stores (or from any workshop, as advised) shall be undertaken by the contractor. MDL will provide means of material transportation for material measuring more than 2m in length. However, manpower for loading and unloading is in contractor's scope; in case of material which can be transported by hand-carts, then manpower for the same to be arranged by the contractor.
- m. Contractor shall fabricate jobs as per drawings, specifications, MDL structural standards and shall carry out welding as per NES/DGS/DNV requirements.
- n. Care to be taken to ensure that the weld preparations are correctly profiled. Welds are to be carefully examined for welding flaws like undercuts, slags, cracks, spatter, holes, etc. or any other visible defects.
- o. The contractor shall take all necessary precautions to minimise wastage and damage during fabrication. Any such damages to be repaired after seeking prior approval of MDL.
- p. Loose items as mentioned in the drawings must be tacked along with the job dispatched.
- q. All jobs will be visually and dimensionally checked for conformance to specifications.
- ~~r. Contractor has to carry out all the defect rectification of items, observed during inspection, gamma ray radiography, Dye Penetrant Test (DPT), Ultrasonic tests (UT) etc. There will be no separate payment for defect rectification.~~



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- s. In case of rejection due to faulty workmanship or damage to job due to manhandling, cost of material plus overhead charges will be recovered from the bill amount as per the costing done by MDL estimate section. The recovery charges will be communicated by SB-Hull departments to Outsourcing (OTS) Dept.
- t. Modification/rework charges at 120% of the applicable rate will be payable in case of changes/ modification at the behest of MDL/ due to changes in drawing in jobs already fabricated or certified or at any stage during fabrication; this shall be applicable only if, because of revised drawing, work modification needs to be carried out.
- u. However, this will have to be done under written instructions of MDL and a separate mention is to be made in Work Done Certificate (WDC). Any rework arising out of defective workmanship will not be paid for.
- v. The contractor has to work round the clock to complete the work. Any overtime/extra charges will not be paid by MDL.
- w. To Work on Saturdays, Sundays and Holidays, MDL laid down procedure has to be followed. Any overtime /extra charges shall not be paid by MDL.
- x. On satisfactory completion, the contractor needs to dispatch the finished job; MDL shall provide means of material transportation for dispatch; however, manpower for loading and unloading is in contractor's scope; in case of jobs/material which can be transported by hand-carts, then manpower for the same to be arranged by the contractor.
- y. The date of final clearance of job by the inspection authority indicated in QAP shall be treated as completion date of the job. Contractor to remain present during inspection to clarify queries raised by inspection, if any.
- z. MDL reserves the right to inspect contractor's operations and methodology to ensure conformity to specifications. Contractor shall provide free access to his work at all times. Presence or absence of MDL representative does not absolve the contractor of his responsibility for good quality control.
- aa. The contractor shall provide all assistance, facility, labour and material for carrying out examination, measurement, testing, and inspection of work.
- bb. The contractor shall be fully responsible for the safety/security of drawings and other confidential material issued to him from time to time. All documents issued by MDL to be properly secured and maintained and shall be returned while seeking WCCs or when sought by MDL.
- cc. The order shall be operated by Hull Departments of Shipbuilding Division.
- dd. Fabrication of items is inclusive of fabrication of any jig or fixture if required. No separate charges will be provided for the same.
- ee. The contract will be operational for two years. The contract period may however, be extended by further 3 months or more on same terms and conditions if the need so arises.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

Order rates shall remain fixed till completion of allocated work within the operational/extended period.

- ff. No upward revision of any rate shall be entertained due to any change in minimum wages to contractor's workmen during the tenure of the contract.
- gg. Sub-contracting of work to another agency is strictly not permitted. MDL reserves the right to cancel the contract in case of further sub-contracting by the Contractor.
- hh. MDL is an ISO 9001:2015 certified company and hence the contractor has to keep the necessary records as per the provisions of the QMS.
- ii. MDL's work release notes may contain multiple jobs. In case work release given to contractor contains multiple jobs and in case few of them are completed beyond due date in that case the LD, if applicable would be levied for only those jobs which are completed beyond due date of completion mentioned in release note.

3. QUALITY ASSURANCE:

- a. Contractor will have to submit a QAP before start of work and get it approved (by Owner/WOT(Mbi)/MDL) within two weeks of award of contract:
- b. After initial submission of draft QAP, Shipbuilding Quality Control(SQC) will be forwarding its comments if applicable; QAP will be approved by SQC and WOT (Mbi)/Owner.
- c. The following inspections will be carried out for the jobs completed:
- Skid inspection (if applicable).
 - NDT
 - Dimension.
 - Dry survey.
 - Weight record (if applicable).
- d. Any other inspections which are required to be carried out as per QAP will also be conducted.
- e. The checks carried out when found Satisfactory shall be certified by MDL; this shall form the basis of generation of WDC.
- f. Contractor to ensure that radiography rejection % shall not exceed 2.5%. In case it exceeds so, the welder needs to be resent for welder qualification test.
- g. Radiography of weld joints wherever required will be carried out by MDL as per NDT Plan. The cost of radiography for fresh welding joint will be borne by MDL and, in case of failure of weld joints, subsequent radiography is to be done for repair joints and or penalty joints; charges of which will be borne by the contractor, at actuals.
- h. DP test shall be carried out by qualified personnel, the cost of the same shall be borne by the contractor. MDL QC inspector will witness the test and issue necessary certificate.
- i. ~~Ultrasonic test of weld joints wherever required will be carried out by MDL free of cost for the first time. In case of failure of weld joints, the subsequent UT to be done for repair joints/penalty joints; charges of which will be borne by the contractor, at actuals.~~



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
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शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- j. Radiography and UT record will be maintained/monitored by MDL SQC and recovery charges towards repair joints/penalty joints will be informed to OTS.
- k. Contractor shall maintain the record for Moisture-content of baked electrodes, test of which shall be conducted by MDL.
- l. Contractor shall deploy sufficient number of portable ovens to ensure that electrodes are not left open after baking. Baking record to be maintained as per format provided by MDL.

4. WELDER QUALIFICATION:

- a. Work can commence only on issuance of welder qualification certificates on DMR 249A/IS2062/AS36 grade steel, in MIG and SMAW (copy of WPS for welding will be provided by MDL).
- b. Welding procedures and specifications (WPS), Technical guidelines, assembly sequence, standard structural and welding details, etc. will be given by MDL on need basis.
- c. Welder qualification on DMR 249A/IS2062/AS36 Steel plates will be carried out on chargeable basis per welder. Inspection authority will be MDL-SQC and/OR WOT/Owner. As per the job /work requirement, successful bidder will have to deploy adequate number of welders
- d. The contractor has to pay MDL, the incidental costs incurred, for conducting tests for welder qualification. Cost of qualification for welder per position in SMAW/FCAW including material DMR249A/IS2062/AS36, radiography, power consumption and electrodes/gas cost is @ ₹ 2,000 / per welder /per position.
- e. Cost of qualification for welder per position in SAW including material DMR249A/IS2062, radiography, power consumption, and electrodes/gas cost is @ ₹14,000/ per welder/per position.

5. DOCUMENTS / DRAWINGS:

- a. All drawings/documents required for fabrication shall be issued by MDL. After completion of the contract, these drawings/ documents shall be returned to the issuing authority by the contractor.
- b. All these drawings/ documents shall be referred by the Contractor within MDL premises only. Contractor shall not take these proprietary drawings/documents outside company premises for any reason what so ever.
- c. Non-Disclosure Agreement (NDA) is not required for bidding purpose as the bidders are requested to visit MDL for referring sample unit drawing/ documents.

6. WORK DESCRIPTION:

- a. **Fabrication of Minor/Major Sub-Assemblies:** It includes fabrication of bulkheads (BHD), Girders, Stringers, Floor panels (Including Steel Caps, Keel/Bilge Blocks, Steel Uprights, Temporary Sloping Ladders, Junction Boxes etc.). Material grade for fabrication is DMR 249A/IS2062/AS36. A typical flow process for fabrication of minor/major sub-assemblies is as follows:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- i. Carry out the sub assembly work as per drawing.
- ii. Shapes for flat bars wherever required shall be generated by the contractor.
- iii. Edge preparation wherever necessary has shall be done by the contractor. Edge preparation shall be carried out with PUG cutting, mechanical beveling machine or grinding machine only.
- iv. To assemble the flat bar with the web plate as per drawing.
- v. Welding shall be carried out as indicated in drawing.
- vi. Splatters shall be removed from the welded joint and the sub assembly shall be cleaned.
- vii. Grinding of sharp edges, weld build-up, and touch-up work as necessary for clearance shall be done by the contractor.
- viii. Assemblies wherever required to be straightened / faired after welding shall be corrected by the contractor.
- ix. In case of BHDs, Stringers and Floors panels, contractor shall fabricate the panels as per drawing.
- x. Contractor shall use electrodes supplied by MDL.
- xi. Radiography and Ultrasonic testing of all the full penetration/Butt/Seam welding as per the requirement shall be carried out. Contractor shall carry out the surface preparation for testing and also prepare call for test/inspection.
- xii. Fabricated items shall be offered for inspection as per approved QAP.

b. Fabrication of Major Seats/Foundations above 500 kg.

Material grade for fabrication is DMR 249A/IS2062/AS36.

A typical flow process for fabrication of major seat/foundations is as follows:

- i. Seats are to be fabricated as per respective drawings
- ii. Cutting of parts, forming of plates below 14 mm thickness and 1,000 mm diameter, flanging, shaping etc. will be in the scope of contractor.
- iii. Seats needs to be offered on tacks to SQC/WOT before full welding of the seats.
- iv. The welding of the seats to be carried out by following proper sequences so that the dimensional accuracy is met.
- v. Grinding, Touch Up, Cleaning of Weldments, spatter removal, grinding of sharp edges etc. to be carried out
- vi. Radiography and Ultrasonic testing of all the full penetration/Butt/Seam welding as per the requirement to be carried out. Contractor has to carry out the surface preparation for testing and also prepare call for test/inspection.
- vii. Fabricated items to be offered for inspection as per approved QAP.

a. Fabrication of Minor Seats / Foundations up to 500 kg.

Material grade for fabrication is DMR 249A/IS2062/AS36.

A typical flow process for fabrication of minor seat/foundations is as follows:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- i. Seats are to be fabricated as per respective drawings.
 - ii. Cutting of parts, flanging and shaping etc. will be in the scope of contractor.
 - iii. The welding of the seats to be carried out by following proper sequences so that the dimensional accuracy is met.
 - iv. Grinding, Touch Up, Cleaning of Weldments, spatter removal, grinding of sharp edges etc. to be carried out.
 - v. Radiography and Ultrasonic testing of all the full penetration/Butt/Seam welding as per the requirement to be carried out. Contractor has to carry out the surface preparation for testing and also prepare call for test/inspection.
 - vi. Fabricated items to be offered for inspection as per approved QAP.
- d. **Fabrication of Sea tubes/ Sea chest Gratings: (DMR 249A/IS2062/AS36)**
A typical flow process for fabrication of Sea tubes/ Sea chest Gratings is as follows:
- i. Gratings are to be fabricated as per respective drawings.
 - ii. Cutting of parts, flanging and shaping etc. will be in the scope of contractor.
 - iii. Sections like flat bar, will be issued in running meter length and shaping of the flat bar will be carried out by contractor.
 - iv. 100% radiography (or as indicated in NDT plan) of the weldments shall be carried out. Contractor has to carry out the surface preparation for testing and also prepare call for test/inspection.
 - v. Grinding, touch Up, cleaning of weldments, spatter removal, grinding of sharp edges etc. to be carried out.
 - vi. Fabricated items to be offered for inspection as per approved QAP.
- e. **Fabrication of Vertical Ladders / Sloping Ladders**
A typical flow process for fabrication of Vertical Ladders / Sloping Ladders is as follows:
- i. To be fabricated as per drawings.
 - ii. Drilling/Forming if required shall be carried out by the contractor.
 - iii. Lugs required for ladders also needs to be fabricated.
 - iv. Cutting and bending of steps for ladder to be carried out by the contractor.
 - v. Grinding, Touch Up, Cleaning of Weldments, spatter removal, grinding of sharp edges etc. to be carried out.
 - vi. Fabricated items to be offered for inspection as per approved QAP.
- f. **Fabrication of Lifting Lugs /Turning Lugs 5t, 8t, 15t, 25t and 40t :**
- i. A typical flow process for fabrication of lifting lugs is as follows:
 - ii. Cut the parts of lugs on profile machine. Profile cutting machine is to be arranged by contractor.
 - iii. Prepare edges for welding. Assemble the lugs as per given drawing and complete the welding.
 - iv. Center hole to be machined after assembly of chic plates with central pad.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- v. DPT of weld joints to be carried out as per drawing.
- vi. Grinding, Touch Up, Cleaning of Weldments, spatter removal, grinding of sharp edges etc. to be carried out.
- vii. Completed lugs to be punch marked with the tonnage capacity and the contractor's name or Logo for identification and other numbers as required.
- viii. Contractor has to use only approved electrodes supplied by MDL.
- g. Fabrication of Coaming**
Material grade for fabrication is DMR 249A/D40S/IS2062/AS36. Typical flow process for fabrication of coamings is as follows:
- i. Contractor to prepare his own templates and produce the rings. All curves should be smooth. Under this category contractor will have to attend any kind of flat bar bending assigned to them viz. manhole coaming, flat bar bending for deck openings, flat bar bending for any web/girders etc.
- ii. Balance flat bar pieces to be returned to MDL after accounting for the flat bars used.
- h. Fabrication of Foot Rungs / Hand Holds**
Material grade for fabrication is DMR 249A/IS2062/AS36. A typical flow process for fabrication of foot rungs / hand holds is as follows:
- i. To be fabricated as per drawings.
- ii. Forming of the section/profiles is to be carried out by the contractor.
- iii. Grinding, Touch Up, cleaning of weldments, spatter removal, grinding of sharp edges etc. to be carried out.
- i. Fabrication of Racks:**
Material grade for fabrication is DMR249A/IS2062/AS36/Galvanised steel. A typical flow process for fabrication of racks is as follows:
- i. To be fabricated and assembled as per drawings
- ii. Grinding, Touch Up, Cleaning of Weldments, spatter removal, grinding of sharp edges etc. to be carried out.
- iii. Drilling wherever required is in the scope of the contractor.
- iv. Lugs required to be cut and drilled.
- v. Fabricated items to be offered for inspection as per approved QAP.
- j. Fabrication of Minor Outfitting Work (Less than 50 kg):** – (Cones, Sleeves, Stanchions, Tables and Table Tops, Tanks, Deck/BHD Pieces, Louvers, Clamps, Scoops, Lugs, Deflectors, Cradles, Manhole Covers, Foot Steps, Brackets, Hinges, Slots, Hangers, Hanger Tops, Lockers, Trunkings, Platforms, Cable slots, Securing arrangements for various items, baskets and other Miscellaneous items. Material grade for fabrication is ~~DMR 249A/IS2062/AS36/Galvanised steel.~~
- A typical flow process for fabrication of Vertical Ladders / Sloping Ladders is as follows:
- i. The outfitting items are to be fabricated as per respective drawings.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- ii. Cutting of parts, flanging, rolling and shaping etc. will be in the scope of contractor. However, brackets required for Table tops shall be CNC cut and provided by MDL.
 - iii. Grinding, Touch Up, Cleaning of Weldments, spatter removal, grinding of sharp edges etc. to be carried out.
 - iv. Radiography and Ultrasonic testing of all the full penetration welding as per the requirement to be carried out. Contractor has to carry out the surface preparation and prepare offer for inspection.
 - v. Fabricated items to be offered for inspection as per approved QAP.
- k. **Fabrication of Major Outfitting Work (More than 50 kg):** – (Trunkings, Tanks, Lockers, Platforms, Sea Chests, Louvers and other Miscellaneous Outfitting items. Material grade for fabrication is DMR 249A/IS2062/AS36/Galvanised steel. A typical flow process for fabrication of major outfitting works is as follows:
- i. The outfitting items are to be fabricated as per respective drawings.
 - ii. Cutting of parts, flanging, rolling and shaping etc. will be in the scope of contractor
 - iii. Grinding, Touch Up, Cleaning of Weldments, spatter removal, grinding of sharp edges etc. to be carried out
 - iv. Radiography and Ultrasonic testing of all the full penetration/Butt/Seam welding as per the requirement to be carried out. Contractor has to carry out the surface preparation for testing and also prepare call for test/inspection.
 - v. Fabricated items to be offered for inspection as per approved QAP.
- l. **Cutting of chequer plates:**
A typical flow process for cutting of chequered plates is as follows:
- i. Plates to be cut as per template/drawing on Profile Cutting machine. Punching machine/ Shearing machine and edges should be smooth finished by grinding. (Contractor to arrange machining facility if required).
 - ii. Relevant details if required to be marked by depositing the welds on each piece.
 - iii. Straightening of plates shall be carried out.
 - iv. Dimensional and visual inspection of these items to be carried out by the contractor and to be offered to MDL for its clearance.
- m. **Cutting of Miscellaneous items:** C type Lugs, Pads, C clamps, Y clamps, Doubbler Pads, Circular and Rectangular Flanges, Packing Pieces, C Type Brackets, Chockes, Blanks, Lugs, Deck Filling Pads, cut pieces of various standard shapes and other miscellaneous items of DMR 249A/ D40S / IS 2062/AS36 Material/ CRCA/GI sheets.
A typical flow process for cutting of miscellaneous plates is as follows:
- i. Contractor will have to make templates (Templates to be made of suitable material such as wooden/cardboard/aluminum) as per given drawing and get it approved by MDL Production Shop.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- ii. Plate to be cut on Profile Cutting Machine. Punching Machine. Shearing Machine. and edges should be smooth finished by grinding. (Contractor to arrange machining facility if required).
 - iii. Relevant details if required to be marked by white Enamel paint on each piece (White enamel paint to be arranged by contractor).
 - iv. Dimensional and visual inspection of these items to be carried out by the contractor and to be offered to MDL for its clearance.
- n. **Fabrication of Platform Gratings:**
A typical flow process for fabrication of platform gratings is as follows:
- i. To be fabricated and assembled as per drawings
 - ii. Forming of flat bars is in the scope of the contractor
 - iii. Grinding, Touch Up, Cleaning of Weldments, spatter removal, grinding of sharp edges etc. to be carried out.
 - iv. Drilling wherever required is in the scope of the contractor.
 - v. Dimensional and visual inspection of these items to be carried out by the contractor and to be offered to MDL for its clearance.
- o. **Fabrication of Ventilation Trunking (Rectangular and Built-In)**
The contractor will have to carry out all functions required for pre-fabrication, fabrication, subassembly and or assembly of the work described in the construction drawing given for fabrication. Typical flow-process to fabricate a ventilation trunk consists of the following steps:
- i. Production of plate parts by marking and cutting on a shearing machine/ grinder/cutter/portable shearing machine whichever is found convenient to produce the part/shape indicated in the drawing/template.
 - ii. For built-in trunking and GTG intake and uptake trunk only required CNC cut parts as drawing part-list will be supplied by production shop. Raw material will be issued to fabricate direct marking plates.
 - iii. Knuckle/Bend the plate on bending machine to required dimensions.
 - iv. Mark identification details viz. Yard number, Drawing number, item/part number on the duct with a permanent marker pen.
 - v. Fabrication and Installation of Fit-up items (wire mesh/bell mouth/rectangular dampers/ hangers) as per drawing. No separate payment shall be made for fabricating the fit up items if indicated in the drawing.
 - vi. Wire mesh/bell mouth/rectangular dampers/ hangers will be fabricated as per their respective drawings which will however, be issued separately.
 - vii. Inspection of fit-ups to be sought from MDL before welding.
 - viii. After inspection, welding to be carried out.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- ix. Weld and dimensional aspects to be visually checked after welding.
- x. After self-check, the contractor to offer to SMS for inspection.
- xi. On receipt of satisfactory completion certificate, job to be dispatched.
- xii. The details of various types of ventilation trunking/ducts are summarised at Annexure II

p. Fabrication Of Pre-Insulated Spiral Ducts

- a. Mark and cut spiral ducts as per drawing. Join the ducts with transition pieces, elbows, reducers, tees, taper pieces, bends, doja dampers etc. with the help of screws and Insert inner / outer rings as required.
- b. Fabrication & Installation of Fit-up items (Transition piece, half G, bell mouth with wire-mesh/ etc.) as per drawing. No separate payment shall be made for fabricating the fit up items.
- c. Wire mesh/bell mouth/doja dampers/hangers will be fabricated as per their respective drawings which will however, be issued separately.

q. Fabrication of Miscellaneous Jobs

The contractor will have to carry out all functions required for pre-fabrication, fabrication, subassembly and or assembly of the work described in the construction drawing given for fabrication. Typical flow-process to fabricate consists of the following steps:

- i. Production of plate parts by marking and cutting on a shearing machine/ grinder/cutter/portable shearing machine whichever is found convenient to produce the part/shape indicated in the drawing.
- ii. Knuckle/Bend the plate on bending machine to required dimensions
- iii. Mark identification details viz. Yard number, Drawing number, item/part number on the duct with a permanent marker pen.
- iv. Dimensional verification to be sought from MDL before welding.
- v. After inspection by MDL, welding to be carried out.
- vi. Weld and dimensional aspects to be visually checked after welding.
- vii. After self-check, the contractor to offer to SMS for inspection.
- viii. On receipt of satisfactory completion certificate, job to be dispatched
- ix. The details of various types of miscellaneous jobs are placed at Annexure III.
- x. The contractor may be required to come on board ships under construction, to determine the dimensions of the job to fabricate wherever drawings are not available/ feasible as in case of protective covers of delicate equipment, casings for degaussing system, etc.

7. CONTRACTORS SCOPE OF SUPPLY:

a. Manpower

- i. Contractor must have qualified, competent and designated employee to look after project site, job/production, maintenance, quality and safety.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- ii. Contractor must arrange manpower required for production works, administrative staff and site in charge. Ratio of supervisory staff to labour must be 1:20 i.e. one supervisor for every 20 people, 2 supervisors for more than 20 people, 3 for more than 60 and so on. Supervisors must be minimum ITI certified personnel.
- iii. No work shall be allowed to be carried out without the supervisor's presence in the workshop. Work for the day/shift shall not commence till the job supervisors arrives.
- iv. Contractor must promptly work additional time over regular hours, including second shifts, Saturdays, Sundays and holidays; supply additional workmen; revise its operational procedures; or take such other steps as may be required to bring Work on, and, as per schedule, without additional cost or expense to MDL. Request for additional time will however be at the discretion of MDL.
- v. The contractor acknowledges and accepts the fact that there could be periods of lean work and sometimes periods of sufficient and extensive work loads. The contractor may reduce its work force during periods of lean work by intimating in writing to MDL and obtaining consent. The contractor shall make no claim on MDL for idle and wasted manpower. The workforce to adequately commensurate with the work load.
- vi. The work of fabrication/assembly is to be done inside MDL premises.
- vii. The contractor shall follow yard calendar and timings. In the event the contractor desires/is required to work on Saturdays/Sundays/Holidays or beyond normal working hrs., prior approval needs to be obtained. Site Incharge shall have to be present during extended hours/holidays. In no case any job will be allowed to be carried out in absence of job supervisors. Such request however will be granted at the discretion of MDL.
- viii. Contractor has to collect the welding consumables and other material from stores. Material for the jobs shall be made available by MDL on demand as per requirement, progressively. Contractor shall project his requirement at least a day in advance.
- ix. A list of manpower indicating site-incharge, supervisors and workmen shall be furnished before start of work/work mobilisation for review and approval. Gate Passes shall be issued to this approved personnel list. No appointment, substitution or reassignment of staff shall be made by the Contractor without prior written consent of MDL, unless such personnel leaves the employment of the Contractor. Any proposed appointment, substitution or reassignment, the Contractor shall submit to MDL a detailed justification supported by the qualifications of any proposed individual.
- x. Welders are to be qualified for respective material (MS/DMR249A /Aluminium/SS). Requirement of qualified welders with different processes and positions will be as under:

- SMAW: In all positions.
- MIG/MAG: In all positions (1G, 2G, 3G)
- TIG: In all Positions



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- xi. If contractor fails to certify their welders within one-month period from the date of placement of order, it will be viewed as non-performance of the contract and order may be terminated.
- xii. The contractor to ensure that adequate number of qualified welders and structural fabricators are deployed for the jobs.
- xiii. Welder qualification will be carried out on chargeable basis per welder. Inspection authority will be MDL(Welding), MDL-SQC and/or WOT. As per the job /work requirement, successful bidder will have to deploy adequate number of welders.
- xiv. The contractor shall take all appropriate steps to minimise noise, air pollution, ambient discomfort, poor lighting, hazards and other undesirable effects and conditions
- xv. The contractor shall at all times comply with the requirements of law and governmental regulations.
- xvi. Contractor to ensure that the uniform of its employees shall bear no resemblance to that of uniform worn by MDL employees

b. Machine

All tools and tackles, machines and equipment, gadgets and instruments, etc., incidental to, in the execution of above work, other than mentioned in MDL scope of work shall be provided by the contractor. Minimum requirements are listed below but the list may not be complete.

- i. Press machine of suitable capacity.
- ii. Profile cutting machine.
- iii. Welding machines and equipment (sufficient number of SMAW and MIG/FCAW/SAW/TIG Machines), Mother baking ovens (At least 1 no. at 500° C and at least 1 no. at 150° C) sufficient number of portable ovens (one machine for each SMAW welder) for storing welding electrodes at site shall be arranged by the Contractor.
- iv. All tools and tackles required for carrying out job viz. Pug cutting machine, beveling machine, gas cutting and heating torches, spanners, hammers, wedges, grinding machine tools, grinding wheels, welding cables, cutting hoses, lifting tools, lifting gears, cutting wheels, ceramic backing strips for welding etc. are to be arranged by the Contractor.
- v. All portable fabrication equipment and machinery like portable metal cutting machine, portable hand shearing machine, jig-saw, portable shearing machine, cutting tools and accessories, etc. to be arranged by the contractor.
- vi. Welding holders, welding cables, cutting hoses, cutting torches, flash-back arrestors, lifting tools, lifting gears, gas hoses, regulators, etc. are to be arranged by the Contractor.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

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SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- vii. Similarly tools like spanners, hammers, wedges, grinding machine tools, grinding wheels, buffing wheels, tap and wrenches, C-clamps, drill bits, etc are to be arranged by the contractor.
- viii. Machines, Equipment and tools proposed by the Contractor for use in connection with the Work shall be subject to MDL approval. The Contractor shall submit written requests for such approval. Requests for approval shall indicate technical data or technical brochure indicating machine information wherever applicable.
- ix. Any other material, tool, machine and equipment, gadget, etc. incidental to, and not mentioned herein, shall be in the scope of the contractor

c. Material

The contractor shall provide the following material incidental to the job:

- i. Welding equipment, Gas consumables, all industrial gases such as Oxygen, Acetylene/BMCG, CO₂ + Argon mixture etc. with purity certificate (original copy of Manufacturer TC) will be in Contractor's scope.
- ii. Purity of Argon CO₂ Mixture is as follows:
 - Argon + Carbon Dioxide with 18+1.5 % CO₂
 - Oxygen ≤ 20 ppm
 - Nitrogen ≤ 80 ppm
 - Hydrogen ≤ 5 ppm
 - Water ≤ 5 ppm
- iii. For fabrication excess requirement of welding consumables will be provided on chargeable basis (at prevailing rate) by MDL.
- iv. Ceramic backing strips.
- v. Safety gears i.e. personal protective equipment (PPEs like helmets, hand gloves, eye protection shields, ear muffs, safety belts, safety shoes etc.) for his workmen while working at MDL work site.
- vi. Usage of MDL Safety gears by contractor employees is strictly prohibited.
- vii. The contractor shall use flashback arrestors, confirming to IS / International standards for the Oxygen / fuel gas cylinders and cutting torches. Flashback arrestors shall be provided at both cylinder and nozzle ends.
- viii. Grinding consumables, like grinding wheel, industrial gases, tri-square, gauges, jacks, cutting wheels, soft solder, etc.

d. Services

- i. Cleanliness of work place is essential for safe work environment. Thus cleaning must be carried out on daily basis. If the workplace is found to be unclean, work will be mandatorily paused till cleanliness is restored.
- ii. All rubbish and scrap is to be segregated and to be put in respective bins. Rubbish will be collected by MDL contractor from the shop. However, it is the responsibility of



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

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MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

the contractor to shift the metal scrap to the designated bins in Alcock Yard. MDL will provide Fork Lifts/Jumbo for shifting the scrap bins.

- iii. There may be a possibility that rain water may collect and form a pool in the work area during rainy seasons. Such a mess created by rain water leaks shall be duly attended by the contractor by way of cleaning the water in respective work area.
- iv. Manpower to collect and dispatch material
- v. Manpower to collect welding consumables and gouging rods from MDL-Common stock stores
- vi. Fit-up of strong backs, temporary stiffeners /supports and staging. Temporary stiffeners /supports to be cut to suit at site by the contractor.
- vii. Fitment and Welding of Lifting/Turning lugs as per drawing and its DP Test.
- viii. To carry out the surface preparation for RT, UT or DPT as applicable.
- ix. Arrange temporary lighting on jogs like hand lamps, etc. while fabrication and for Radiography Testing of welds.
- x. Minor items cutting from Steel Cut pieces (DMR249A/D40S/IS2062) as per MDL Drawing during fabrication will be in Contractor's scope.
- xi. Hull Work Shops are 5S certified shops. The contractor shall follow, implement and sustain the 5S activities in shops under his control. Contactor shall prepare the documents required for preparation of Internal and External 5S audits. MDL QA will provide initial training to all the supervisors and operatives of contractor regarding the 5S Philosophy.
- xii. MDL has implemented HSE (Health Safety and Environment) Policy and the contractor shall help in maintaining the same and required necessary documents. MDL will provide the initial training in HSE to all its employees of the contractor

e. Contractor Project Management

- i. Contractor shall keep MDL informed regarding the progress of work throughout the entire contract period. Contactor shall submit weekly progress report to MDL.
- ii. There shall be a single point contact from the contractor for MDL site in charge to interact with regarding Progress review, safety, quality and other related issues.
- iii. The Contractor will be responsible for timely completion of job and for clearance from MDL. Supervisors are required to be present at all times, as long as his workmen are at site. They must coordinate with MDL (departments) and be accountable for timely completion of fabrication jobs strictly as per schedule.
- iv. Neither MDL nor berth nor any other Inspection Agency shall be responsible to supervise or direct the work or activities of contractor's employees.
- v. Contractor has to submit Daily Manpower Allocation to Site-in-charge on daily basis before the start of shift. In addition, following records to be maintained at site:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- Welder traceability register,
- Trade wise daily allocation of operatives with ticket number and name.
- Unit wise RT/UT Records,
- Electrode Baking Register,
- Moisture content record
- Calibration certificates of Mother Baking, Holding and portable Ovens.
- Calibration certificates of Measuring Instruments mounted on Welding Machines.
- Test certificates of Lifting Gears.
- Any other requirement indicated by MDL.

vi. Consolidated list of welder qualification is to be maintained at site for inspection by MDL or its representative.

8. MDL SCOPE OF SUPPLY:

a. Material

- i. All drawings required for fabrication of job along with CNC cut pieces of DMR249A steel.
- ii. At a time 4-5 job's material will be issued and contractor to keep in touch with production shop to know the issue details.
- iii. For major seats and subassemblies before start of the job, contractor will be given at least 95% material as per part list. Balance 5% material items viz. tie plates, collar plates, typical brackets etc. will be given within 7 days after the start of the respective job.
- iv. Swaging of Bulk Heads will be carried out by MDL.
- v. Loading on the trucks will be done by MDL at P and A shop with the loading facility. Proper accounting of the material as per part list should be carried out by contractor. A contractor shall post his representative.
- vi. Transportation facility for shifting the material from the production shop to the work site for items of sizes greater than 2,000mm X 2,000mm or having an area of more than 4 square meters. Transportation of finished goods shall be carried out by MDL. Contractor shall assist MDL for unloading of the same.
- vii. MDL will assign a responsible Site officer for dealing with contractor who will act as single window.
- viii. MDL will provide crane with operator for material handling purpose. The riggers required (4 per crane) for lifting and shifting via crane is in contractor's scope.
- ix. Unloading of material at fabrication site will be in contractor's scope. Contractor should ensure that collected material is un-loaded at site before end of the shift.
- x. Any deficiency of material or wrong supply of material should be informed in writing to the MDL Site Officer within two days from receipt of material
- xi. The MR for Welding consumables will be issued by MDL-Welding shop.
- xii. The welding consumables will be provided free of cost, as per following:



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- For seat fabrication and sub assembly work it will be limited to maximum of 3.5% of the weight of the unit.
 - For skid fabrication limited to maximum of 1 % of the weight of the seat.
 - For lifting lugs, outfit items like Sea Tubes it will be limited to 7.5% of the weight.
 - For all other outfit items, the issue of welding consumable will be limited to 3.5% of its weight.
 - For fabrication of racks, gratings, built in trunks and cutting of chequered plates, the issue of welding consumable will be limited to 2% of its weight.
- xiii. If the consumption of welding consumables is more than that of prescribed as above the additional welding consumables will be issued on chargeable basis (at prevailing rate)
- xiv. Back gouging of full penetration joints with Air-Arc gouging and grinding is mandatory and gouging Rods – 20 No./Shift/Gouger for gouging of full penetration joints will be provided free of cost.
- xv. Charges towards additional consumables will be intimated by Office-In-Charge of SB-Hull dept (CM and above) to OTS.
- xvi. Angles, flat bars, bulb plates in running meter length and other rolled sections as required will be provided for fabrication.
- xvii. Steel Cut pieces (DMR 249A / D40S) for the minor items will be provided. However, cutting of minor items from steel cut pieces will be in contractor scope.
- xviii. U Clamps and Wedges for locking of unit to skid.
- xix. Strong backs and material for temporary stiffeners /supports will be provided in running meter length. Strong backs and temporary stiffeners /supports to be cut to suit at site by Contractor.
- xx. Shop coat primer for preservation of weld joints required for touch-up priming of units.
- xxi. Weighing scale will be provided by MDL for weight recording.
- xxii. Any other material, tool, machine and equipment, gadget, etc. incidental to, and not mentioned herein, shall be in the scope of the contractor.

b. Yard Facilities

- i. MDL will provide reasonable workspace to the contractor for fabrication/office /store/workmen changing area etc.
- ii. No MDL machines are to be handled by the contractor. All MDL owned machines like Press, shearing machine, rolling machine, folding machine, lock forming machine, band saw, pedestal grinder, nibbling machine will be operated by MDL personnel only.
- iii. Operation of the machine will be by MDL operatives. Necessary assistance of holding the material, loading and unloading the machine, etc will be done by contractor's manpower.

40/11



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- iv. MDL will provide one space/cabins available inside the shop for the contractor to use as office space/store/workmen changing area etc. No space for separate portable cabin will be provided inside or outside the shop. Electricity to the cabin will be provided; however, if it is found that electricity is being misused then the supply will be cut-off.
- v. Electric power supply to machines and equipment. MDL will provide 440V, 230V and 110V supply. Supply points of 440V and 230V and 110V are distributed and fixed at points along the shop. It is the responsibility of the contractor to arrange cables of sufficient length and appropriate rating to connect its equipment like welding machine/oven/Grinding Machine etc. and lights for temporary lighting.
- vi. Drinking water points.
- vii. Compressed Air. The contractor has to tap the supply from the fixed points in shop using suitable adaptors and Hose pipes. Adaptors and hose pipes are to be brought by the contractor.
- viii. Moisture Content Test: The contractor has to carry out moisture content test of electrode for every batch. The test will be carried out by MDL lab free of cost. Contractor has to send the electrodes for moisture content testing in copper tubes supplied by SB-welding section of MDL.
- ix. MDL Safety Department will provide an initial training to all the employees of the contractor and MDL Fire Brigade Section will provide Initial training in Fire Fighting to all the employees of the contractor.
- x. MDL will provide crane with operator in SSA workshop. The riggers for lifting and shifting via crane is in contractor's scope.

9. SAFETY

a. Equipment Safety

The contractor must ensure the following failing which the work will not be allowed:

- i. All portable machines (grinding machines, portable shearing machine, beveling machines, Portable ovens etc.) brought in and used by the contractor shall be operable on 110V supply.
- ii. The lifting gears duly tested and certified are in contractor's scope.
- iii. Installation of flashback arrestors, (confirming to IS 11006 or equivalent) on the outlets of both regulators- Oxygen/fuel gas cylinders and torch inlets. The same is in contractor's scope.
- iv. All Electrical connections to portable machines must be from plug points; no loose connections or direct wires allowed.
- v. Damaged hoses must be replaced immediately.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

b. Personal Safety

- i. Safety of personnel is of prime importance. Hand Gloves, Safety Shoes and eye protection must always be worn during work.
- ii. The contractor shall ensure that its personnel use safety gears i.e. Personnel Protective Equipment (PPEs like Helmets, Hand Gloves, Eye protection Shields, Ear Muffs, Safety Belts, Safety Shoes etc.) while working at MDL work site.
- iii. All the operatives belonging to contractor shall wear sensible working clothes i.e. a unique cotton uniform of same colour that is different from the uniform of other Contractors; the uniform must also bear a logo or name, initials or any other identification indicating the contractor's firm. Wearing of MDL operatives' boiler suit in any form by the contractor personnel is strictly prohibited.
- iv. Air fed hood/mask or respirator in confined spaces must be used.
- v. Safe access and adequate lighting must be ensured.
- vi. Tidying up, as work proceeds, must be followed - good housekeeping contributes to safety.
- vii. Yard safety regulations must be respected and followed.

c. Job Site Safety.

On site safety can be enhanced by small measures, such as:

- i. Tidy and clean surfaces in general.
- ii. Immediate removal of scrap. Good housekeeping standards must be maintained at all times.
- iii. MDL shall stop the work at any point of time if the contractor is found violating safety norms during the operation of the contract or proper housekeeping is not maintained. No compensation by way of additional time shall be granted in lieu of such work stoppages. The work will be allowed to resume on satisfactory closure of raised points/ observations.
- iv. Contractor has to obtain prior permission in the format provided by Safety Department for erected scaffolds and while working at heights (more than three feet).
- v. In any job above 1.5 meter or more, the contractor must ensure fall prevention, fall protection, supervision and provide proper personal protective equipment and training to their employees.
- vi. Prior commencing work in confined spaces, suitable ventilation arrangements are to be made to keep environment free from fumes generated during welding process
- vii. The contractor must ensure that the power supply to its machines and equipment are turned off at source before leaving for the day.

d. Fire Hazard

- i. Workshops do contain flammable material. Hence never allow naked flames - matches - cigarettes -in the same area where flammable material is applied or stored.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- ii. Electrical Sparks noticed in wires must not be ignored and shall be immediately brought to notice of superiors and MDL.
- e. Cleanliness**
 - i. Cleanliness of work place is essential for safe work environment. Thus cleaning must be carried out on daily basis. If the workplace is found to be unclean, work will be mandatorily paused till cleanliness is restored.
 - ii. All rubbish and scrap are to be segregated and to be put in respective bins. Rubbish will be collected by MDL contractor from the shop. However, it is the responsibility of the contractor to shift the metal scrap to the designated bins in Alcock Yard. MDL will provide Fork Lifts/Jumbo for shifting the scrap bins.

10. DURATION OF COMPLETION OF WORK

- a. The **contract** will be operational for two years.
- b. Work **will** be released to the contractor periodically by means of Work Instructions (WI) or Release Notes.
- c. **Duration** for fabrication of jobs shall be indicated in individual WIs released for the job.
- d. The **contractor** has to undertake the work as per schedule mentioned in the release note.
- e. LD will be **based** on respective unit of measure of job. It will be applied on actual weight/number of the quantum of work.

11. WORK COMPLETION CERTIFICATE (WCC)

- a. Payment shall be made on the basis of design weight when it is available in the drawing or actual weight in case if it is not available in the drawing. Contractor shall assist MDL to weigh the fabricated items on the weighing machine. Weighing scale will be provided by MDL. Weighing of the job along with necessary manpower is in contractor's scope.
- b. The work done will be certified by QC/WOT for quality related aspects as per inspection requests.
- c. The job completion shall be certified by MDL executive. Preparation of Work done statement/certificate (WDC) will be contractor's responsibility. Necessary service entry shall be made in SAP system by WDC certifying authority (an executive in the rank of Chief Manager or above) and will be submitted to the contractor for further invoicing. The WDC shall bear relevant Service Entry Sheet No., PO No. and ~~respective item Sr No. sub service line item of the PO. The WDC shall be submitted~~ along with copy of inspection reports, Material Dispatch note(MDN) and material reconciliation statement.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

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MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- d. The WDC shall include cumulative statement of jobs carried out till last WDC. The WDC shall clearly mention the scheduled dates for start and EDC /delivery of the jobs (as given to the contractor by MDL) and the actual dates of start and completion.
- e. The contractor has to follow the schedule given strictly in order to maintain the overall progress of Ship. LD shall be applicable in case of delays non-attributable to any convincing reasons.
- f. In case of delays, the duration along with numbers of delayed days shall be specified in respective WDCs to invoke LD clause and effect recoveries from sub contractor's invoice.
- g. WCC shall be on the basis of actual work carried out and accepted by MDL.
- h. WCC and invoices shall be forwarded for payment based on work completed as per release note. Partial completion shall not be accepted.

12. HINDRANCE REGISTER

Hindrances to work progress, if any, the contractor is required to report hindrances in a Hindrance Register.

13. MATERIAL RECONCILIATION

- a. On completion / execution of contract a reconciliation statement detailing quantity of material issued, used and returned for skid fabrication, runner/support flatbars, welding consumables will have to be submitted to site officer. MDL site executive shall certify that all material is received back and no recovery on account of material loss is required from contractor. If any charges are to be recovered from the contractor, it must be recorded on final statement.
- b. Quarterly Material Reconciliation Statement detailing quantity of material issued, quantity used for the contract, scrap generated, quantity returned to Stores or to SB-Hull dept shall be submitted to dealing executive. SB-Hull dept executive shall certify that balance material returned is within permissible limits after considering scrap and wastage during fabrication and no recovery is required from contractor. If any charges are to be recovered on account of material usage from the contractor, it will be mentioned/recorded in WDC pertaining to that job.
- c. Besides producing material reconciliation statements every quarter, the contractor may have to submit Material Reconciliation Statement as and when required by MDL. These statements shall be drawing number wise for each steel plate, welding consumable, fittings and accessories associated with that drawing or any other format desired by MDL. These statements will be usually required for financial year audits and as per MDL audit schedules.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

- d. Steel reconciliation will be limited to full length plates and sections issued to the contractor by MDL.
- e. If any material issued by MDL to the contractor is 'damaged/lost' or is not in usable state, the cost of the material plus overhead charges will be recovered from the contractor. Any rectification work on account of poor workmanship will have to be carried out by the contractor at no extra cost.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

Annexure-I

In order to bring clarity and reference for convenience, the machines, material and works in the scope of contractor and the machines material and works which MDL will provide are listed below

	Contractor's Scope	MDL scope
Machine	<ol style="list-style-type: none">1. Press machine (of suitable capacity for forming of plates below 14 mm thickness and 1,000 mm diameter, flanging, shaping etc).2. Welding machines SMAW/TIG/MIG3. Profile cutting machine.4. Portable electric grinders and wheels.5. Portable drilling machine.6. PUG machine.7. Portable electrical shearing machine (nibbling, slitting shear, jigsaw machine)8. Portable Beveller machine9. Portable buffing machine10. Portable riveting machine11. Chop saw machine	<ol style="list-style-type: none">1. Hydraulic shearing machine2. Hydroform folding machine3. Hydraulic pressbreak 160t4. Plate rolling machine5. Lockforming machine 16G6. Whisper lock machine7. Pedestal grinding machine8. Universal nibbling machine9. Radial drilling machine10. Vertical band saw machine
Material	<ol style="list-style-type: none">1. Marker Pens.2. Industrial Gases for welding/cutting	<ol style="list-style-type: none">1. Parts which are required to be cut on CNC will be cut and supplied.2. Flat bars.3. Other raw material for templates (if required)4. Material in the form of cut pieces.5. The plates and sections (Galvanized if required) will be provided in running length / square metre



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

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MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

	Contractor's Scope	MDL scope
		6. Wooden template wherever necessary will be provided.
Work	<ol style="list-style-type: none">1. Forming of plates of thickness 14 mm and below and 1,000 mm diameter, flanging, shaping etc. will be in the scope of contractor.2. Forming of flat bars.3. Drilling wherever required.4. Cutting of parts, flanging, rolling and shaping etc. will be in the scope of contractor.5. Cut the parts of lugs on profile machine.6. Center hole of lugs to be machined after assembly of chic plates with central pad.7. Drilling of racks wherever required is in the scope of the contractor.8. Lugs for racks required to be cut and drilled.9. Contractor will have to make templates if required (Templates to be made of suitable material such as wood/ cardboard /aluminum) as per given drawing and get it approved.10. Plate to be cut on Profile Cutting Machine/ Punching Machine/ Shearing Machine. and edges should be smooth finished by grinding. (Contractor to arrange machining facility if required).	<ol style="list-style-type: none">1. Swaging of Bulkheads.2. Knuckle in floors and stringers3. Forming of plates equal to and above 15 mm thickness and 1,000 mm diameter.4. Machining of gratings.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

माझगाँव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED

शिपबिल्डिंग डिविज़न
SHIPBUILDING DIVISION

Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

Annexure-II

The details of various types of ventilation trunking/ducts are tabulated herewith :

Description	Unit	Material type	Thickness (mm)	Size of trunk cross section/size (mm)
i. Fabrication of Rectangular Water Tight /Non water tight/ Gas Tight Trunks/GTG intake trunk and module vent trunk	m	GI/ DMR249A	1.2 to 3.15	75 X 75 to 1,300 X 1,300
ii. Fabrication of Built-in trunk	m	DMR249A	3.15	100 X 100 to 1,000 X 1,000
iii. Fabrication of deck / bulkhead coamings, sleeves, (Rectangular and circular GT/ WT/NWT)	Nos	IS 2062	NWT- 2 WT/GT- 5	100 X 100 to 800 X 800
iv. Fabrication of manual damper (rectangular/circular)	Nos	GI	2	100 X 100 to 800 X 800
v. Assembly of pre-insulated ducting	m	GI	0.7	OD100 to OD280
vi. Fabrication of plain hanger (Spiral)	m	MS/ GI	3	
vii. Fabrication of spring hanger (Spiral)	m	IS 2026	5	



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

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Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

Annexure-III

List of Miscellaneous jobs		Material type	Thickness Range(mm)
i.	Fabrication of Hose baskets	MS	3
ii.	Fabrication of Propeller shaft covers	DMR/D40S/LRGrA	3 to 5
iii.	Fabrication of Stowage arrangement of ELSA	GI	1.6
iv.	Fabrication of Stowage arrangement For Fire extinguisher	GI	3
v.	Fabrication of Jalousie and drainage box	MS/DMR249A	2/5 3.15
vi.	Furniture items like cupboard, stool.	GI	1.6
vii.	Circular coaming of goose neck/mushroom head	IS2062, MS	5
viii.	Fixing arrangement for air bleed valve	IS2062,MS	5
ix.	Fabrication of wiremesh on bulkhead	GI	1.6
x.	Fabrication of coaming for non-return damper	IS2062, MS	5
xi.	Fabrication of clamps	GI	1.6 TO 5
xii.	Fabrication of funnels	GI/CU	1.6 TO 3
xiii.	Fabrication of rat guard	GI	1.6 TO 2
xiv.	Fabrication of gutter	GI	1.6
xv.	Fabrication of Boxes	GI	1.6 TO 2
xvi.	Fabrication of Light fitting mounting plates	GI	3
xvii.	Fabrication of Casing/tray/covers	GI	1.6 TO 2
xviii.	Strainers elements and soldering of wiremesh	GI/SS	1.6 TO 2
xix.	Fabrication of manual damper (rectangular/circular)	GI	2
xx.	Fabrication of plain hanger (Rectangular/circular)	IS 2026	5
xxi.	Fabrication of spring (rectangular/circular)	IS 2026	5
xxii.	Fabrication of manual damper (rectangular/circular)	GI	2
xxiii.	Fabrication of plain hanger (Spiral)	MS/ GI	3
xxiv.	Fabrication of spring hanger (Spiral)	IS 2026	5



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
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Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

Annexure-IV

Rate Sheet

Description	Quantity	Unit	Rate
(A) Fabrication of ventilation trunking/ducts			
i. Fabrication of Rectangular Water Tight /Non water tight/ Gas Tight Trunks/GTG intake trunk and module vent trunk		m	
ii. Fabrication of Built-in trunk		m	
iii. Assembly of pre-insulated ducting		m	
(B) Fabrication of Miscellaneous jobs			
i. Miscellaneous Items of weight Range 0-5 kg each		kg	
ii. Miscellaneous Items of weight Range >5-15 kg each		kg	
iii. Miscellaneous Items of weight Range >15-50 kg each		kg	
iv. Miscellaneous Items of weight Range more than 50 kg each		kg	
(C) Fabrication of Subassemblies, seats and other jobs			
i. Fabrication of Minor/Major Sub-Assemblies		ton	
ii. Fabrication of Major Seats /Foundations above 500 kg		ton	
iii. Fabrication of Minor Seats /Foundations up to 500 kg		ton	
iv. Fabrication of Sea Tubes Gratings		ton	
v. Fabrication of Vertical Ladders/sloping ladders		ton	
vi. Fabrication of coamings		ton	
vii. Fabrication of foot Rungs /Hand Hold		ton	
viii. Fabrication of Racks		ton	
ix. Fabrication of platform gratings		ton	
(D) Cutting jobs			
i. Cutting of chequered plates		ton	
ii. Cutting of Miscellaneous items		ton	
(E) Fabrication of Lifting Lugs			
i. Fabrication of Lugs with lifting capacity 5t		nos	
ii. Fabrication of Lugs with lifting capacity 8t		nos	
iii. Fabrication of Lugs with lifting capacity 15t		nos	
iv. Fabrication of Lugs with lifting capacity 25t		nos	
v. Fabrication of Lugs with lifting capacity 40t		nos	

45/11



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

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Document No: B/PMT P15B/P17A/2023/01

Version 01:20122023

Annexure -V

SITE VISIT DECLARATION FORM

1.(Form to be prepared by the bidders on their letter head and to be uploaded in ONLINE PART 1 BID)

2.Ref: Tender No: _____ Tender Description: -.

3. The undersigned have visited MDL site and have understood the scope of work given in the tender. After understanding the same, we confirm that we have seen the sample drawings and quoted price / rates is in line with the required scope of work.

4.COMPANY NAME SIGNATURE.....

MDL Executive

NAME.....

DESIGNATION,.....

SEAL OF THE COMPANY

DATE



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
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3. The undersigned have visited MDL site and have understood the scope of work given in the tender. After understanding the same, we confirm that we have seen the sample drawings and quoted price / rates is in line with the required scope of work.

4. COMPANY NAME SIGNATURE.....

MDL Executive

NAME.....

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SEAL OF THE COMPANY

DATE



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दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Annexure-B

ILLUSTRATIVE RATE SHEET FORMAT:

Illustrative Rate Sheet format is uploaded on NIC portal as "**ANNEXURE-B: ILLUSTRATIVE RATE SHEET FORMAT**" with cover-1 (Part-I bid: **Without Price**)

Note:

- i) Annexure-B is only for illustration purpose & for the purpose of indicating tax
- ii) Bidders shall upload the completely filled Annexure-B with cover-1 online in. (**Quoted/Not Quoted**)
- iii) Prices are to be quoted in the Rate sheet (BOQ) **provided online** and uploaded in cover-2 online.
- iv) Bidder while quoting should consider the all costs such as labour, hike in the minimum wages, transportation, equipment, all incidental expenses, consumables etc.
- v) Quantity shown is indicative. However, Payment shall be made as per actual work done.
- vi) An **illustrative example** of blank rate sheet (Annexure-B) to be uploaded in cover 1 (Part 1 – Technical bid) is given below:

Illustrative Example of Blank rate sheet to be uploaded in Part-I.
Rate Sheet

Description	Quantity	Unit	Unit Rate (in Rs)	Total value (Rs)	Applicable Tax	HSN Code
Ⓐ Fabrication of ventilation trunking/ducts						
i. Fabrication of Rectangular Water Tight /Non water tight/ Gas Tight Trunks/GTG intake trunk and module vent trunk	400	m	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentioned
ii. Fabrication of Built-in trunk	600	m	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentioned
iii. Assembly of pre-insulated ducting	400	m	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentioned
Ⓑ Fabrication of Miscellaneous jobs						
i. Miscellaneous Items of weight Range 0-5 kg each	1010	kg	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentioned
ii. Miscellaneous Items of weight Range >5-15 kg each	1030	kg	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentioned
iii. Miscellaneous Items of weight Range >15-50 kg each	1035	kg	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentioned
iv. Miscellaneous Items of weight Range more than 50 kg each	1005	kg	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentioned



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

© Fabrication of Subassemblies, seats and other jobs							
i.	Fabrication of Minor/Major Sub-Assemblies	50	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
ii.	Fabrication of Major Seats /Foundations above 500 kg	115	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
iii.	Fabrication of Minor Seats /Foundations up to 500 kg	162	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
iv.	Fabrication of Sea Tubes Gratings	2	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
v.	Fabrication of Vertical Ladders/sloping ladders	7	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
vi.	Fabrication of coamings	3	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
vii.	Fabrication of foot Rungs /Hand Hold	3	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
viii.	Fabrication of Racks	72	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
ix.	Fabrication of platform gratings	18	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
© Cutting jobs							
i.	Cutting of chequered plates	35	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
ii.	Cutting of Miscellaneous items	26	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
© Fabrication of Lifting Lugs							
i.	Fabrication of Lugs with lifting capacity 5t	160	nos	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
ii.	Fabrication of Lugs with lifting capacity 8t	85	nos	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
iii.	Fabrication of Lugs with lifting capacity 15t	110	nos	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
iv.	Fabrication of Lugs with lifting capacity 25t	53	nos	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

v.	Fabrication of Lugs with lifting capacity 40t	30	nos	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
vi.	Outfitting Work(Less than 50 Kg)	10	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned
vii.	Outfitting Work(More than 50 Kg)	15	ton	Quoted/ Not quoted	Quoted/ Not quoted	To be mentioned in %	To be mentio ned

Note: This is only for illustration for the purpose of indicating tax, whether quoted / not quoted.

- bidder has to quote online as per the price bid format available on GEM-portal for the quantity mention above.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

ANNEXURE-C

DECLARATION CERTIFICATE FOR LOCAL CONTENT

This declaration must form part of tender & it contains general information and serves as a declaration form for bidder. (Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Local Content & prescribed tender conditions).

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID/TENDER No.....

ISSUED BY: (Name of Firm):

NB: The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, (full names), do hereby declare, in my capacity as.....of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have read and understood the requirement of local content (LC) and same is specified as percentage calculated in accordance with the definition provided at clause 2 of revised Public Procurement (preference to Make in India) Order 2017.
"Local content" as per above order means the amount of value added in India which shall be the total value of items procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value in percent."
- (c) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the local content requirements as specified in the tender for 'Class-I Local Supplier' / 'Class-II Local Supplier', and as above.
- (d) The local content calculated using the definition given above are as under:

Tender Item Sr No	Local content calculated as above %	Location of local value addition
For all Tender line		

Attach separate sheet duly signed if space is not sufficient

NB: Local content percentage shall be declared item wise or tender wise strictly as per the terms of the tender.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

(e) I accept that the Procurement Authority / Institution / MDL / Nodal Ministry has the right to request that the local content be verified in terms of the requirements of revised Public Procurement (preference to Make in India) Order 2017 dtd 16.09.2020 and I shall furnish the document / information on demand. Failure on my part to furnish the data will be treated as false declaration as per PPP MII Order 2017. In case of contract being awarded, I undertake to retain the relevant documents for 7 years from date of execution.

(f) I understand that the submission of incorrect data, or data that are not verifiable as described in revised Public Procurement (preference to Make in India) Order 2017, may result in the Procurement Authority / Nodal Ministry / MDL imposing any or all of the remedies as provided for in Clause 9 of the Revised Public Procurement (preference to Make in India) Order 2017 dated 16.09.2020

SIGNATURE:

DATE: _____

Seal / Stamp of Bidder



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

ANNEXURE-C-1

ACTUAL LOCAL CONTENT CERTIFICATE

Note 1: This certificate shall be submitted by the successful bidder post execution of the contract.

LOCAL CONTENT DECLARATION (post execution of contract / PO) BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CORPORATION, PARTNERSHIP OR INDIVIDUAL) IN RESPECT OF CONTRACT No./ PO

No......

ISSUED BY: (Name of Firm):.....

NB: The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), that:

(a) The facts contained herein are within my own personal knowledge.

(b) My/our company had declared the local content at the time of tender as under

Tender Item Sr No	Local content calculated as above %	Location of local value addition
For all Tender line		

(c) My / our company has completed the above referred contract and the actual local content of the delivered item/s calculated using the definition in the declaration given at the time of Bid is as under:

Tender Item Sr No	Declared minimum Local content at the time of bidding (%)	Achieved Local content of delivered items (%)
For all Tender line		

NB: Local content percentage shall strictly be declared item wise or tender wise as was declared at the time of bid / tender.

(d) I accept that the Procurement Authority / Institution / MDL / Nodal Ministry has the right to request that the local content be verified in terms of the requirements of revised Public Procurement (preference to Make in India) Order 2017 dated 16.09.2020 and I shall furnish the document / information on demand. Failure on my part to furnish the data will be treated as false declaration as per PPP MII Order 2017. I undertake to retain the relevant documents for 7 years from date of execution.

(e) I understand that the submission of incorrect data, or data that are not verifiable as described in revised Public Procurement (preference to Make in India) Order 2017, may result in the Procurement Authority / Nodal Ministry / MDL imposing any or all of the remedies as provided for in Clause 9 of the Revised Public Procurement (preference to Make in India) Order 2017 dated 16.09.2020.

SIGNATURE: _____

DATE: _____

Stamp / Seal of the company

Annexure-D



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

FORMAT FOR INFORMATION OF PAST ORDERS:

Bidders are required to submit information of past orders as per tender clause no. 8.

Sr. No	1	2	3	4	5	6
Order placed by						
Order No.						
Order date						
Description of work						
Order value						
Start date as per order						
Completion date as per order						
Actual completion date						
Work completion Certificate (WCC) ref. no						
WCC date						



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

ANNEXURE-E

Details for Remittance towards EMD/PS

1. **MDL'S BANK ACCOUNT DETAILS:**

NAME OF BANK A/C HOLDER: **MAZAGON DOCK SHIPBUILDERS LTD**
BANK AND BRANCH : **STATE BANK OF INDIA, COMMERCIAL BRANCH, FORT,
MUMBAI-400023**
TYPE OF ACCOUNT : **CURRENT**
BANK ACCOUNT NO : **11079519138**
IFSC CODE : **SBIN0006070**
SWIFT CODE : **SBININBB101**

2. **DETAILS OF REMITTANCE TO MDL'S BANK ACCOUNT:**

(To be filled in by the vendors/firms making remittance of funds in MDL'S Bank Account)

Date of Remittance	Name of Firm	Vendor Code	MDL tender/ PO. Ref No.	Nature of Remittance viz. EMD/PS etc.	Amount Remitted (`)

3. **SAP Parked Document No:** _____ **Date:** _____

Signature of Vendor/Representative



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Annexure-F

INTEGRITY PACT:-

Mazagon Dock Shipbuilders Limited (MDL) hereinafter referred to as "**The Principal/Buyer**"

And

.....hereinafter referred to as "**The Bidder/ Contractor**"

Preamble

The Principal/Buyer intends to award, under laid down organizational procedures, contract/s forThe Principal/Buyer values full compliance with all relevant laws of the Land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and /or Contractor(s).

In order to achieve these goals, the Principal/Buyer will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of the Principal/Buyer:

(1) The Principal/Buyer commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- a) No employee of the Principal/Buyer, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b) The Principal/Buyer will during the tender process treat all Bidder(s) with equity and reason. The Principal/Buyer will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c) The Principal/Buyer will exclude from the process all known prejudiced persons.
- d) The Principal/Buyer undertakes to scrupulously follow the tender containing Standard Terms & Conditions (STAC) and General Terms & Conditions (GT&C) in respect of procurement contracts for goods, services and civil works.

(2) If the Principal/Buyer obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

substantive suspicion in this regard, the Principal/Buyer will inform the Chief Vigilance Officer, MDL and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder(s)/Contractor(s):

(1) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

a) The Bidder(s)/Contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal/Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or any kind whatsoever during the tender process or during the execution of the contract.

b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal.

This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant Anti-Corruption Laws of India; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to other, any information or document provided by the Principal/Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All payments made to the Indian Agent/representative have to be in Indian Rupees only. Further details as mentioned in the "Guidelines of Indian Agents of Foreign suppliers" shall be disclosed by the Bidders(s)/Contractor(s). Copy of the "Guidelines on Indian Agents of Foreign Suppliers" as annexed and marked as **Enclosure-1**.

e) The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f) The Bidder (s)/Contractor(s), their agents, representatives shall not do such things so as to interfere with the procedures laid down in the Principal/Buyer's tender containing the Standard Terms and Conditions (STAC) and General Terms and Conditions (GT&C) in respect of procurement contracts for goods, services and civil works.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

g) The Bidder commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

(2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts:

If the Bidder(s)/Contractor(s) before contract award or during execution of contract has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility as Bidder(s) in question, the Principal/Buyer is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed for such reason, as per the procedure mentioned in the "Guidelines on Banning of business dealings" Copy of the "Guidelines on Banning of business dealings" is annexed and marked as **Enclosure-2**.

1) If the Bidder(s)/Contractor(s) has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal/Buyer is entitled also to exclude the Bidder(s)/Contractor(s) from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder(s) and the amount of the damage. The exclusion will be imposed for a minimum of six months and maximum of five years, which may be further extended at the discretion of the Principal/Buyer.

2) A transgression is considered to have occurred, if the Principal/Buyer after due consideration of the available evidence, concludes that no reasonable doubt is possible.

3) The Bidder (s) accepts and undertakes to respect and uphold the Principal/Buyer's absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining legal advice.

4) If the Bidder(s)/Contractor(s) can prove that he has restored/ recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Buyer may revoke the exclusion prematurely.

Section 4 – Sanctions for Violation:

(1) Any breach of the aforesaid provisions by the Bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the Bidder) or the commission of any offence by the Bidder or any one employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Corruption Act 1988 or any other Act enacted for the prevention of corruption shall entitle the Principal/Buyer to take all or any one of the following actions, wherever required –

- a) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the Bidder. However, the proceedings with the other Bidder (s) would continue.
- b) The Earnest Money Deposit/Security Deposit/Performance Bond shall stand forfeited either fully or partially, as decided by the Principal/Buyer, and the Principal/Buyer shall not be required to assign any reason there for.
- c) To immediately cancel the contract, if already signed, without giving any compensation to the Bidder.
- d) To recover all sums already paid by the Principal/Buyer, in case of an Indian Bidder with interest thereon at 2% higher than the prevailing Base Rate of SBI, and in case of a Bidder from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the Bidder from the Buyer in connection with any other contract for any other Defence stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- e) To encash the advance Bank Guarantee and Performance Bond/Warranty bond, if furnished by the Bidder, in order to recover the payments, already made by the Principal/Buyer, along with interest.
- f) To cancel all or any other contracts with the Bidder.
- g) To debar the Bidder from entering into any bid from Principal/Buyer for a minimum period of five years, which may be further extended at the discretion of the Principal/Buyer.
- h) To recover all sums paid in violation of this Pact by Bidder(s) to any middleman or agent or broker with a view to securing the contract.
- i) If the Bidder or any employee of the Bidder or any person acting on behalf of the Bidder, either directly or indirectly, is closely related to any of the officers of the Buyer, or alternatively, if any close relative of an officer of the Buyer has financial interest/stake in the Bidder's firm, the same shall be disclosed by the Bidder at the time of filing of tender. Any failure to disclose the interest involved shall entitle the Buyer to rescind the contract without payment of any compensation to the Bidder.

The term 'close relative' for this purpose would mean spouse whether residing with the Principal/Buyer's employee/employees or not, but not include a spouse separated from the Principal/Buyer's employee/employees by a decree or order of a competent court; son or daughter or step son or step daughter and wholly dependent upon Principal/Buyer's employee/employees, but does not include a child or step child who is



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

no longer in any way dependent upon the Principal/Buyer's employee/employees or of whose custody the Principal/Buyer's employee/employees has been deprived of by or under any law; any other person related, whether by blood or marriage, to the Principal/Buyer's employee/employees or to the Principal/Buyer's employee/employees wife or husband and wholly dependent upon Principal/Buyer's employee/employees.

j) The Bidder shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the Principal/Buyer, and if he does so, the Principal/Buyer shall be entitled forthwith to rescind the contract and all other contracts with the Bidder. The Bidder shall be liable to pay compensation for any loss or damage to the Principal/Buyer resulting from such rescission and the Principal/Buyer shall be entitled to deduct the amount so payable from the money(s) due to the Bidder.

k) In cases where Irrevocable Letters of Credit have been received in respect of any contract signed by the Principal/Buyer with the Bidder, the same shall not be opened.

(2) The decision of the Principal/Buyer to the effect that a breach of the provisions of this Integrity Pact has been committed by the Bidder shall be final and binding on the Bidder, however, the same Bidder can approach the Monitor(s) appointed for the purposes of this Pact.

Section 5 - Previous Transgression:

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti-corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.

(2) If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process or further action can be taken.

Section 6 - Equal treatment of all Bidders/Contractor(s)/Subcontractors:

(1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this integrity Pact, and to submit it to the Principal before contract signing.

2) The Principal/Buyer will enter into agreements with identical conditions as this one with all bidders, contractors and subcontractors.

(3) The Principal/Buyer will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violation Bidder(s)/Contractor(s)/Subcontractor(s):



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

(1) If the Principal/Buyer obtains knowledge of conduct of a Bidder, Contractor or subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor of subcontractor which constitutes corruption or if the Principal has substantive suspicion in this regard, the Principal/Buyer will inform the same to the Chief Vigilance Officer, MDL.

Section 8 - Independent External Monitor/Monitors:

(1) The Principal/Buyer appoints competent and credible independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman & Managing Director of the Principal/Buyer.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal/Buyer including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality.

(4) The Principal/Buyer will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations, between the Principal/Buyer and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal/Buyer and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Monitor shall give an opportunity to the Bidder(s)/Contractor(s) to present its case before making its recommendation to the Principal/Buyer.

(6) The Monitor will submit a written report to the Chairman & Managing Director of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the Principal/Buyer and, should the occasion arise, submit proposals for correcting problematic situations.

(7) Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on the Board of Principal/Buyer.

(8) If the Monitor has reported to the Chairman & Managing Director of the Principal, a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India and the



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Chairman & Managing Director of the Principal/Buyer has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

(9) The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration:

This pact begins when both parties have legally signed it. It expires for the Contractor **12 months** after the last payment under the contract and for all other Bidders **06** months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above unless it is discharged / determined by Chairman & Managing Director of the Principal/Buyer.

Section 10 - Other provisions:

(1) This agreement is subject to Indian Law, place of performance and jurisdiction is the Registered Office of the Principal/Buyer, i.e. Mumbai. The Arbitration clauses provided in the main tender document/ contract shall not be applicable for any issue/dispute arising under this Integrity pact.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

Section 11 – Fall Clause: #

“The Bidder undertakes that it has not supplied/is not supplying similar products/ systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems was supplied by the Bidder to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance of elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the Bidder to the Principal/Buyer, if the contract has already been concluded.”



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

For & on behalf of _____ For & on behalf of Bidder/Contractor
MAZAGON DOCK SHIPBUILDERS LIMITED

(Office Seal)

Place _____

Date _____

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Enclosure-1

GUIDELINES FOR INDIAN AGENTS OF FOREIGN SUPPLIERS

- 1.0 There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender. An agent who is not registered with MDL shall apply for registration.
- 1.1 An agent shall represent only one Foreign Supplier and not represent two suppliers or quote on their behalf in the same tender. However, either the Indian Agent on behalf of the Foreign Suppliers (also includes foreign manufacturers) or the Foreign Suppliers (also includes foreign manufacturers) directly could bid in a tender, but not both. In cases where an agent participates in a tender on behalf of one manufacturer, shall not quote on behalf of another manufacturer along with the first Manufacturer in a subsequent/parallel tender for the same item.
- 1.2 Registered agents will file an authenticated Photostat copy duly attested by a Notary Public/Original certificate of the principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission/remuneration/salary/ retainer ship being paid by the principal to the agent before the placement of order by MDL.
- 1.3 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.

2.0 DISCLOSURE OF PARTICULARS OF AGENTS/ REPRESENTATIVES IN INDIA, IF ANY.

2.1 Tenderers of Foreign nationality shall furnish the following details in their offer:

2.1.1 The name and address of the agents/representatives in India, if any and the extent of authorization and authority given to commit the Principals. In case the agent/representative be a foreign Company, it shall be confirmed whether it is real substantial Company and details of the same shall be furnished.

2.1.2 The amount of commission/remuneration included in the quoted price(s) for such agents/representatives in India.

2.1.3 Confirmation of the Tenderer that the commission/ remuneration if any, payable to his agents/ representatives in India, may be paid by MDL in Indian Rupees only.

2.2 Tenderers of Indian Nationality shall furnish the following details in their offers:

2.1.1 The name and address of the foreign principals indicating their nationality as well as their status, i.e, whether manufacturer or agents of manufacturer holding the Letter of



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents/representatives.

2.2.2 The amount of commission/remuneration included in the price (s) quoted by the Tenderer for himself.

2.2.3 Confirmation of the foreign principals of the Tenderer that the commission/remuneration, if any, reserved for the Tenderer in the quoted price (s), may be paid by MDL in India in equivalent Indian Rupees on satisfactory completion of the Project or supplies of Stores and Spares in case of operation items.

2.3 In either case, in the event of contract materializing, the terms of payment will provide for payment of the commission /remuneration, if any payable to the agents/representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.

2.4 Failure to furnish correct and detailed information as called for in paragraph-2.0 above will render the concerned tender liable to rejection or in the event of a contract materializing, the same liable to termination by MDL. Besides this there would be a penalty of banning business dealings with MDL or damage or payment of a named sum.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Enclosure-2

GUIDELINES ON BANNING OF BUSINESS DEALINGS **CONTENTS**

Sr.	Description
1.	Introduction
2.	Scope
3.	Definitions
4.	Initiation of Banning / Suspension
5.	Suspension of Business Dealings
6.	Ground on which Banning of Business Dealing can be initiated
7.	Banning of Business Dealings
8.	Removal from List of Approved Agencies-Suppliers/ Contractors etc.
9.	Procedure for issuing Show-cause Notice
10.	Appeal against the Decision of the Competent Authority
11.	Review of the Decision by the Competent Authority
12.	Circulation of the names of Agencies with whom Business Dealings have been banned

1. Introduction

1.1	Mazagon Dock Shipbuilders Limited (MDL), being a Public Sector Enterprise and 'State', within the meaning of Article 12 of Constitution of India, has to ensure preservation of rights enshrined in Chapter III of the Constitution. MDL as also to safeguard its commercial interests. MDL deals with Agencies, who have a very high degree of integrity, commitments and sincerity towards the work undertaken. It is not in the interest of MDL to deal with Agencies who commit deception, fraud or other misconduct in the execution of contracts awarded / orders issued to them. In order to ensure compliance with the constitutional mandate, it is incumbent on MDL to observe principles of natural justice before banning the business dealings with any Agency.
1.2	Since banning of business dealings involves civil consequences for an Agency concerned, it is incumbent that adequate opportunity of hearing is provided and the explanation, if tendered, is considered before passing any order in this regard keeping in view the facts and circumstances of the case.

2. Scope

2.1	MDL reserves its rights to remove from list of approved suppliers / contractors or to ban business dealings if any Agency has been found to have committed misconduct and also to suspend business dealings pending investigation.
2.2	Similarly, in case of sale of material there is a clause to deal with the Agencies / customers / buyers, who indulge in lifting of material in unauthorized manner.
2.3	However, absence of such a clause does not in any way restrict the right of MDL to take action / decision under these guidelines in appropriate cases.
2.4	The procedure of (i) Removal of Agency from the List of approved suppliers / contractors; (ii) Suspension and (iii) Banning of Business Dealing with Agencies, has been laid down in these guidelines.
2.5	These guidelines apply to all the Divisions/Yards of MDL.
2.6	It is clarified that these guidelines do not deal with the decision of the Management



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

	not to entertain any particular Agency due to its poor / inadequate performance or for any other reason.
2.7	The banning shall be with prospective effect, i.e., future business dealings.

3. Definitions: In these Guidelines, unless the context otherwise requires:

i)	'Bidder / Contractor / Supplier / Purchaser / Customer' shall mean and include a public limited company or a private limited company, a firm whether registered or not, an individual, a cooperative society or an association or a group of persons engaged in any commerce, trade, industry, etc. 'Bidder / Contractor / Supplier / Purchaser / Customer' in the context of these guidelines is indicated as 'Agency'.
ii)	'Inter-connected Agency' shall mean two or more companies having any of the following features: a) If one is a subsidiary of the other. b) If the Director(s), Partner(s), Manager(s) or Representative(s) are common; c) If management is common; d) If one owns or controls the other in any manner;
iii)	'Competent Authority' and 'Appellate Authority' shall mean the following: a) Functional Director shall be the 'Competent Authority' for the purpose of these guidelines. CMD, MDL shall be the 'Appellate Authority'. b) CMD, MDL shall have overall power to take suo-moto action on any information available or received by him and pass such order(s) as he may think appropriate, including modifying the order(s) passed by any authority under these guidelines.
iv)	'Investigating Department' shall mean any Department or Unit investigating into the conduct of the Agency and shall include the Vigilance Department, Central Bureau of Investigation, the State Police or any other department set up by the Central or State Government having powers to investigate.
v)	'List of approved Agencies - 'Bidder / Contractors / Suppliers / Purchasers / Customers shall mean and include list of approved / registered Agencies - 'Bidder / Contractors / Suppliers / Purchasers / Customers, etc.

4. Initiation of Banning / Suspension

	Action for banning / suspension business dealings with any Agency should be initiated by the department having business dealings with them after noticing the irregularities or misconduct on their part. Besides the concerned department, Vigilance Department may also be competent to initiate such action.
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5. Suspension of Business Dealings

5.1	If the conduct of any Agency dealing with MDL is under investigation by any department, the Competent Authority may consider whether the allegations under investigation are of a serious nature and whether pending investigation, it would be advisable to continue business dealing with the Agency. If the Competent Authority, after consideration of the matter including the recommendation of the Investigating Department, if any, decides that it would not be in the interest to continue business dealings pending investigation, it may suspend business dealings with the Agency. The order to this effect may indicate a brief of the charges under investigation. If it is decided that inter-connected Agencies would also come within the ambit of the order of suspension, the same should be specifically stated in the order. The order of suspension would operate for a period
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MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

	not more than six months and may be communicated to the Agency as also to the Investigating Department. The Investigating Department may ensure that their investigation is completed and whole process of final order is over within such period.
5.2	The order of suspension shall be communicated to all Commercial Departmental Heads. During the period of suspension, no business dealing may be held with the Agency.
5.3	As far as possible, the existing contract(s) with the Agency may continue unless the Competent Authority, having regard to the circumstances of the case, decides otherwise.
5.4	If the gravity of the misconduct under investigation is very serious and it would not be in the interest of MDL, as a whole, to deal with such an Agency pending investigation, the Competent Authority may order suspension of business dealing with Agency and send his recommendation to Chief Vigilance Officer (CVO), MDL along with the material available, copy of which may be issued to the Agency concerned with intimation to CVO MDL. Such an order would operate for a period of six months from the date of issue.
5.5	If the Agency concerned asks for detailed reasons of suspension, the Agency may be informed that its conduct is under investigation. It is not necessary to enter into correspondence or argument with the Agency at this stage.
5.6	It is not necessary to give any show-cause notice or personal hearing to the Agency before issuing the order of suspension. However, if investigations are not complete in six months' time, the Competent Authority may extend the period of suspension by another three months, during which period the investigations must be completed.

6. Ground on which Banning of Business Dealings can be initiated

6.1	If the security consideration, including questions of loyalty of the Agency to the State, so warrants;
6.2	If the Director / Owner of the Agency, proprietor or partner of the firm, is convicted by a Court of Law for offences involving moral turpitude in relation to its business dealings with the Government or any other public sector enterprises or MDL, during the last five years;
6.3	If there is strong justification for believing that the Directors, Proprietors, Partners, owner of the Agency have been guilty of malpractices such as bribery, corruption, fraud, substitution of tenders, interpolations, etc;
6.4	If the Agency continuously refuses to return / refund the dues of MDL without showing adequate reason and this is not due to any reasonable dispute which would attract proceedings in arbitration or Court of Law;
6.5	If the Agency employs a public servant dismissed / removed or employs a person convicted for an offence involving corruption or abetment of such offence;
6.6	If business dealings with the Agency have been banned/blacklisted by Government Agencies/ Statutory bodies, DGQA, Defence Shipyards, DPSUs or with whom commercial transactions have been suspended for sufficient and justifiable reasons.
	If the Agency having same promoters/Directors /Partners as the barred/blacklisted Company as at 6.6 above for the duration for which the barring/ blacklisting of sister concern persists.
6.7	If the Agency has resorted to Corrupt, fraudulent practices including misrepresentation of facts;



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

	If the agency who had fraudulently dealt with the Company for pecuniary gains or had connived with dealing officers for mutual benefit.
6.8	If the Agency uses intimidation / threatening or brings undue outside pressure on the MDL or its official in acceptance / performances of the job under the contract;
6.9	If the Agency indulges in repeated and / or deliberate use of delay tactics in complying with contractual stipulations;
6.10	Wilful indulgence by the Agency in supplying sub-standard material irrespective of whether pre-dispatch inspection was carried out by MDL or not;
6.11	Based on the findings of the investigation report of CBI / Police against the Agency for malafide / unlawful acts or improper conduct on his part in matters relating to the MDL or even otherwise;
6.12	Established litigant nature of the Agency to derive undue benefit;
6.13	Continued poor performance of the Agency in several contracts;
6.14	If the Agency misuses the premises or facilities of the MDL, forcefully occupies, tampers or damages the Company's properties including land, water resources, forests/ trees, etc. If the Agency who knowingly collude to defeat competition with the aim of deriving undeserved profit or gain from doing business with MDL. (Note: The examples given above are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealing for any good and sufficient reason).

7. Banning of Business Dealings

7.1	Decision to ban business dealings with any Agency would apply throughout the Company.
7.2	There will be a Standing Committee to be appointed by the CMD which may include HOD of respective Commercial Section/Capital Works/OTS, HOD (M), rep of Legal Dept. and OIC (SR&R) for processing the cases of "Banning of Business Dealings". The functions of the committee shall, inter-alia include:
	i) To study the report of the Investigating Agency and decide if a prima-facie case for banning exists, if not, send back the case to the Competent Authority.
	ii) To recommend for issue of show-cause notice to the Agency by the concerned department.
	iii) To examine the reply to show-cause notice and call the Agency for personal hearing, if required.
	iv) To submit final recommendation to the Competent Authority for banning or otherwise.
7.3	If the Competent Authority is prima-facie of view that action for banning business dealings with the Agency is called for, a show-cause notice may be issued to the Agency as per paragraph 9.1 and an enquiry held accordingly.

8. Removal from List of Approved Agencies - Suppliers / Contractors, etc.

8.1	If the Competent Authority decides that the charge against the Agency is of a minor nature, it may issue a show-cause notice as to why the name of the Agency should not be removed from the list of approved Agencies - Suppliers / Contractors, etc.
8.2	The effect of such an order would be that the Agency would not be disqualified



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

	from competing in Open Tender Enquiries but LTE may not be given to the Agency concerned.
8.3	Past performance of the Agency may be taken into account while processing for approval of the Competent Authority for awarding the contract.

9. Show-cause Notice

9.1	In case where the Competent Authority decides that action against an Agency is called for, a show-cause notice has to be issued to the Agency. Statement containing the imputation of misconduct or misbehavior may be appended to the show-cause notice and the Agency should be asked to submit within 15 days a written statement in its defence.
9.2	If the Agency requests for inspection of any relevant document in possession of MDL, necessary facility for inspection of documents may be provided.
9.3	The Competent Authority may consider and pass an appropriate speaking order:
	a) For exonerating the Agency if the charges are not established;
	b) For removing the Agency from the list of approved Suppliers / Contactors, etc.
	c) For banning the business dealing with the Agency.
9.4	If it decides to ban business dealings, the period for which the ban would be operative may be mentioned. The order may also mention that the ban would extend to the interconnected Agencies of the Agency.

10. Appeal against the Decision of the Competent Authority

10.1	The Agency may file an appeal against the order of the Competent Authority banning business dealing, etc. The appeal shall lie to Appellate Authority. Such an appeal shall be preferred within one month from the date of receipt of the order banning business dealing, etc.
10.2	Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the Agency as well as the Competent Authority.

11. Review of the Decision by the Competent Authority

	Any petition / application filed by the Agency concerning the review of the banning order passed originally by Competent Authority under the existing guidelines either before or after filing of appeal before the Appellate Authority or after disposal of appeal by the Appellate Authority, the review petition can be decided by the Appellate Authority upon disclosure of new facts / circumstances or subsequent development necessitating such review. The Competent Authority may refer the same petition to the separate Standing Committee which may be constituted by Appellate Authority for examination and recommendation.
--	--

12. Circulation of the names of Agencies with whom Business Dealings have been banned

12.1	Depending upon the gravity of misconduct established, the Competent Authority may direct HOD (Materials)/OIC (SR&R) to circulate the names of Agency with whom business dealings have been banned, to the Government Departments, other Public Sector Enterprises, etc. for such action as they deem appropriate.
12.2	If Government Departments or a Public Sector Enterprise request for more information about the Agency with whom business dealings have been banned, a copy of the report of Inquiring Authority together with a copy of the order of the



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

	Competent Authority / Appellate Authority may be supplied.
12.3	If business dealings with any Agency have been banned by the Central or State Government or any other Public Sector Enterprise, MDL may, without any further enquiry or investigation, issue an order banning business dealing with the Agency and its inter-connected Agencies.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Annexure-G

Non-Disclosure Agreement Format

THIS NON DISCLOSURE Agreement made at Mumbai, India on this _____ day of _____ 2014 between Mazagon Dock Shipbuilders Limited a company registered under the Companies Act, 1956 and having its registered office at Dockyard Road, Mumbai-400 010 (hereinafter referred to as "MDL") and _____ a company registered under the Companies Act, 1956 and having its registered office at _____ (hereinafter referred to as "_____").

MDL and _____ shall hereinafter be collectively referred to as "the Parties" and individually as "a Party".

WHEREAS

A*. MDL has floated a tender and is required to provide certain information to (name of the bidder) to prepare his bid and/or

AA **. The Parties are considering to enter into a _____ for which each Party shall provide information ("Disclosing Party") to the other Party ("Receiving Party") which at present is confidential and not in the public domain.

B. The Parties intend that the aforesaid information be kept confidential as between the Parties. The Parties undertake and declare that they shall not divulge, publish or reproduce the same before any party or person except in accordance with the terms of this Agreement. NOW THEREFORE the Parties agree as follows:

1. As used in this Agreement (hereinafter referred to as the "Agreement") the term "Confidential Information" shall mean any technical, confidential, proprietary or trade secret information or data disclosed by the Disclosing Party in connection with the _____ to the Receiving Party including without limitation any written or printed documents, specifications for the vessel, plans, general arrangement plans, production schedules, drawings, samples, models, information regarding business operations, financial information, marketing strategies, either in writing or orally or any means of disclosing such Confidential Information that the Disclosing Party may elect to use prior to the execution or during the validity of this Agreement. The Receiving Party agrees that all Confidential Information shall be treated as absolute confidential and the Receiving Party shall not disclose to any person such information otherwise than in terms of this Agreement. The Receiving Party will impose a similar duty of confidentiality on any person to whom the Receiving Party is permitted to transfer such information in accordance with the terms hereof.

For the purposes of this Agreement, the term "Receiving Party" shall mean and include its officers, employees, directors, agents, contractors, representatives, affiliated companies, successors and assigns.

2. Nothing in this Agreement may be construed as compelling the Disclosing Party to disclose any Confidential Information to the Receiving Party or to enter into any contractual relationships with the Receiving Party.

3. Any information or data in whatever form disclosed by the Disclosing Party to the Receiving Party and which (i) is clearly identified as Confidential Information by an appropriate and conspicuous marking or (ii) has been identified as Confidential Information at the time of disclosure shall be subject to the relevant terms and conditions of this



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Agreement. The Disclosing Party's decision whether any information disclosed by it under this Agreement is confidential or not shall be final and binding on the Receiving Party.

4. The Receiving Party hereby covenants that the Confidential Information received from the Disclosing Party shall:

(a) Be safely kept by the Receiving Party; the Receiving Party shall protect the Confidential Information with the same degree of care as the Receiving Party uses with its own confidential information in order to prevent its disclosure, copy and / or its use (but in no event less than reasonable care) for purposes other than the Proposal.

(b) Be only disclosed to, and used by, those employees or directors who have a need to know.

(c) Not be disclosed to a third party except those with a need to know provided they receive such information subject to the same restrictions as are contained in this Agreement.

(d) Be used by the Receiving Party directly or indirectly, solely for the purpose of considering, evaluating and effecting the tender/bid/contract.

5. The Receiving Party shall promptly upon requests by the Disclosing Party at any time return all copies of the Confidential Information communicated to it hereunder together with all copies and extracts made thereof and shall not retain any copies of the same, in any form whatsoever.

6. The Receiving Party shall have no obligations or restrictions with respect to:

(a) Information publicly known through no wrongful act of the Receiving Party.

(b) Information rightfully disclosed by a third party without breach of this Agreement by the Receiving Party and which can be communicated without restriction.

(c) Information which was already known or which was independently developed by the Receiving Party (provided that the Receiving Party can demonstrate the same).

(d) Information, the disclosure of which the Disclosing Party authorizes in writing.

7. Nothing in this Agreement shall be construed as granting to the Receiving Party any patent, copyright or design license, or rights of use under similar intellectual property rights in respect of the Confidential Information.

8. The Receiving Party shall not without prior written consent of the Disclosing Party:

(a) Disclose to any person, directly or indirectly:

i) The fact that the Confidential Information has been made available to the Receiving Party by the Disclosing Party or that the Receiving Party has inspected any portion of the Confidential Information; or

ii) The fact that any discussion or negotiation is taking place concerning the Proposal; or

iii) Any of the terms, conditions or other facts with respect to the Proposal, including the status thereof; or

(b) Make any private or public announcement or statement concerning or relating to the Proposal.

09. The Disclosing Party represents and warrants that save as otherwise notified in writing to the Receiving Party:

a) Disclosure of information by it to the Receiving Party does not infringe the rights of any third party nor is it under any restriction with regard to the disclosure of any information, and that where applicable, it has obtained all licenses and consents necessary to enable the lawful disclosure of information by it to the Recipient; and

b) It is not aware of any restriction on the use of such information by the Receiving Party, save as provided in this Agreement.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

c) To the effect that the foregoing representations and warranties shall be deemed to be given at the date of this Agreement and after that date upon and in respect of each disclosure.

The Disclosing Party makes no warranty or representation whatsoever as to the accuracy, completeness, suitability or adequacy of any information or as to the results obtained from it and assumes no responsibility in respect of the use of the information by the Receiving Party.

10. The Receiving Party shall indemnify and hold harmless the Disclosing Party from and against any action, claim or proceeding and any loss, damage, costs, expenses or liabilities arising out of any such action, claim or proceeding, brought by any third party pursuant to any unauthorized disclosure or use of any information by the Receiving Party, or by any person for whom the Receiving Party is responsible under this Agreement, or pursuant to any breach of any undertaking, warranty or representation contained in this Agreement.

11. For the purposes of this Agreement 'Classified Information' shall mean information, documents and material of any kind which the respective Government i.e. Indian Government has given or caused to be given a security classification irrespective of whether the same is transmitted orally, electronically, in writing or by hand. Notwithstanding any other provision of this Agreement:

a) Each Party hereto undertakes to follow security procedures prescribed for military purposes with respect to disclosure, receipt, production, use and handling of Classified Information.

b) Any Classified Information, disclosed by one Party hereto shall be, whatever the method of disclosure be, identified by the Disclosing Party as Classified Information at the time of disclosure.

c) The provisions of this Clause are to remain in full force and effect notwithstanding any termination by expiration or otherwise of this Agreement.

12. In the event the Receiving Party is required to disclose Confidential Information under any provision of law or upon an action, subpoena or order of a court of competent jurisdiction or of any requirement of legal process regulation or governmental order, decree, regulation or rule, the Receiving Party will immediately notify the Disclosing Party of its having received a request to so disclose (alongwith the terms and circumstances thereof), unless otherwise prohibited by law and consult with the Disclosing Party on action or steps to be taken in response to such request.

13. This Agreement represents the entirety of the agreement of the Parties relating to the disclosure of the Confidential Information and shall not be waived, amended or assigned by the Receiving Party except by prior written consent of the Disclosing Party. No failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise of any right, power or privilege. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.

14. This Agreement shall be valid for a period of _____ (_____) years from the date of its execution between the parties. Notwithstanding the aforesaid, the obligations of Parties in connection with confidentiality under this Agreement shall survive in perpetuity.

15. The foregoing constitutes the entire Agreement between the Parties with respect to the subject matter hereof and supersedes and cancels any prior representation, understanding



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

and commitment (whether oral and written) made between the Parties with respect to or in connection with any of the matter of things to which this Agreement applies.

16. This Agreement shall be governed by and shall be interpreted in accordance with the laws of India.

17. Any dispute arising in connection with or out of the validity, performance or the interpretation of this Agreement shall be finally settled by the competent jurisdiction in Mumbai.

18. The Receiving Party acknowledges that any breach of the terms and conditions of this Agreement may cause the Disclosing Party irreparable damage for which recovery of money damages would be inadequate. Therefore, the Receiving Party agrees that the Disclosing Party shall be entitled, in addition to any other remedies available to it, to seek injunctive relief and/or other equitable relief to prevent or restrain any breach by the Receiving Party or its employees/officials, or otherwise to protect its rights, under this Agreement.

19. Unless otherwise provided herein, all notices or other communications under or in connection with this Agreement shall be given in writing and may be sent by personal delivery or post or courier or facsimile at the address as specified herein below:

To MDL

To _____

Address:

Address:

Phone No.:

Phone No.:

Fax:

Fax No. :

E-mail:

E-mail:

Any such notice or other communication will be deemed to be effective if sent by personal delivery, when delivered, if sent by post, 4 (four) days after being deposited in the post and if sent by courier, one day after being deposited with the courier, and if sent by facsimile, when sent (on receipt of a confirmation to the correct facsimile number).

IN WITNESS WHEREOF, this Agreement is executed by authorized representatives of both the Parties in two (2) originals.

Signed by the within named Signed by the within named

MDL

In the presence of

In the presence of

Note: The above Agreement is to be drawn up by the contractor on non-judicial stamped paper of value Rs.100/-, if it executed in Maharashtra. However, for other places stamp duty is to be levied as per Stamp Act of respective States.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Section III - General Conditions of Contract (GCC) for Goods and Services

The word 'Purchaser' refers to MAZAGON DOCK SHIPBUILDERS LIMITED, (MDL), a Company registered under the Indian Companies Act, 1913 and it includes its successors or assignees. The word 'Bidder' (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) means any legal entity such as firm(s) of Proprietorship / Partnership Firm / Limited Liability Partnership / Private Limited / Limited company / Society registered under Society's Act / Statutory Bodies/ Consortium/ Joint Venture etc. participating in a procurement process.

The word 'Owner' means the person or authority with whom Mazagon Dock Shipbuilders Limited (Purchaser) has contracted to carry out work in relation to which orders are placed by the Purchaser on the Bidder/Supplier/Contractor under this contract for supply or manufacture of certain items and would include Department of Defence Production, Ministry of Defence, Government of India, the Indian Navy, the Coast Guard and any other specified authority.

1. Tenets of Interpretation (Applicable for Goods and Services):

Unless where the context requires otherwise, throughout the contract:

- (i) The heading of these conditions shall not affect the interpretation or construction thereof.
- (ii) Writing or written includes matter either whole or in part, in digital communications, manuscript, typewritten, lithographed, cyclostyled, photographed, or printed under or over signature or seal or digitally acceptable authentication, as the case may be.
- (iii) Words in the singular include the plural and vice-versa.
- (iv) Words importing the masculine gender shall be taken to include other genders, and words importing persons shall include any company or association or body of individuals, whether incorporated or not.
- (v) Terms and expression not herein defined shall have the meanings assigned to them in the contract Act, 1872 (as amended) or the Sale of Goods Act, 1930 (as amended) or the General Clauses Act, 1897 (as amended) or of INCOTERMS, (current edition published by the International Chamber of Commerce, Paris) as the case may be.
- (vi) Any reference to 'Goods' shall be deemed to include the incidental Works/ Services also.
- (vii) Any generic reference to GCC shall also imply a reference to TEF as well.
- (viii) In case of conflict, provisions of TEF shall prevail over those in GCC.
- (ix) Any reference to 'Contract' shall be deemed to include all other documents (inter-alia GCC, TEF).
- (x) Any reference to any legal Act, Government Policies or orders shall be deemed to include all amendments to such instruments, from time to time, till date.
- (xi) Fall Clause shall be expressly applicable in the case of Rate Contract.

2. Language of Contract (Applicable for Goods and Services):

Unless otherwise stipulated in TEF, the contract shall be written in the Official Language or English. All correspondence and other contract documents, which the parties exchange, shall also be written/ translated accordingly in that language. For purposes of interpretation of the contract, the English documents/ translation shall prevail.

3. Governing Laws and Jurisdiction (Applicable for Goods and Services):

3.1 Governing Laws and Jurisdiction:

- (i) This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of India for the time being in force.
- (ii) Irrespective of the place of delivery, or the place of performance or the place of payments under the contract, the contract shall be deemed to have been made at the place from



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

which the Purchase Order/Contract/Letter of Intent has been issued. The courts of such a place shall alone have jurisdiction to decide any dispute arising out or in respect of the contract.

3.2 Changes in Laws and Regulations

Unless otherwise stipulated in the contract, if after the last deadline for the bid submission (Techno-commercial), any law, regulation, ordinance, order or bye-law having the force of law is enacted, promulgated, abrogated, or changed in India (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/ or the contract Price, then such Delivery Date and/ or Contract Price shall be correspondingly increased or decreased, to the extent that the contractor has thereby been affected in the performance of any of its obligations under the contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable.

4. **Confidentiality, Secrecy and IPR Rights** (Applicable for Goods and Services):

- (i) **IPR Rights:** All deliverables, outputs, plans, drawings, specifications, designs, reports, and other documents and software submitted by the contractor under this Contract shall become and remain the property of MDL and subject to laws of copyright and must not be shared with third parties or reproduced, whether in whole or part, without MDL's prior written consent. The contractor shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to MDL, together with a detailed inventory thereof. The contractor may retain a copy of such documents and software but shall not use it for any commercial purpose.
- (ii) **Confidentiality:** All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of MDL to the contractor, in connection with the contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of MDL and shall not, without the prior written consent of MDL neither be divulged by the contractor to any third party, nor be used by him for any purpose other than the design, procurement, or other services and work required for the performance of this Contract. If advised by MDL, all copies of all such information in original shall be returned on completion of the contractor's performance and obligations under this contract.
- (iii) **Secrecy:** If the Contract declares the subject matter of this Contract as coming under the Official Secrets Act, 1923 or if the contract is marked as "Secret", the contractor shall take all reasonable steps necessary to ensure that all persons employed in any connection with the contract, have acknowledged their responsibilities and penalties for violations under the Official Secrets Act and any regulations framed thereunder.
- (iv) **Obligations of the contractor:**
 - a) Without MDL's prior written consent, the contractor shall not use the information mentioned above except for the sole purpose of performing this contract.
 - b) The contractor shall treat and mark all information as confidential (or Secret – as the case may) and shall not, without the written consent of MDL, divulge to any person other than the person(s) employed by the contractor in the performance of the contract. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for such performance for this contract.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- c) Notwithstanding the above, the contractor may furnish to its holding company or its Subcontractor(s) such documents, data, and other information it receives from MDL to the extent required for performing the contract. In this event, the contractor shall obtain from such holding company/ Subcontractor(s) an undertaking of confidentiality (or secrecy – as the case may be) similar to that imposed on the contractor under the above clauses.
- d) The obligation of the contractor under sub-clauses above, however, shall not apply to information that:
- (i) the contractor needs to share with the institution(s) participating in the financing of the contract;
 - (ii) now or hereafter is or enters the public domain through no fault of Contractor;
 - (iii) can be proven to have been possessed by the contractor at the time of disclosure and which was not previously obtained, directly or indirectly, from MDL; or
 - (iv) otherwise lawfully becomes available to the contractor from a third party that has no obligation of confidentiality.
- e) The above provisions shall not in any way modify any undertaking of confidentiality (or Secrecy – as the case may be) given by the contractor before the date of the contract in respect of the contract/ the Tender Document or any part thereof.
- f) The provisions of this clause shall survive completion or termination for whatever reason of the contract.

5. Permits, Approvals and Licenses (Applicable for Goods and Services):

Whenever the supply of Goods and incidental Works/ Services requires that the contractor obtain permits, approvals, and licenses from local public authorities, it shall be the contractor's sole responsibility to obtain these and keep these current and valid. Such requirements may include but not be restricted to export licence or environmental clearance if required. If requested by the contractor, MDL shall make its best effort to assist the contractor in complying with such requirements in a timely and expeditious manner, without any dilution of the Contractor's responsibility in this regard.

6. Transfer of Title of Goods (Applicable for Goods):

- (i) Unless otherwise stated in the contract, notwithstanding any inspection and approval by the Inspecting Officer on the contractor's premises, or any payments made to the contractor, property in the Goods (and resultant rights and liabilities) shall not pass on to MDL until the Goods have been received, inspected, and accepted by the consignee. The Goods and every constituent part thereof, whether in the possession or control of the contractor, his agents or servants or a carrier, or the joint possession of the contractor, his agents or servants and MDL, his agents, or servants, shall remain in every respect at the risk of the contractor, until their actual delivery to a person stipulated in the contract as the interim consignee for despatch to the consignee. The Contractor shall be responsible for all loss, destruction, damage, or deterioration of or to the Goods from any cause whatsoever while the Goods after approval by the Inspecting Officer are awaiting despatch or delivery or are in the course of transit from the contractor to the consignee or, as the case may be, interim consignee. The Contractor shall alone be entitled and responsible for making claims against any carrier in respect of non-delivery, short delivery, mis-delivery, loss, destruction, damage, or deterioration of the Goods



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

entrusted to such carrier by the contractor for transmission to the consignee or the interim consignee as the case may be.

- (ii) Provided that where, under the terms of the contract, the Goods are required to be delivered to an interim consignee for despatch to the consignee, the Goods shall be at MDL's risk after their delivery to the interim consignee.

7. Extension of Delivery Period (Applicable for Service):

- (i) If at any time during the currency of the contract, the contractor encounters conditions hindering timely delivery of the Goods and performance of incidental Works/ Services, he shall promptly inform MDL in writing about the same and its likely duration. He must make a request to MDL for an extension of the delivery schedule. On receiving the contractor's communication, MDL shall examine the situation and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages and with and without denial clause by issuing an amendment to the contract.

- (ii) **Conditions for Extension of Delivery Period:** When the period of delivery is extended due to unexcused delay by the contractor, the amendment extending the delivery period shall, inter alia, be subject to the following conditions:

- a. **Liquidated Damages:** MDL shall recover from the contractor, under the provisions of this clause, liquidated damages on incidental Works/ Services, which the contractor has failed to deliver within the delivery period stipulated in the contract.

b. **Denial Clause:**

- (i) No increases in price on account of any statutory increase in or fresh Imposition of GST, customs duty or on account of any other taxes/ duty/ cess/ levy), leviable in respect of the Goods and incidental Works/ Services stipulated in the said contract which takes place after the original delivery date, shall be admissible on such of the said Goods, as are delivered after the said date; and
- (ii) Notwithstanding any stipulation in the contract for an increase in price on any other ground, including price variation clause or foreign exchange rate variation, or any other variation clause, no such increase after the original delivery date shall be admissible on such goods delivered after the said date.
- (iii) Nevertheless, MDL shall be entitled to the benefit of any decrease in price on account of reduction in or remission of GST, customs duty or on account of any other Tax or duty or any other ground as stipulated in the price variation clause or foreign exchange rate variation or any other variation clause which takes place after the expiry of the original delivery date.

(iii) **Liquidated damages**

Time is an essence of the contract therefore the job, as ordered, should be completed on the dates mutually agreed upon in accordance with the delivery schedule.

If the contractor fails to deliver any or all of the Goods or fails to perform the incidental Works/ Services within the time frame(s) incorporated in the contract, MDL shall, without prejudice to other rights and remedies available to MDL under the contract, deduct from the contract price, as agreed liquidated damages, but



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

not as a penalty, a sum equivalent to the 0.5 % percent (excluding taxes) of the delivered price of the delayed Goods and/ or incidental Works/ Services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 5% of the delayed Goods' or incidental Works/ Services' contract price(s).

Besides liquidated damages during such a delay, the denial clause shall also apply. Any failure or delay by any sub-contractor, though their employment may have been sanctioned shall not be admitted as a ground for any extension of time or for exempting the contractor from liability for any such loss or damage as aforesaid.

8. Defaults, Breaches & Termination of Contract (Applicable for Goods and Services):

(i) Termination due to Breach, Default, and Insolvency

a. **Defaults and Breach of Contract:** In case the contractor undergoes insolvency or receivership; neglects or defaults, or expresses inability or disinclination to honour his obligations relating to the performance of the contract or ethical standards or any other obligation that substantively affects MDL's rights and benefits under the contract, it shall be treated as a breach of Contract. Such defaults could include inter-alia:

(i) **Default in Performance and Obligations:** If the contractor fails to deliver any or all of the Goods or fails to perform any other contractual obligations (including Code of Integrity or obligation to maintain eligibility and Qualifications based on which contract was awarded) within the period stipulated in the contract or within any extension thereof granted by MDL.

(ii) **Insolvency:** If the contractor being an individual or if a firm, any partner thereof, shall at any time, be adjudged insolvent or shall have a receiving order or order for the administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or enter into any assignment or composition with his creditors or suspend payment or if the firm be dissolved under the Partnership Act, or

(iii) **Liquidation:** if the contractor is a company being wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the Debenture-holders is appointed, or circumstances shall have arisen which entitle the Court or Debenture-holders to appoint a Receiver, Liquidator or Manager.

b. **Notice for Default:** As soon as a breach of contract is noticed, a show-cause 'Notice of Default' shall be issued to the contractor, giving two weeks' notice, reserving the right to invoke contractual remedies. After such a show-cause notice, all payments to the contractor would be temporarily withheld to safeguard needed recoveries that may become due on invoking contractual remedies.

c. **Terminations for Default:**

(i) Notice for Termination for Default: In the event of unsatisfactory resolution of 'Notice of Default' within two weeks of its issue as per sub-clause above, MDL if so decided, shall by written Notice of Termination for Default sent to the contractor, terminate the contract in whole or in part, without compensation to the contractor.

(ii) Such termination shall not prejudice or affect the rights and remedies, including under sub-clause below, which have accrued and/ or shall accrue to MDL after that.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

(iii) Unless otherwise instructed by MDL, the contractor shall continue to perform the contract to the extent not terminated. All warranty obligations, if any, shall continue to survive despite the termination.

d. Contractual Remedies for Breaches/Defaults or Termination for Default:

If there is an unsatisfactory resolution within this period, MDL shall take one; or more of the following contractual remedies.

- (i) Temporary withhold payments due to the contractor till recoveries due to invocation of other contractual remedies are complete.
- (ii) Call back any loaned property or advances of payment, if any, with the levy of interest at the prevailing rate (MIBID - Mumbai Interbank Bid Rate).
- (iii) Recover liquidated damages and invoke denial clause for delays.
- (iv) Encash and/ or Forfeit performance or other contractual securities.
- (v) Prefer claims against insurances, if any.
- (vi) Terminate contract for default, fully or partially including its right for Risk-and-Cost Procurement as per following sub-clause.
- (vii) **Risk and Cost Procurement:** In addition to termination for default, MDL shall be entitled, and it shall be lawful on his part, to procure Goods same to those terminated, with such terms and conditions and in such manner as it deems fit at the "Risk and Cost" of the contractor. Such 'Risk and Cost Procurement' must be contracted within one year from the breach of Contract. The Contractor shall be liable for any loss which MDL may sustain on that account provided the procurement, or, if there is an agreement to procure, such agreement is made. The Contractor shall not be entitled to any gain on such procurement, and the manner and method of such procurement shall be in the entire discretion of MDL. It shall not be necessary for MDL to notify the contractor of such procurement. It shall, however, be at the discretion of MDL to collect or not the security deposit from the firm/ firms on whom the contract is placed at the risk and cost of the defaulted firm.
Note: Regarding the Goods which are not readily available in the market and where procurement difficulties are experienced, the period for making risk procurement shall be nine months instead of six months provided above.
- (viii) Initiate proceedings in a court of law for the transgression of the law, tort, and loss, not addressable by the above means.

9. Closure of Contract (Applicable for Goods and Services):

The contract shall stand closed upon successful performance of all obligations by the firm, including completion of warranty obligations and final payment. If no claim is received within 03 years from last supplies/services, then no claim shall be entertained thereafter.

10. General (Applicable for Goods and Services)

Unless otherwise indicated specifically by the bidder / contractor in his bid, it shall be construed as his acceptance of all the conditions mentioned in this GCC.

11. Communication and language for documentation (Applicable for Goods and Services)

Any letter, facsimile message, e-mail intimation or notice sent to the Bidder/Supplier/ Contractor at the last known address mentioned in the offer / order shall be deemed to be valid communication for the purpose of the order/contract. Unless stated otherwise



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

by the purchaser, Language for communication and all documentation shall be same, which the Purchaser has used, in the tender enquiry.

12. **Preservation and maintenance:** (Applicable for Goods)
Should any material require any preservation till its final installation/fitment, the detailed procedure (Long term and short term) for the same as also the time of interval after which the state of preservation needs to be reviewed is to be stated by the Bidder/Supplier/Contractor.
Further the de-preservation prior to the material/equipment being commissioned and the maintenance procedure together with its periodicity is also to be indicated by the Bidder / Supplier / Contractor.
13. **Freight and insurance.** (Applicable for Goods)
For Indigenous Bidders. Bidder shall quote for 'Door Delivery to Purchaser,' all charges towards door delivery viz. transport, Insurance charges etc. shall be borne by the Bidder / Supplier / Contractor.
For Foreign Bidders: For overseas bidders, bidder shall agree for supplying the goods on CIF/CIP, Incoterm basis. The Bidder / Supplier / Contractor shall immediately on despatch of the items, inform all relevant details of despatch such as Order Number, Bill of Lading/AWB Number marked as Freight Paid, Insurance policy/document, number of packages, value of consignment, invoice number etc. as per contractual terms.
14. **Demurrage (Applicable for Goods):** Storage, and Demurrage, fines etc. charges will be payable by the Bidder / Supplier / Contractor for all shipments in case of improper documentation, wrong declarations, error in weight measurements, packing list, invoice, late receipt of documents etc. i.e. for reasons which are not attributable to the purchaser.
15. **Cancellation of tender** (Applicable for Goods and Services)
The Purchaser reserves the right to cancel/withdraw the tender in toto or part and or award the contract / order in full or part without assigning any reason whatsoever and without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for MDL action.
16. **Facility provision** (Applicable only for Services)
The Purchaser would consider providing facilities like - compressed air at one point, crange facility for handling heavy loads for lowering onto the ship and water intended for use by the Contractor / Bidder for execution of contract for working within the Purchaser's premises at no extra cost to the Contractor / Bidder. Industrial gases, electrical power, office space / RU store facility may be provided at one point only if possible and available and on chargeable basis if so desired by the Contractor / Bidder. The contractor / Bidder shall make his own arrangements for fixing necessary fittings, wires, welding machines, transformer, etc. for power, connecting lines, storage etc for water and necessary fittings, pipes, breaker, hoses etc. for compressed air.
17. **Purchaser's property.** (Applicable for Goods and Services)
All property (such as materials, drawings, documents etc.) issued by the Purchaser or any other individual or firm on behalf of the Purchaser in connection with the contract shall remain confidential, being the property of the Purchaser and the Bidder/Supplier/Contractor shall undertake to return all such property so issued and will



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

be responsible for any or all loss thereof and damage thereto resulting from whatever causes and shall reimburse the Purchaser the full amount of loss and damage.

On completion of work in any compartment / location of the purchaser's premises, the Bidder/Supplier/Contractor must ensure that the place is left in a reasonably clean state and all scrap is transferred to nearby scrap-bins.

18. **Risk purchase** (Applicable for Goods and Services)

If the equipment / article / service or any portion thereof be not delivered / performed by the scheduled delivery date / period, any stoppage or discontinuation of ordered supply / awarded contract without written consent by Purchaser or not meeting the required quality standards the Purchaser shall be at liberty, without prejudice to the right of the Purchaser to recover Liquidated Damages / penalty as provided for in these conditions or to any other remedy for breach of contract, to terminate the contract either wholly or to the extent of such default. Amounts advanced or part thereof corresponding to the undelivered supply shall be recoverable from the Contractor / Bidder at the prevailing bank rate (Benchmark Prime Lending Rate (BPLR) by SBI) of interest.

The Purchaser shall also be at liberty to purchase, manufacture or supply from stock as it deems fit, other articles of the same to make good such default and/or in the event of the contract being terminated, the balance of the articles of the remaining to be delivered there under. Any excess over the purchase price, cost of manufacture or value of any articles supplied from the stock, as the case may be, over the contract price shall be recoverable from the Bidder / Supplier / Contractor.

19. **Recovery-adjustment provisions:** (Applicable for Goods and Services)

Payment made under one order shall not be assigned or adjusted to any other order except to the extent agreed upon in writing by the Purchaser. During the currency of the contract, if any sum of money is payable by the Bidder / Supplier / Contractor the same shall be deducted from any sum then due or thereafter may become due to the Bidder / Supplier / Contractor under the contract or any other contract with the Purchaser.

20. **Indemnification** (Applicable for Goods and Services):

The Bidder / Supplier / Contractor, his employees, licences, agents or Sub-Supplier / Sub-contractor, while on site of the Purchaser for the purpose of this contract, indemnifies the Purchaser against direct damage and/or injury to the property and/or the person of the Purchaser or that of Purchaser's employees, agents, Sub-Contractors / Suppliers occurring and to the extent caused by the negligence of the Bidder / Supplier / Contractor, his employees, licensees, agents or Sub-contractor by making good such damages to the property, or compensating personal injury and the total liability for such damages or injury shall be as mutually discussed and agreed to.

21. **Transfer of suppliers / contractor's rights:** (Applicable for Goods and Services)

The Bidder / Supplier / Contractor shall not either wholly or partly sell, transfer, assign or otherwise dispose of the rights, liabilities and obligations under the contract between him and the Purchaser without prior consent of the Purchaser in writing.

22. **Subcontract and right of purchaser** (Applicable for Goods and Services)

The Bidder / Supplier / Contractor under no circumstances undertake or subcontract any work / contract from or to any other Sub-contractor without prior written approval of the Competent Authority of Purchaser. In the event it is found that such practice has been indulged in, the contract is liable to be terminated without notice and the Bidder / Supplier



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

/ Contractor is debarred all from future tender enquiries / work orders. However, in no circumstances a contractor is permitted to subcontract any part of the contract to the bidders who had quoted for the concerned tender.

23. **Patent rights** (Applicable for Goods and Services)

The Bidder / Supplier / Contractor shall hold harmless and keep the Purchaser indemnified against all claims arising as a result of infringement of any patent / copy rights on account of manufacture, sale or use of articles covered by the order.

24. **Agents/Agency Commission** :(Applicable for Goods and Services)

The seller confirms and declares to the buyer that the seller is the original manufacturer or authorized distributor/stockiest of original manufacturer of the goods referred to in this contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommended to the Buyer or any of its functionaries, whether officially or unofficially , to the award of the Contract / Purchase order to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward , fees, commission or consideration to such person, party, firm or institution , whether before or after the signing of this Contract / Purchase order, the Seller will be liable to refund that amount to the Buyer.

The seller will also be debarred from participation in any RFQ/Tender for new projects/program with Buyer for a minimum period of five years.

The buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such event be liable to refund all payments made by the buyer in terms of the Contract along with interest at the rate of 2% per annum or 6% whichever is higher above LIBOR (London Inter Bank Offer Rate) (for foreign vendors) and base rate of SBI plus 2% (for Indian Vendors).

The Buyer will also have the right to recover any such amount from any contracts concluded earlier with Buyer.

25. **Use of undue influence / corrupt practices** :(Applicable for Goods and Services)

The Bidder / Supplier / Contractor undertakes that he has not used corrupt practices or used any undue influence which is not admissible as per Indian law to obtain contract/order or in doing any business with the purchaser.

If found that Bidder / Supplier / Contractor is involved in such wrong practices, then Purchaser is entitled to cancel the contract/s and all or any other contracts and then to recover from the Bidder / Supplier / Contractor the amounts of any loss arising from such contracts' cancellation, including but not limited to imposition of penal damages, forfeiture of Performance security, encashment of the Bank Guarantee and refund of the amounts paid by the Purchaser.

26. **Immunity of Government of India clause**: (Applicable for Goods and Services)

It is expressly understood and agreed by and between M/s. (Bidder / Supplier / Contractor) and Mazagon Dock Shipbuilders Limited, Dockyard Road, Mumbai - 400 010 (MDL) is entering into this Agreement solely on its own behalf and not on the behalf of any person or entity. In particular, it is expressly understood and agreed that the Government of India is not a party to this Agreement and has no liabilities, obligations or rights hereunder. It



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

is expressly understood and agreed that MDL is an independent legal entity with power and authority to enter into contracts solely in its own behalf under the applicable of Laws of India and general principles of Contract Law. The (Bidder / Supplier / Contractor) expressly agrees, acknowledges and understands that MDL is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions and commissions, breaches or other wrongs arising out of the contract. Accordingly, (Bidder / Supplier / Contractor) hereby expressly waives, releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the Government of India arising out of this contract and covenants not to sue Government of India in any manner, claim, cause of action or thing whatsoever arising of or under this Agreement.

27. **Export licence** (Applicable for Goods and Services): The export licenses that may be required for delivery of the various items/equipment to MDL shall be arranged by the Bidder / Supplier / Contractor from the concerned authorities in their country without any time and cost implications on the Purchaser.
28. **Banned or de-listed contractors / suppliers.** (Applicable for Goods and Services)
The Bidder / Supplier / Contractor declares that they being Proprietors / Directors / Partners have not been any time individually or collectively blacklisted or banned or de-listed by any Government or quasi Government agencies or PSUs. If a bidder's entities as stated above have been blacklisted or banned or de-listed by any Government or quasi Government agencies or PSUs, this fact must be clearly stated and it may not necessarily be a cause for disqualifying him.
29. **Duty of personnel of supplier/contractor** (Applicable for Goods and Services)
MDL being a Defence Public Sector Undertaking, Bidder / Supplier / Contractor undertakes that their personnel deployed in connection with the entrusted work will not indulge in any activities other than the duties assigned to them.
30. **Dispute resolution mechanism and arbitration** (Applicable for Goods and Services)
(a) Dispute resolution mechanism(DRM)
i) Any dispute/differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations at HoS/HoD level.
ii) In case of non-settlement by (i) above, if at any time, before, during or after the contract period any unsettled claim, dispute or difference arose between the parties, upon or in relation to or in connection with or in any way touching or concerning this tender/agreement/order/contract, the same shall be referred to the concerned Functional Director.
The Functional Director shall then nominate an Executive of the rank of General Manager whom he thinks fit and competent or a Committee of Executives who/which shall then scrutinise the claims/disputes that have been referred to the concerned functional Director and make efforts for amicable settlements by mutual discussions/negotiations.
iii) In case no amicable settlement is arrived by (ii) above within a period of three months, then the contractor shall approach Public Grievance Cell and address the disputes as per the provisions made under the relevant clause of the contract.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

iv) In case the issues/disputes do not get settled within a period of six months from the date of submission of the dispute to the Grievance Cell, then the contractor may invoke Arbitration Clause of the contract.

(b) Arbitration (Applicable for Goods and Services)

Unresolved disputes/differences, if any, shall then be settled by arbitration. The Arbitration proceedings shall be conducted at Mumbai, India, in English Language, under the Arbitration and Conciliation Act, 1996.

MDL prefers to have arbitration through Institutes such as Indian Council of Arbitration (ICA)/ICA-DR, with the mutual consent of the parties.

In case of unresolved difference/dispute between the Purchaser and Supplier, being Central Public Sector Enterprises/Central Govt. departments, the disputes shall be resolved firstly through mutual discussion or through the empowered agencies of the Govt. or through arbitration by reference by either party to the department of Public Enterprises, as per extant guidelines. If disputes/differences remain unresolved/unexecuted, the same shall be referred first to the Cabinet Secretariat and then, if necessary to the PMO.

Any changes to arbitration clause must be vetted by HOD (Legal) before incorporation in contract/PO.

31. **Jurisdiction of courts** (Applicable for Goods and Services)

All contracts shall be deemed to have been wholly made in Mumbai and all claims there under are payable in Mumbai 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 Mumbai City, Maharashtra State, India i.e. courts in Mumbai shall alone have jurisdiction to decide upon any dispute arising out of or in respect of the contract.

32. **Contract labour (regulation and abolition) act 1970**(Applicable for Services)

Contractor / Bidder shall obtain licence under Section 12 and 13 of the Contract Labour (Regulation and Abolition) Act, 1970 and rules made there under and the same should be kept valid at least until the expiry of contract with Purchaser. The registration and Licence under the Contract Labour (Regulation and Abolition) Act 1970 shall be renewed in time every year and if work continues for more than a year, a copy of the Licence is produced as and when demanded by the concerned authorities of Purchaser.

The Contractor / Bidder shall carryout his obligations and duties under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there under.

In the event any employee/s of Contractor / Bidder is advised by the concerned Department to deploy their employees for job during weekly-off, Sundays and holidays, the Contractor / Bidder must inform through Concerned Department the name/s of the employee/s in the prescribed format to CISF / Security and to the concerned Divisional Personnel by mentioning specifically 'Compensatory - Off', before 3 days from the date actual payment.

33. **Minimum wages act** (Applicable for Services)

The Contractor / Bidder shall pay to his employees not less than the minimum wages and allowances applicable to the Engineering Industry as notified from time to time by the Central Government or the State Government whichever is higher under the Minimum Wages Act. Contractor / Bidder shall be responsible for timely payment of wages of all his employees engaged in the Purchaser's Yard, not less than the prescribed minimum wages in each case and without any deductions of any kind, except as specified by Government or permissible under the Payment of Wages Act.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

The Contractor / Bidder must settle all the pending dues of the employees i.e. arrears of wages, proportionate leave wages, proportionate bonus payment, etc.

Before winding up the site, the Contractor / Bidder shall pay all terminal dues to his employees such as Notice pay, Gratuity, Retrenchment compensation, etc.

34. **Bonus Act** (Applicable for Services)

The Contractor / Bidder shall pay to his eligible employees a Statutory Bonus as per 'Payment of Bonus Act' at the rate prescribed by the Statutory Authorities from time to time.

35. **Factories Act** (Applicable for Services)

The Contractor / Bidder shall observe all applicable Rules and Regulations stipulated under Factories Act applicable to contract labour.

The Contractor / Bidder shall maintain a separate register prescribed under the Act and pay Privilege Leave wages to all eligible employees.

On completion of execution of the contract and before winding up, the Contractor / Bidder shall pay proportionate Privilege Leave wages to all eligible employees.

36. **Employees' Provident Funds and Miscellaneous Provisions Act, 1952** (Applicable for Services)

The Contractor / Bidder, where applicable, shall cover his employees deployed in the Purchaser's Yard

i. under the Employees' Provident Funds and Miscellaneous Act, 1952,

ii. under the Family Pension Scheme, and

iii. under the Employees' Deposit Linked Insurance Scheme and pay the contributions

both in respect of his employees and his own. He shall submit all the necessary returns and other particulars periodically as prescribed under the said Act. Contractor / Bidder shall cover from the first day working all his contract labour on MDL jobs by filling requisite returns to concerned Statutory authorities and obtaining Code Numbers / Account Numbers. Contractor / Bidder shall remit employees' and employers' contributions directly to the concerned authorities along with Inspection and Administrative Charges as per relevant provisions of the concerned Acts and Schemes made there under within 15 days from the close of every month. The Contractor / Bidder must submit copies of P. F. dues payment challans, copy of Form No. 12 (A), copy of form No. 6 (A) (Annually) and copies of Muster Roll of their workmen every month to Corporate Personnel Department before renewal of passes for entry into the yard. The Contractor / Bidder must also attend to P. F. Inspections by concerned authorities and submit copy of the Inspection Report.

The Contractor / Bidder through his own P. F. code number shall fill in P. F. / Pension settlement forms of all the employees engaged in Purchaser's Yard, well in advance of last working day and forwards the said settlement forms to the respective P. F. Commissioner's office for settlement. Contractors who are yet to obtain PF code shall apply for Code nos to PF Commissioners Office and furnish copies of the same to Corporate Personnel Department. Purchaser shall recover PF dues from the contractors running bills till such time the PF Code no is obtained.

The Contractor / Bidder may contact Corporate Personnel Department for the purpose to seek any / all clarification / necessary advice for completion of procedural work such as filling labour challans, E. S. I., P. F. - declaration forms, covering their labour under Group Insurance Policy, etc. An Administrative charge @ Rs. 10/- per employee per month for such consultancy will be recovered from all the contractors from the bills of the respective contracts



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

37. Employees' State Insurance Act (Applicable for Services)

The Contractor / Bidder should also cover all the eligible contract labourers working on MDL jobs, under the Employees' State Insurance Act and Scheme by furnishing necessary returns to appropriate authority and pay both employees' and employers' contributions in respect of these employees to the concerned authorities within 20 days from the close of every month. The contractor shall produce copy of R. D. F. duly acknowledged by ESI local office for confirmation that the workmen are covered under ESI Act and Scheme.

Contractor / Bidder should produce proof of such remittances to Corporate Personnel Department of MDL along with full details of contributions etc. within 25 days from the close of month. He shall also give an undertaking that he will not engage any one on our work who is not duly covered under the said Act and Scheme. The contract employees who are out of coverage of ESI Act and Scheme should be covered under Group Insurance Policy linked with workman compensation Act. Those Bidders / contractors do not have their ESI Code No.; they should submit documentary evidence of application for obtaining ESI Code no to Corporate Personnel Department.

38. Safety: (Applicable for Goods & Services)

The Contractor / Bidder must observe all safety precautions in connection with the work to be performed by him, his agents or labourers. In the event of any accident happening in our yard resulting in loss of lives or otherwise damaging any part of the property, the contractor shall be required to make good the loss to the Company and shall be responsible for all consequences that follow from the loss and / or injuries to the persons involved in such accidents. The standard of safety to be observed in the Company shall be decided by the Executive-in-Charge Safety, or any Executive appointed for the purpose before the commencement of work in the yard. It will be essential for contractor to ascertain the standard precautions which contractor is required to observe in discharging his work as per the standards prevalent in MDL. The decision of MDL in matters concerning Safety shall be final and binding on the contractor.

The Contractor / Bidder shall be required to provide his workmen with Boiler Suits of any suitable colour other than blue or white, with the Name of the Contractor in prominent letters on the boiler suits along with personal protection gears like safety shoes, hand gloves etc. workmen of the Contractor / Bidder must wear throughout their working while in the premises of MDL. Contractor's workmen working without safety gears are to be disallowed for work.

39. Police verification of employees (Applicable for Services)

Contractor / Bidder shall have to produce and submit to the Chief Security Executive of Purchaser, verification through Mumbai Police of Character and Antecedents of their employees / workers for while working on ships under construction in Purchaser's Yards, for working onboard ships under modernisation / refit / repairs at Mumbai ports / Naval Dockyard. Entry passes will not be issued in the absence of Police Verification Report and employees without Police Verification shall not be employed by them in Purchaser's Yard / Mumbai ports / Naval Dockyard and any lapse on the part of Contractor / Bidder shall be viewed seriously as per applicable laws of the land. Employment of any Foreign National during the contract period would be permitted with prior permission of Purchaser.

40. Force Majeure. (Applicable for Goods and Services)

If at any time during the execution of the goods / service order, the performance in whole or in part by either Purchaser or and by the Bidder(s) / Supplier(s) / Contractor(s) is / are delayed by any reason of force majeure situations such as acts of civil war, civil



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

commotion, sabotage, hostilities, war, fires, explosions, epidemics, natural calamities like floods, earthquakes, volcanoes, storms, acts of God and laws of respective governments or any other causes beyond the control of either parties, hereinafter referred to as "events", provided notice of the occurrence of such event/s is / are communicated by either party, to the other party within 21 days from the date of occurrence thereof, neither party shall by reason such events be entitled to terminate the contract nor shall either party have any claim for damages against the other in respect of such non-performance and or delay in performance of the contract / order. Executions on either side shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of Purchaser as to whether activities can resume or not, shall be conclusive and final. Occurrence of the events to be certified by Chamber of Commerce / Indian High Commission or Embassies / Government in that Country.

The performance in whole or in part under the captioned tender / contract is prevented or delayed by reason of any such event for a period exceeding sixty days either party may at its option terminate the contract / further processing of the tender. The relative obligations of both the parties remain suspended during the actual period of force majeure. The Purchaser may extend the delivery schedule as mutually agreed, on receipt of written communication from the Bidder / Supplier / Contractor regarding occurrence of 'Force Majeure' conditions, but not exceeding six months from the scheduled delivery date. If the 'Force Majeure' conditions extend beyond this period, the Purchaser shall have the right to cancel the order without any financial implication to the Purchaser or on terms mutually agreed to.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Annexure-I

GCC (GENERAL CONDITIONS OF CONTRACT) ACCEPTANCE FORMAT:

General Conditions of Contract (GCC) for Goods and Services

To,
MAZAGON DOCK SHIPBUILDERS LIMITED
OUTSOURCING DEPARTMENT.

GCC CLAUSE No.	BIDDER'S REMARK	GCC CLAUSE No.	BIDDER'S REMARK
	ACC. / DEV.		ACC. / DEV.
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39		40	

COMPANY'S NAME & ADDRESS:

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:

NOTE:

f. Bidders should carefully read the Terms & Conditions of the General Conditions of Contract (GCC) prior to filling up this acceptance format. This format should be properly filled, signed and bidder shall upload the scanned copy of the same online. Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table. Bidder(s) to attach Separate Sheet indicating all relevant details such as Number & description of the Clause, Reasons for Deviation and Alternative suggested for any deviations taken by them.

Clause numbers shown in the above format also includes the sub-clauses under these clauses

Annexure-J



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

TERMS RELATED TO TAXES (GST)

1. GST as per GST Laws shall be payable extra as quoted and agreed.
2. In case of purchases of goods/services from unregistered dealers under GST Laws, GST will be paid by MDL under reverse charge mechanism.
3. Benefits from reduction in rate of tax/ITC are required to be passed on to consumer. Where "applicable GST" has been quoted as extra, Goods and service providers (except un-registered dealers under GST Law) have to submit declaration that they have complied with 'Anti-profiteering clause' under GST Law. Such declaration be given in technical bid.
4. If the vendor is registered under GST, vendor shall mention the HSN code for goods &/or services in their tax invoice, etc. These codes must be in accordance with GST Laws and responsibility of specifying correct HSN codes for goods &/or services is that of the vendor. MDL shall not be responsible for any error in HSN code for goods &/or services specified by supplier / contractor. Supplier /Contractor shall pay penalty and/ or interest imposed on MDL or any loss due to delay in availing ITC by MDL or any loss of ITC to MDL due to errors by vendors at any stage. MDL reserves right to recover any such interest, penalty or loss from any amount due to Supplier /Contractor or otherwise.
5. In case, MDL is unable to avail ITC, supplier/contractor at their own cost shall rectify the shortcoming in the returns to be filed immediately thereafter. Further, if the ITC is delayed / denied to MDL / reversed subsequently as per GST Laws due to non / delayed receipt of goods and / or services and / or tax invoice or expiry of timelines prescribed in GST Laws for availing ITC, non-payment of taxes or non-filing of returns or any other reason not attributable to MDL, Supplier /Contractor shall pay any loss of amount along with interest and penalty on MDL under GST Laws for the number of days the ITC was delayed. If the short coming is not rectified by supplier/contractor and MDL ends up in reversal of credits and / or payments, supplier/contractor is fully liable for making good all the loss incurred by MDL. MDL reserves right to recover any interest, penalty or loss from any amount due to Supplier /Contractor or otherwise.
6. If the vendor is registered under GST, the GST registration number (15 digit GSTIN) issued by GOI shall be mandatorily provided by the vendor. Vendor having multiple business verticals within state / at multiple states with separate GST registration numbers shall forward GSTIN of only that vertical which is involved in supply of goods and/or services. MDL GSTIN is 27AAACM8029J1ZA and vendor shall mention the same while invoicing and avoid any data entry error on GST portal.
7. If the vendor is registered under GST, Vendor shall ensure timely submission of invoice as per the provisions / requirement / timeline promulgated by GOI in relation to GST Law with all required supporting documents to enable MDL to avail input tax credit promptly. The vendors invoice inter alia should contain GSTIN of vendor,



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

GSTIN of MDL (i.e. 27AAACM8029J1ZA), GST tax rate separately, HSN code wise goods or services, place of supply, signature of vendor, etc. Original invoice needs to be submitted to Bill Receipt Centre at MDL gate, and a copy of the invoice should be given to the goods receiving section(GRS).

8. If the vendor is registered under GST, vendor shall file all applicable returns under GST Laws in the stipulated time & any losses of tax credit to MDL arising due to delay in filing will be recovered from their invoice wherever MDL is eligible to avail tax credit. Any default towards payment of tax and / or uploading of monthly returns by supplier/contractor, MDL retains right to withhold payments towards tax portion until the same is corrected & complied by the supplier/contractor with the requirement of GST along with satisfactory evidence.
9. The rate sheet enclosed with the tender will indicate the rates to be entered under each head wherever applicable. Bidders must clearly mention the applicable Taxes & Duties. The item-wise rates (i.e. Basic+P&F+F&I) quoted in the Rate Sheet should exclude Taxes & Duties. Bidder should indicate GST rates as applicable separately under each of the head in the same Rate sheet, which will be paid extra based on tax invoice to the extent applicable. The GST will be applicable on total basic rate of each item (i.e. Basic + P&F + F&I).



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Format for Compliance Certificate w.r.t. Land Border Clause (Annexure-L)

Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 and OM No F.7/10/2021/-PPD(1) dated 23.02.2023 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017& prescribed tender conditions).

DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM

I, the undersigned, (full names),
do hereby declare, in my capacity as
of M/s(name
of bidder entity), that:

1) The facts contained herein are within my own personal knowledge.

2) I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 and OM No F.7/10/2021/-PPD(1) dated 23.02.2023 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order

3) I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that our Firm M/s..... is not from such a country and does not have any specified Transfer of Technology (TOT) from such a country or, if from such a country or if having specified TOT from such a country, has been registered with the Competent Authority.

3) I certify that M/s(name of bidder entity) **is not from such a country or, is from such a country** (strike out whichever is not applicable). I hereby certify that this SUPPLIER fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority is attached]

4) I understand that the submission of incorrect data and / or if certificate / declaration given by M/s(name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Order on Restrictions under Rul (xi) of the General Financial Rules (GFRs), 2017

AUTHORISED SIGNATURE: _____

DATE: _____

Seal / Stamp of Bidder



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Performance Security (PS) Bank Guarantee Format Annexure-M

(ILLUSTRATIVE FORMAT)

(On Non-Judicial stamp paper of value Rs. 500/-. However, the value of stamp paper to be confirmed from Legal Department, MDL.)

IN CONSIDERATION OF MAZAGON DOCK SHIPBUILDERS LIMITED, a company incorporated under the Companies Act 1956 and having its registered office at Dockyard Road, Mumbai 400010 (hereinafter referred to as the "the Purchaser" which expression shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its successors and assigns) having placed an order on Messers a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956 having its office at(hereinafter called " the Contractor/ Supplier" which expression shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its successors and assigns) vide order No..... dated..... (hereinafter called "the order" which expression shall include any amendments/alterations to "the order" issued by "the Purchaser") for the supply , delivery at site, installation and commissioning of certain equipment, item/services/civil works etc. as stated in the said Order and the Purchaser having agreed with the Contractor/Supplier to accept a Bank Guarantee in lieu of Performance Security payable under the said order for the fulfillment and performance of the said order, We, Bank having office at (hereinafter referred to as "the Bank" which expression shall include its successors and assigns) hereby agree to pay to the Purchaser without any demur on first demand an amount not exceeding Rs..... (Rupees.....only) being 5% (10% in case of Capital Procurement) of the order value against any loss or damage, costs, charges and expenses caused to or suffered by the Purchaser by reason of non performance and non-fulfillment or for any breach on the part of the Contractor / Supplier of any of the terms and conditions of the said order.

2. We, Bank further agree that the Purchaser shall be sole judge whether the said Contractor/Supplier has failed to perform or fulfil the said order in terms thereof or committed breach of any terms and conditions of the order and the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by the Purchaser on account thereof and we waive in the favour of the Purchaser all the rights and defences to which we as guarantors may be entitled to.

3. We, Bank further agree that the amount demanded by the Purchaser as such shall be final and binding on the Bank as to the Bank 's liability to pay and the amount demanded and the Bank undertake to pay the Purchaser the amount so demanded on first demand and without any demur notwithstanding any dispute raised by the Contractor/Supplier or any suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this guarantee being absolute and unconditional.

4. We, Bank further agree with the Purchaser that the Purchaser shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said order/or to extend time of performance by the Supplier from time to time or to postpone for any time to time any of the powers exercisable by the Purchaser against the Contractor/ Supplier and to forbear to enforce any of the terms and conditions relating to the order and we shall not be relieved from our liability by reason of any such variation or extension being granted to the Contractor/ Supplier or for any forbearance, act or omission on the part of the Purchaser or any indulgence by the



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Purchaser to the Contractor/Supplier or by any such matter or things whatsoever which under the law relating to sureties would have the effect of relieving us.

5. We, Bank further undertake not to revoke this guarantee during its currency except with the previous consent of the Purchaser in writing.

6. We, Bank also agree that the Bank's liability under this guarantee shall not be affected by any change in the constitution of the Contractor / Supplier or dissolution or winding up of the business of the contractor/ supplier.

7. Notwithstanding anything contained herein above:

i) Our liability under this guarantee shall not exceed Rs.....

ii) This Bank Guarantee shall be valid upto and including; and

iii) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before(validity + 60 days from the date of expiry of this guarantee).

8. This Guarantee shall be governed by Indian laws and the Courts at Mumbai, India shall have the exclusive jurisdiction.

IN WITNESS WHEREOF the Bank has executed this document on this.....day of

For Bank
(by its constituted attorney)

(Signature of a person authorised
to sign on behalf of "the Bank")



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Official Secret Act 1923 (ILLUSTRATIVE FORMAT) Annexure -N

SECTION 2(B) : "PROHIBITED PLACE"

It is defined as the place of any work of Defence Dockyard and other so belonging or occupied and used for the purpose of building, repairing, making or storing any ammunitions of war.

For the purpose of the above definition, sketch includes any photograph or other mode of representing any place or thing.

SECTION 3 : "PENALTIES FOR SPYING"

If any per unlawfully -

- approaches, inspects, passes over or is in the vicinity of any clear place; or
- make any sketches intended to be directly or indirectly useful to an enemy ; or
- obtains, collects, records or communicates to any other person any secret official code.

Shall be liable for imprisonment of 14 years in case of Defence Installation.

SECTION 4 : "COMMUNICATION WITH FOREIGN AGENTS"

If Any person has been in communication with or attempted to communicate with foreign agents regarding the vital information of any "PROHIBITED PLACE" would be guilty of violating the provisions of this Act.

SECTION 5 : "WRONGFUL COMMUNICATION OF INFORMATION"

If any person having in his possession or control any official document;

- Willfully communicates to any person, other than a person, who is authorized to communicate.
- Used the information in his possession for the benefit of any foreign power.
- Retain in his possession when he has no power to retain it
- Fails to take reasonable care of it.

Shall be guilty of an offence under this Act.

SECTION 6 : "UNAUTHORISED USE OF UNIFORMS"

If any person for the purpose of gaining admission or of assisting any other person to gain admission to a "PROHIBITED PLACE" wears uniforms without lawful authority shall be guilty of offence under this Section.

SECTION 7 : "INTERFERING WITH OFFICERS OF POLICE"

No person in the vicinity of any "PROHIBITED PLACE" shall abstract any Police Officer engaged on guard, sentry or similar duty. If any person move in the provisions of this section, shall be punishable with imprisonment, which may extend up to 3 years.

SECTION 8 : "DUTY OF GIVING INFORMATION"

It shall be duty of every person to give on demand to a superintendent of Police or any other Police Officer not below the rank of Inspector, any information in his power relating to an offence under this Act. If any person fails to give such information, shall be punishable with imprisonment to 3 years or fine or with both.

SECTION 9 : "INCITEMENT"

Any person who attempts to commit or debate the commission of an offence under this Act shall be punishable with the same punishment and be liable to be proceeded against in the same manner as if he had committed such offence.

SECTION 10 : "PENALTY FOR HARBOURING SPIES"

If any person whom he knows or has reasonable grounds for supposing to be person who is about to commit or who has committed offence under this Act shall be guilty of offence under this Section.

SECTION 11 : "SEARCH WARRANTS"

If a presidency Magistrate, Magistrate First Class or Sub-Divisional magistrate is satisfied with the information that there is reasonable ground for suspecting that an offence under this Act has been or is about to be committed, he may grant search warrant to any Police Officer to enter at any time any premises to force to search premises or the places.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

**Annexure-O STATUTORY COMPLIANCES BY SUB CONTRACT EMPLOYEES
Statutory Compliances by the Sub-contractors\Vendors while
deploying contract employees in MDL premises and its units.**

(1) Labour Licence:

- (a) The Contractor should have a valid Labour Licence issued by the Regional Labour Commissioner (Central) before commencement of work if the contractor is deploying 20 or more contract employees at MDL.
- (b) The number of contract employees employed shall not on any day exceed the maximum number specified in the approved Labour Licence issued by the Competent Authority.
- (c) If the sub-contractors desire to employ the contract employee more than that, mentioned in the Labour Licence, the concerned contractors is required to notify in advance to the Licensing Authority. Any change in number of employees to be deployed at MDL, The Copy of license with the necessary amendments to be submit before employing such contract employees.
- (d) The contractors are required to apply for renewal of license not less than 30 days before the date on which the license expired, if his job is likely to be continued beyond the period of validity of license.
- (e) The labour license is always issued against the particular Purchase Order (PO) issued by MDL. Therefore, in case of new PO, he should obtain fresh license if he is likely to employ 20 or more employees against such new PO. However, the contractor is required to maintain separate record in respect of each PO issued by MDL
- (f) The contractor shall display a copy of labour license prominently at the place of the work.
- (g) The copy of Labour Licence is to be submitted to the HR- Contract & Outsourcing Dept.
- (h) The contractor shall attend labour inspection whenever required and submit the copy of inspection report to the principal employer i.e. MDL
- (i) The contractor shall submit Half Yearly / Annual Return to the licensing authority as prescribed under the Contract Labour (Regulation and Abolition) Act 1970 with Maharashtra Contract Labour (Regulation and Abolition) Act 1971 and submit a copy to the principal employer i.e. MDL.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

(2) Commencement / Completion of work:

The contractors shall within 15 days of commencement/completion of each contract work, submit a return to the licence authority in Form VI(A) intimating the actual date of commencement / completion of work under a copy to the HR- Contract & Outsourcing Dept.

(3) Daily attendance of contract employees:

The contractor shall ensure to mark daily attendance of their employees in Attendance Register whenever his contract employees deployed.

(4) Insurance coverage:

- (a) The contractors should have his own ESI code number and indicate the same along with individual ESI account number of his contract employee.
- (b) The contractors should cover all eligible contract employee under the ESI Act and its scheme on the date of joining of the contract employee on their roll at MDL
- (c) The contractors should pay employee as well as employer contribution on time and submit the copy of challan to the principal employer i.e. MDL as a proof of payment of ESI dues to the authority
- (d) The contractors should attend the ESI inspection as and when required and submit a copy of ESI inspection report to the principal employer i.e. MDL.
- (e) The contractors should submit the copy of half / yearly ESI returns to the Contract Cell.
- (f) The contractors should produce (E-Pahachan) card in respect of each contract employee whenever required for verification for their ESI account number.
- (g) Those Contract employee, who are out of ESI coverage shall be covered by suitable Workmen Compensation Policy.
- (h) The contractors shall submit the copy of Workmen Compensation Policy to the HR-Contract & Outsourcing Dept and renew the same on time.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

(5) Provident Fund Coverage:

- (a) The contractors must have his own PF Code number and indicate individual PF Account number of his employees.
- (b) The contractors should produce Form V as and when required for verification of account number of his contract employee.
- (c) The contractors shall cover his eligible contract employees under the PF Act and Scheme and pension scheme from the date of joining.
- (d) The contractors shall also submit the copy of challan in respect of payment of dues.
- (e) The contractors should submit the card of PF annual return prescribed under the act.
- (f) The contractors shall attend PF inspection as and when required and submit copy of the PF inspection report to the HR- Contract & Outsourcing Dept.

(6) Registration under the Maharashtra Labour Welfare fund (Amendment) Act 2003 and Professional Tax

- (a) The Contractor must obtain independent Registration number under Bombay Labour Welfare Fund Act and pay Six (06) Monthly contribution of their employees for every June and December to the Welfare Commissioner and compliance with the provisions of Bombay Labour Welfare Fund Act, 1953 under their own code number.
- (b) The Contractor should have registration under Professional Tax and deduct the same from wages of his employees and remit Professional Tax every month to Government treasury in time and also submit returns in time.

(7) Payment of wages/salaries:

- (a) The contractors shall fix the wage period in respect of which wages shall be payable.
- (b) The contractors shall responsible for payment of prescribed minimum wages for his employees in MDL premises on or before 10th day of the expiry of the wage period.
- (c) No wage period shall be exceed one month in case of monthly period.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

- (d) The contractors shall submit copy of the remittance of salary/wages through NEFT/RTGS of his contract employees to the HR- Contract & Outsourcing Dept
- (e) The wages shall be paid when deduction of any kind except those specified by the Government under the provisions of the payment of Wages Act 1936.
- (f) The contractors must submit Xerox copy of the muster of his employees as well as copy of wages/payments every month to the HR- Contract & Outsourcing Dept

(8) Payment of Minimum wages

- (a) The Contractor/Vendor shall pay not less than minimum wages to his employees as notified /revised from time to time as applicable under the Minimum Wages Act, 1948
- (b) The contractor must ensure that wages/ salaries to be paid to their employees as per the provisions Minimum Wages Act, 1948.
- (c) The Minimum Wage consist of Basic Wage and the Special Allowance i.e Variable Dearness Allowance (VDA declared after every Six Months). The Central Govt and the State Govt have notified the rates of Minimum wages. The rates of Minimum Wages whichever is higher will be applicable in respect of the specific 'Scheduled Employment' as declared by the Dy. Chief Labour Commissioner (Central Govt) Mumbai time to time.

(9) Medical Examination of Sub Contract/Outsourced employee

- (a) As per the Clause 18-A of the Factories Act, 1948 and Maharashtra Factories Rules,1963, all workers in a factory shall be medically examined once in a year by a Certifying Surgeon appointed or recognised by Government.
- (b) The Contractors/Vendors will have to submit a Certificate of Fitness in Form 6 in respect of employees to be engaged inside the MDL and its units and no person/contract employees shall be employed without the valid certificate of fitness. The Contractor/Vendor get the Pre-Employment Medical Examination of his employees done from certified surgeon before deploying at MDL



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

(10) Health, Safety and Welfare

The Contractor/Vendor should ensure safe and healthy working condition at work for compliance of the Provisions of Factories Act, 1948. The Contractor/Vendor should provide all the Safety measures and his supervision to ensure safety at work site.

The contractor/Vendor shall ensure that only medically fit persons are engaged for job after medically examined by Certifying Surgeon.

(11) Maintenance of record / register:

The contractor/vendor shall properly maintain the following register at the sight of work:

- (j) Muster cum Attendance Register
- (ii) Register of Wages.
- (iii) Register of overtime.
- (iv) Leave Register
- (v) Bonus Register

(12) Display of Notices

The contractors are also required to ensure that the notices showing the rate of wages, hours of work, wage period and date of payment and names and addresses of inspectors having jurisdiction, date of payment of unpaid wages as well as abstract of the contract labour (Regulation & Abolition) Act 1970 and the rules framed therein are displayed at the work sight in English or Hindi and language spoken by the majority of contract labours.

(13) Working on weekly off and holidays:

The Contractors deploying their employees on weekly/holidays shall submit the list of such labour in a prescribed format indicating therein the date of compensatory to be availed duly certified by the concerned department head three days' prior to the weekly off/holiday to the Contract Cell for onwards transmission to the Dy. Director of Directorate of Industrial Safety and Health (DISH).

(14) Applicability of labour laws:

The above provision/rules are only illustrative and not exhaustive. The provisions of Factory Act 1948, Payment of Wages Act 1948, Minimum Wages Act 1948, ESI Act 1948, PF Act 1972, Contract Labour (Regulations & Abolition) Act 1970, Payment of Bonus Act 1965 and other labour laws as amended from time to time, relevant to the contract employee shall be applicable.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Annexure-P

SAFETY INSTRUCTION FOR SUB-CONTRACTORS

Mazagon Dock Shipbuilders Limited		Title: Safety Instruction for Sub-Contractor		
Doc. No.	Issue No	Issue Date	Revision No	Revision Date
SB-Works/Safety/01	01	03.08.2022	00	-

1. Scope of Work:

- To develop consciousness and to create an awareness amongst the sub-contractor and their employees/workman regarding the general procedures and practices for safe conduct of their work at all times.
- This brings out procedures, standard practices etc. and would serve as the reference material to all Sub-Contractors.
- This document is only for providing guidance to the sub-contractors and does not replace the safety rules detailed in Factory Acts 1948 and Maharashtra Factory Rule 1963 as amended till date.

2. General Safety Guidelines:

- 1.1 The Contractor shall ensure that his employees/workmen subject themselves to medical examinations required under the law and keep a record of the same. (As per the "Factory Acts 1948" and the Maharashtra Factory Rules 1963 as amended till date).
- 1.2 Workers and supervisors engaged in the work shall be competent and undergone Safety training by MDL Safety section before deployment on job inside the MDL.
- 1.3 Contractor should go through MDL safety manual and follow the safety procedures wherever applicable.
- 1.4 The contractor must observe all safety precautions in connection with the work performed by him. No job should be undertaken where question of safety remains unanswered.
- 1.5 The Contractor shall not permit any employee/workmen to enter the work area under the influence of alcohol.
- 1.6 Smoking is strictly prohibited.
- 1.7 Fishing is not permitted in the yard.
- 1.8 Report promptly any situation affecting the safety of any person.
- 1.9 All stairways, Platforms and Walkways must be kept clean at all the times.
- 1.10 Make proper use of all safety devices and guards provided.
- 1.11 All employees shall wear personal protective equipment as appropriate while working.
- 1.12 The workmen of the contractor must wear fire retardant boiler suit/overall while working in MDL premises. The Sub-contractor shall be required to provide their workmen with Boiler suits of suitable colour with name of the contractor on the boiler suits in prominent letters.
- 1.13 The contractor should ensure that First Aid boxes are provided at the work place.
- 1.14 Do not leave tools/items on the floor or where they can fall on people below.
- 1.15 On completion of work in any location, the contractor must ensure that the place is left in a clean state and all scrap is disposed to nearby appropriate scrap bins.
- 1.16 All storage container must be clearly marked indicating the nature of contents.
- 1.17 No one except Driver (Operator) is allowed to ride/drive Jumbo/forklift/Powered trolleys/Crane etc.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Mazagon Dock Shipbuilders Limited		Title: Safety Instruction for Sub-Contractor		
Doc. No.	Issue No	Issue Date	Revision No	Revision Date
SB-Works/Safety/01	01	03.08.2022	00	-

1.18 The contractor should ensure that adequate fire extinguishing arrangements are provided.

1.19 Action by person noticing Fire:

- Attempt to extinguish the fire with available fire-fighting equipment nearby.
- Operate fire alarm system or inform to fire station.

1.20 In order to ensure safety in all hazardous jobs such as excavation, work at height, fragile roof, work in confined spaces, on-board welding and gas cutting, electrical works etc., safety permit should be taken from authorize person.

3. Personnel Protective Equipment and other Safety Accessories:

All the contractors' employees shall wear the PPE's and other safety accessories relevant to the work. All safety equipment/accessories should confirm to the relevant Indian or International Standards e.g. ISI, BS, DIN, EN-ISO, ANSI and CE. The PPE matrix is as detailed below:

Sl. No.	Description of Activity	PPE's & Other essential Safety accessories to be used
1	Welding/Gouging	Boiler Suit, Helmet, Hand Gloves, Leg Guard, Face Shield with glass, Leather Aprons, Leather Sleeves, Skull Cap, Safety Shoe, Mask, ear plug etc.
2	Gas Cutting/Gas Welding	Boiler Suit, Helmet, Hand Gloves, Leg Guard, Cutting Goggle with glass, Leather Aprons, Skull Cap, Safety Shoe, Spark Light, ear plug, Tip Cleaner, Mask, Flash back arrestor etc.
3	Blasting & Painting	Boiler Suit, Helmet, Hand Gloves, Goggle, Leather Sleeves, Safety Shoes, Respiratory Mask, Apron, Ear Plug etc.
4	Manual Lifting	Boiler Suit, Helmet, Hand Gloves, Safety Shoe etc.
5	Working at Height	Boiler Suit, Helmet, Hand Gloves, Safety Shoe, Full Body Safety Harness etc.
6	Working on Fragile Roof	Helmet, Hand Gloves, Safety Shoe, Full Body Safety Harness, Scrawling Board, Duck Ladder, Lifeline system etc.
7	Working in Confined Spaces	Boiler Suit, Helmet, Hand Gloves, Safety Shoe, Respiratory Mask, Portable light, ear plug, Multi Gas Detector, Fume extractors etc.
8	Material Movement/Lifting/Turning	Boiler Suit, Helmet, Hand Gloves, Safety Shoe, Slings/Tackles/Shackles, Mask etc.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Mazagon Dock Shipbuilders Limited		Title: Safety Instruction for Sub-Contractor		
Doc. No.	Issue No	Issue Date	Revision No	Revision Date
SB-Works/Safety/01	01	03.08.2022	00	-

Sl. No.	Description of Activity	PPE's & Other essential Safety accessories to be used
9	Grinding	Boiler Suit, Helmet, Hand Gloves, Face Shield, Skull Cap, Safety Shoe, Mask, Ear Plug etc.
10	Machining	Boiler Suit, Helmet, Hand Gloves, Face Shield/Google, Safety Shoe, Mask, Ear Plug etc.
11	Civil Construction	Boiler Suit, Helmet, Hand Gloves, Safety Shoe, Gum boots, Mask, Ear Plug etc.

4. Safety Guidelines:

4.1 Safety during Cutting & Welding:

- 4.1.1 Electrode Welding Holders, Gas Cutting Torches, Pressure Gauges, Welding Cables, Gouging torches, Gas Cutting Hoses etc. shall be of good quality confirming to relevant IS or EN standards with the relevant IS or EN stamping.
- 4.1.2 All welding and cutting operations must be carried out by qualified personnel while working inside the yard.
- 4.1.3 Welding machine should be properly earthed and secured.
- 4.1.4 Portable oven used on job should run with 110V power supply only.
- 4.1.5 Flash back arrestors shall be used for both on the cylinder/pipeline end as well as the cutting torch end. The flash back arrestor shall confirm to the relevant IS or EN standards with the relevant IS or EN stamping.
- 4.1.6 The Cylinders shall be kept upright during use and transportation. All industrial gas cylinders shall have Cylinder Cap/Guard for protection.
- 4.1.7 All Industrial gas cylinders shall be properly secured during use and storage.
- 4.1.8 When the cylinders are not in use, the valves must be closed. Prior to fitting the regulator, the valve should be opened slightly to blow away any dust or grit from the valve.
- 4.1.9 Metal wires shall not be used for connecting gas hoses with gas cutting torches, pressure gauges/regulators and for joining gas hoses with connectors.
- 4.1.10 The firm must ensure that the welding cables and gas hoses are well maintained and replaced if required.
- 4.1.11 All welding cables shall be fully insulated and periodically check for cuts and any damages.
- 4.1.12 Only Spark lights shall be used to ignite flame while using gas cutting/welding torches.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Mazagon Dock Shipbuilders Limited		Title: Safety Instruction for Sub-Contractor		
Doc. No.	Issue No	Issue Date	Revision No	Revision Date
SB-Works/Safety/01	01	03.08.2022	00	-

- 4.1.13 All cutting equipment should be removed/shifted from compartments and confined spaces to open decks during breaks and at end of shift.
- 4.1.14 Gas hoses shall be disconnected from the manifold/cylinder after stoppage of work on the day.
- 4.1.15 All welding and cutting operations carried on in confined spaces shall be adequately ventilated to prevent the accumulation of toxic materials or possible oxygen deficiency.

4.2 Safety while Material Handling/Lifting and Turning:

- 4.2.1 All lifting slings/tackles/shackles shall be tested and certified with competent Authorities and shall be visually checked periodically for fitness for use.
- 4.2.2 All lifting equipment must be tested once in a year.
- 4.2.3 Use correct lifting hooks, ensure they are load tested.
- 4.2.4 Avoid manual handling operations as far as possible to minimize the risk of injury.
- 4.2.5 Position the lifting hook over the load as to prevent the load swinging when it is raised.
- 4.2.6 Ensure only competent persons are allowed to operate cranes.
- 4.2.7 Crane operators must only take instruction from designated rigger.
- 4.2.8 Crane should not be left unattended unless all loads have been removed.
- 4.2.9 Leather gloves should be worn when working with sharp materials or when handling rigging equipment.
- 4.2.10 Crane/Rigging equipment shall not be loaded in excess of its recommended safe working load.
- 4.2.11 All employees shall be kept clear of loads about to be lifted and of suspended loads. No employee shall be allowed under a suspended load.
- 4.2.12 The proper methods of securing the load, attaching the load to the hook, lifting the load, handling of the load during the movement of the load and lowering and placement of load should be used.

4.3 Safety while working on height:

Working at height means working on 1.8 meters or above height (i.e. working on platform, stage, scaffolding).

- 4.3.1 Before starting work ensure that the supervisor is available at site and he has got the work permit issued by the authorised person.
- 4.3.2 Use a sufficient supply of sound staging material and appliances for the construction of scaffolding.
- 4.3.3 All planks and other materials intended to be used for staging shall be carefully examined before being taken into use.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Mazagon Dock Shipbuilders Limited		Title: Safety Instruction for Sub-Contractor		
Doc. No.	Issue No	Issue Date	Revision No	Revision Date
SB-Works/Safety/01	01	03.08.2022	00	-

- 4.3.4 The Contractor shall ensure the use of sufficiently strong scaffolding with sufficiently strong hand railings during the execution of the job.
- 4.3.5 The Contractor shall ensure the use of scaffoldings at construction site by his personnel working at height, fabricated as per standard drawing for scaffolding. If the scaffolding as per the standard drawing is not found suitable at site, the Contractor shall make necessary modification to strengthen the same.
- 4.3.6 All planks forming staging shall be securely fastened to prevent them from slipping.
- 4.3.7 All staging to be used in connection with the operation shall be inspected before use, and thereafter at regular intervals.
- 4.3.8 There should not be any gaps in the working platform.
- 4.3.9 Stages suspended by ropes or chains shall be secured as far as possible to prevent them from swinging.
- 4.3.10 Hand rails with mid rails at one meter and half meter height should be ensured for the working platform.
- 4.3.11 Access ladders shall be provided to reach the working platform.
- 4.3.12 All ladders must be provided with non-skid shoes.
- 4.3.13 Regular inspection of scaffolding and staging are to be carried out.
- 4.3.14 While working on such job every workman must wear Full Body Safety Harness.
- 4.3.15 For any civil engineering job, the Contractor will provide adequate support before casting or any superstructure and provide approach, scaffolding etc., in such a manner that is safe, easy for movement of men, women and materials.

4.4 Hand Tools and Power Tools:

- 4.4.1 Tools shall be manufactured from the best materials by reputed tool companies with confirming to and stamped by the relevant Indian or International Standards e.g. IS, DIN, EN-ISO, ANSI and CE.
- 4.4.2 All power hand tool like grinder, weld flux remover etc. used onboard or inside the workshop must be run on either 110V power supply or by compressed air.
- 4.4.3 All compressed air hose must have standard hose coupling for fittings.
- 4.4.4 Compressed air tools, while under pressure, must not be left unattended.
- 4.4.5 All connections to air tools shall be made secure before turning on air pressure.
- 4.4.6 When working at elevated location, all tools should be placed in tool box to prevent loose tools being dropped from the heights.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Mazagon Dock Shipbuilders Limited		Title: Safety Instruction for Sub-Contractor		
Doc. No.	Issue No	Issue Date	Revision No	Revision Date
SB-Works/Safety/01	01	03.08.2022	00	-

- 4.4.7 Wooden shaft must be of correct size and securely fixed to the hammer head with fitting wedges. The face of hammers should be kept clean and in good condition (Not mushroomed).
- 4.4.8 A file must be used with proper handle fitting and to maintain files when clogged with filings clean out the teeth with a file card or fine wire brush.
- 4.4.9 When using a screwdriver, make sure that the blade fits the slot in the screw properly. Too large or too small a blade will damage the screw and not work efficiently.
- 4.4.10 Select the correct hacksaws blades to carried out work and blade should always be correctly tensioned in the frame. After use when the hacksaw is to be stored, the tension on the blade should be released.
- 4.4.11 Always select a spanner which exactly fits the nut or bolt head, never use packing pieces to make the spanner fit. Piece of pipe or similar device must not be placed over the end of spanners as extensions to increase the torque.
- 4.4.12 All electrical hand tools shall be of double insulated and fiber body type.
- 4.4.13 The RPM of grinding machine should be lower than the RPM of the grinding disk/wheel.
- 4.4.14 Do not use a portable power tool (such as saw, grinder and drill) unless its dangerous parts have been effectively guarded.
- 4.4.15 Electrical tools shall not be used where there is hazard of flammable vapours, gases, or dusts without a valid Hot Work Permit.
- 4.4.16 Do not use compressed air/Oxygen to clean off overalls or clothing.

5. **Electrical Safety:**

- 5.1 The Contractor shall engage qualified, experienced and competent electricians and other electrical personnel while working on electrical lines (which may be High Tension, Medium Tension and Low Tension electrical lines) for safe execution of Contract.
- 5.2 The electricians and other electrical personnel must possess requisite certificate issued from competent authority.
- 5.3 The Contractor shall ensure proper earthing of all electrical equipment/machinery prior to start of the machine.
- 5.4 The Contractor shall also ensure daily examination of the earthing of equipment/machinery prior to start of the job in order to avoid electrical hazards.
- 5.5 The Contractor shall ensure use of proper cable (may be welding cable or power cable or control cable). The joints of the cables shall be perfectly insulated.
- 5.6 The Contractor shall also ensure the use of proper plugs & sockets.
- 5.7 Use of rubber hand gloves during monsoon season is very essential.
- 5.8 Repair and routine maintenance of electrical equipment shall be carried out by trained and qualified electricians.

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MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Mazagon Dock Shipbuilders Limited		Title: Safety Instruction for Sub-Contractor		
Doc. No.	Issue No	Issue Date	Revision No	Revision Date
SB-Works/Safety/01	01	03.08.2022	00	-

5.9 In case of Electrical work contract, the contractor shall have valid electrical License issued by PWD or any Govt. organization or shall have a valid MOU with the licensed contractor.

5.10 For onboard work, only 110V AC supply will be provided.

8. Safety while Working on Fragile Roof and Pitched Roof:

- 8.1 Do not step on any sheet without obtaining proper safety training.
- 8.2 Before starting work (i.e. before climbing on the access ladder) ensure that the supervisor is available at site and he has got the work permit issued by the authorised person.
- 8.3 Intimation shall be given to shop In-charge along with height permit, before going to roof of workshop.
- 8.4 Use suitable and sufficient access ladders, cat ladders, crawling boards, duck ladders etc. and fix them properly on the roof.
- 8.5 Use Full Body Safety Harness and anchor them properly with the anchorage points on the roof or to the lifeline available on roof or fall protection device.
- 8.6 Never step directly on any part of the roof. Always walk or step only on the ladders.
- 8.7 It is not safe anytime to walk on purlins. Do avoid it. Do not run on roof.
- 8.8 It is necessary to walk on ladders (and not on roof directly) while transporting these sheets on roof.
- 8.9 While working on the roof, ensure that no loose items are dropped down.
- 8.10 Always use suitable and strong ropes for taking sheets from ground to the roof.
- 8.11 Never leave any loose items (tools, cut sheets, broken sheets) on the roof after the work is over.
- 8.12 Never use any electrical equipment without proper earthing.
- 8.13 Ensure sufficient illumination while you are working on the fragile roof.

9. Safety while working in Confined Spaces:

- 9.1 Before starting work ensure that the supervisor is available at site and he has got the work permit issued by the authorised person.
- 9.2 Prepare adequate emergency arrangements before the work starts.
- 9.3 Testing the air is necessary to check before starting the work that it is free from both toxic and flammable gas/vapours and that it is fit to breathe. Testing should be carried out by a competent person using a suitable gas detector which is correctly calibrated.
- 9.4 Proper ventilation arrangement should be made before starting the work.
- 9.5 Adequate light arrangement should be available.
- 9.6 Use only 110V power supply while working in confined space.
- 9.7 When work is being carried out in a confined space, another person should be assigned to outside the confined space to maintain communication with the worker inside. Sufficient number of rescue personnel should also be made available outside the confined space. These persons need to be properly trained in rescues, physically fit and readily available to carry out rescue tasks, and capable of using any rescue tools.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Mazagon Dock Shipbuilders Limited		Title: Safety Instruction for Sub-Contractor		
Doc. No.	Issue No	Issue Date	Revision No	Revision Date
SB-Works/Safety/01	01	03.08.2022	00	-

10. Safety while Blasting and Painting Operations:

- 10.1 Suitable blasting suits and hoods with coolant tube shall be used while carrying out blasting operations.
- 10.2 Immediate removal of spillage. Good housekeeping standards must be maintained at all times.
- 10.3 The contractor shall ensure that paint handed over to it for usage is safely stored in a suitable container.
- 10.4 Never allow Naked flames - matches - cigarettes -in the same area where paint is being applied or stored.
- 10.5 Airless spray must always be earthed as static electricity can develop within the system and be the cause of explosion.
- 10.6 All couplings must be of a close fit, especially on high pressure equipment. Replace damaged hoses.
- 10.7 The contractor shall ensure that its personnel have minimum contact of paint with skin.
- 10.8 Hand Gloves, Safety Shoes and eye protection must always be worn during work.
- 10.9 Usage of a suitable barrier cream on exposed skin must be considered.
- 10.10 Air fed hood/mask or respirator in confined spaces must be used.
- 10.11 Safe access and adequate lighting must be ensured.
- 10.12 Blasting proof, light and portable lamps shall be provided for the blasting operations inside of tanks and compartments.
- 10.13 The area where blasting or painting is being carried out must be provided with proper, visible safety barriers or signs.
- 10.14 Tarpaulins and other coverings should be used to cover dry dock channels / pump pits, compressor house, nearby electrical installation, machines and equipment which may otherwise be affected by blasting or painting operations.
- 10.15 Cleaning of the slipway, dry-dock, surrounding areas, machines and equipments, etc. of dust immediately after blasting has taken place.
- 10.16 Removal of spent/excess and reusable grits and empty paint drums.

11. Safety at Civil Construction Sites

- 11.1 The rock blaster should be a qualified and competent person for carrying out blasting work.
- 11.2 Before blasting, sufficient warning should be given to enable the people working in the area to get off the danger zone at least 10 minutes before the blasting starts.
- 11.3 Care should be taken that the blasting point is free of detonating gas, inflammable objects, sparking or damage wiring system, stray currents.
- 11.4 Underground utilities (such as water pipelines, sewers, gas mains, electrical conduit system) should be located and protected, wherever necessary, before the start of excavation.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Mazagon Dock Shipbuilders Limited		Title: Safety Instruction for Sub-Contractor		
Doc. No.	Issue No	Issue Date	Revision No	Revision Date
SB-Works/Safety/01	01	03.08.2022	00	-

- 11.5 Measures should be taken to prevent persons who are not engaged in excavation work, from approaching excavation areas by placing warning signals, barricades etc. near the site of the excavation.
- 11.6 Excavated material should not be dumped within 1.5 m of the edges or half of the depth of the trench whichever is more.
- 11.7 Shoring (supporting the sides of the trench) and/or proper slopes to the trench walls should be provided.
- 11.8 Ladder access at suitable intervals with proper support in the trench should be provided and ladder should extend above the ground level.
- 11.9 Dewatering provisions should be considered while excavating a trench near a water body.
- 11.10 Temporary electrical connections provided in the trench area should be in compliance to the requirements of the Indian Electricity Act, Rules and Regulations.
- 11.11 Proper barricading of trenches with warning signals should be provided.
- 11.12 At all approaches and exits of the sites of excavations, danger and warning signals should be placed.
- 11.13 Excavation area should be adequately lighted for night work.
- 11.14 Test for oxygen level inside the shaft before start of work every day.
- 11.15 Effective communication system between the ground staff & the persons working in the shaft should always be there to ensure safe working environment.
- 11.16 The excavated material should be dumped sufficiently away from the edge of the excavated pit to avoid the excavated material slipping and falling into the pit.
- 11.17 Guard rails should be fitted to the working platform and should be secured to prevent their outward movement. The platform should be strong enough to bear the loads of workmen & materials.
- 11.18 Persons should not be allowed to work under the scaffold and if at all it is necessary to carry out work, then safety net should be provided to arrest the fall of materials & tools.
- 11.19 Safe access should be provided to the structures under erection.
- 11.20 Structures/ platforms should not have openings uncovered/unbarricaded.
- 11.21 Working under the structure should be prevented and if at all it is necessary to carry out work, then safety net should be used to arrest the fall of materials & tools.
- 11.22 In order to avoid the workers from being in contact with the moving parts of machinery such as conveyors, screens etc. machine guarding should be provided.
- 11.23 Health hazard from cement dust or wet cement should be controlled by avoiding engagement of workers in dusty areas and ensuring usage of PPEs especially filter respirators, goggles, gloves and boots.
- 11.24 When workmen are working/cleaning the inside of the drum of mixer, the power of mixer should be switched off and "Do not operate" tag should be provided.
- 11.25 Every opening in the floor of a building should be provided with suitable fencing/railing of one-meter height on all exposed sides with toe guard of 15 cm vertical height. Where barricades cannot be installed, safety net should be installed close to the level at which there is a danger of a fall.
- 11.26 All temporary wiring should be installed and supervised by a competent electrician.



MAZAGON DOCK SHIPBUILDERS LTD.
OUTSOURCING DEPARTMENT

दो बोली बोली ई-निविदा GEM/2023/B/4392420

Two Bid Web/Open GEM-tender BRC for hiring of services for fabrication of Major & Minor
Sub-assembly work of P17A & P15B ships)

Standard Tender Document

Mazagon Dock Shipbuilders Limited		Title: Safety Instruction for Sub-Contractor		
Doc. No.	Issue No	Issue Date	Revision No	Revision Date
SB-Works/Safety/01	01	03.08.2022	00	-

- 11.27 Adequate protection should be provided for all electrical wiring laid on floor which may be crossed over by construction machinery or by the workmen.
- 11.28 Suitable warning signs should remain displayed at conspicuous places to alert the workers of the potential dangers and to protect them from the risks of electrical accidents.
- 11.29 All necessary rescue equipment such as life buoys and life jackets should be provided and kept available for use at any time while working in and around water bodies.
- 11.30 Dispose all wastes, and unwanted materials must be disposed of at a designated place.
- 11.31 Do not leave planks with nails on passageways.