



**MAZAGON DOCK SHIPBUILDERS LTD.**  
**OUTSOURCING DEPARTMENT**  
**TWO BID GEM TENDER GEM/2025/B/6674231**  
**Biennial Rate Contract for hiring of Trucks / Trailers.**

**SERVICE LEVEL AGREEMENT (SLA)**

(This SLA document is in addition to the GEM SLA terms & condition)

**1 SUBJECT:**

Biennial Rate Contract for hiring of Trucks / Trailers for transporting of materials across Anik Chembur Yard, Sewri Yard, MDL Dockyard Road, Naval Dock Yard, MBPT, Nhava Yard, Ghatkopar Material Organization & Naval Depo Mankhurd etc, based on projections received from different MDL users.

MDL intends to place parallel contract in the ratio 60:40.

**2 SCOPE OF WORK:** The detailed technical scope of work is enclosed herewith as **Annexure-A.**

**3 INSPECTION:**

- 3.1 MDL reserves the right to inspect original or copies of RC/TC/Insurance certificates/routine permits/Fitness Certificates etc. of trucks/trailers and also for its suitability, performance and condition of MDL use from time to time and return such trucks/trailers which are not found suitable and shall be replaced immediately.
- 3.2 The contractor has to sign "Records of services" (format enclosed at enclosure 1 of SoW) maintained with GRS department on weekly basis. All the log sheets and work done certificates in SAP will be generated and signed by user department which will be vetted by nodal executive from GRS department by taking into account applicability of penalty clauses & "Records of services".
- 3.3 The contractor has to submit the cumulative statement along with invoice, indicating completed work in each invoice.

**4 CONTRACT VALIDITY, WORK SCHEDULE, & MOBILISATION:**

- 4.1 **Contract Period:** The Contract will be valid for a period of two years and may be extended for a further period of three months on mutual consent basis on the same terms and conditions. However, if the performance of contractor is not satisfactory then contract may be terminated within one-month notice period by invoking Risk Purchase clause.
- 4.2 **Mobilization:** As per Gem.
- 4.3 Log Books covering Instruction Register & Hindrance Register shall be maintained by the contractor(s) in consultation with MDL. Instruction given to contractor(s) will be recorded in the Instruction Register. The contractor(s) is required to mention any hindrances occurred during execution of contract for recording in the hindrance register.

**5 INTEGRITY PACT (IP):**

- 5.1 The Integrity Pact (IP) essentially envisages the agreement between prospective vendors/bidders and buyers committing the persons /



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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 liable for rejection. The format of Integrity Pact is placed at Annexure-Q and the same is to be strictly adhered to.

- 5.2 Each page of Integrity pact shall be duly signed by the bidder. Non-submission of Integrity pact by the bidders duly signed on each page along with Technical Bid shall render the bid liable for rejection. Please note that the Bidders not agreeing to accept Integrity Pact or submitting integrity pact with deviation in MDL format shall render the bid liable for rejection. A scanned copy of the Integrity Pact duly signed by bidder, strictly as per the format given at Annexure-Q 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.
- 5.3 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
- 5.4 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:
- Independent External Monitors (IEMs)  
Contact Details of IEM at MDL:
1. Shri. M.N. Krishnamurthy, IPS (Retd.)  
Email: [krishnamurtymn19@gmail.com](mailto:krishnamurtymn19@gmail.com)  
(Tenure of appointment: 1st May 2024 to 30<sup>th</sup> April 2027)
2. Shri. Deepak Kashyap, IRTS (Retd.)  
E mail: [deepakkashyappnd02@gmail.com](mailto:deepakkashyappnd02@gmail.com)  
(Tenure of appointment: 21st May 2025 to 28<sup>th</sup> May 2028)
- For updated list of IEMs, Kindly visit MDL website [www.mazagondock.in](http://www.mazagondock.in)

## **6 EARNEST MONEY DEPOSIT (EMD):**

- 6.1 Bidders shall furnish EMD of **Rs.10,00,000/-** (Rupees Ten Lakhs only) against this tender.
- 6.2 EMD shall be submitted by way 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



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approved by SBI / Canara Bank published on MDL website. Crossed DD / Pay Order issued by Co-operative banks however may be considered to be accepted and the bid would be considered accordingly. Bidders are requested to advise their 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 executive mentioned in the tender. The Bank Guarantee shall be kept valid till validity period of the offer. The original of the scanned copy of EMD (BG) should reach HOD (C)/ Dealing Executive within seven days of the tender closing date.

- 6.3 Refund of EMD in all the cases shall be without interest as stated below:
- i) EMD will be refunded to the technically rejected bidders within 15 days from the date of approval of price bid opening and remaining bidders after placement of order on the successful bidder within 30 days from the date of order placement.
  - ii) In the event of cancellation of tender, the EMD will be refunded /returned to all the bidders.
  - iii) EMD of successful bidders may be converted into performance security or refunded on receipt of performance security B.G. as called for in the contract on the basis of written communication from the Commercial Executive.
  - iv) If the validity of the offer of the firm has expired and if bidder is not willing to extend the validity of offer, the EMD of such bidders to be refunded without linking of the same to the Price Bid Opening but after the approval from CFA.
- 6.4 Bidders should mention EMD details on MDL e-procurement/ 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.
- i) 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.
  - ii) In case of online remittance of EMD amount, scanned image of Annexure-K, 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, tender number/order number etc. in the text/narration fields of Bank's NEFT remittance in order to identify the same.
- 6.5 EMD though payment gateway on MDL website – Kindly refer steps given at Annexure-K. Bids without EMD will not be considered. EMD of unsuccessful bidders will be returned after finalization of the tender and shall be interest free.
- 6.6 Following bidders shall be exempted from submission of EMD:



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- a) State & Central Government of India departments, Public Sector Undertakings.
- b) 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 MDL's PR-Mat/Service Group: 1402094 – HIRE OF TRUCKS/TRAILERS).** Vendors / Firms who are permanently registered under this group in MDL, only eligible for exemption of EMD. 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.*
- c) 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.
- d) Micro and Small Enterprises who are manufacturer or Service Provider and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyam Registration (as validated by Government from time to time) and through uploaded supporting documents.
- e) Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).
- f) 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.
- g) The recognised institutes such as VJTI/IIT.
- h) Common/Deemed DPSU registered vendors qualify for EMD exemption. Such firms shall submit 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.
- i) Exemptions as mentioned in Gem GTC are applicable to subject tender.
- j) 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, Mazagon, Mumbai-400010 without fail within seven (7) MDL working



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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.

- k) MSE bidders having status as "trading" will not be extended the benefits of EMD exemption.

**7 BID REJECTION CRITERIA:**

7.1 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 to be provided any opportunity to rectify these conditions/ deviations post bid opening:

i)	The Bids received after tender closing date and time.
ii)	Bids received without EMD (other than those who are exempted from payment of EMD), as specified in the tender
iii)	Bids/Offer received other than e-Gem portal mode.
iv)	Bidder who are debarred under PPP MII order 2017, GeM, CPPP including tender holiday issued by MDL

7.2 For the following conditions (other than non-negotiable conditions indicated at 7.1), equal time & opportunity for submission of deficient techno-commercial documents and clarifications shall be given to the bidders. Bidders are required to submit such documents/ clarifications within the duration / date stipulated by MDL, failing which their bids shall be rejected in following cases:

i)	Non-compliance/non-acceptance to any of the terms and conditions of the tender shall render the bid liable for rejection
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**8 QUALIFICATION CRITERIA:**

**8.1. Pre-Qualification Criteria: -**

- a) Similar completed work means successfully completed services of providing trucks and trailers during last 7 years ending 31<sup>st</sup> Mar 2025.
- b) The bidder has to submit copy of work order, work completion certificate issued by the client, TDS certificate/Bank statement for the similar work against which they like to qualify under pre-qualification criteria.
- c) The bidder should have the fleet of minimum 4 nos Trucks/Trailers including at least 1 trailer of Manufacturing year not older than January 2015 registered in bidder's own name. Bidder has to upload valid document e.g. RTO registration certificate, valid insurance policy & valid fitness certificate offered (owned)





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vehicle along with technical bid strictly in the format given at Enclosure-1B of scope of work at Annexure-A.

**Note:** Similar completed works referred above means Hiring of similar types of Trucks / Trailers.

8.1.1 Bidder's experience of having successfully completed similar works during last 7 years ending till 31<sup>st</sup> March 2025 should be either of the following:

a) Three similar completed works each costing not less than **Rs.300.00 Lakhs.**

OR

b) Two similar completed works each costing not less than **Rs.375.00 Lakhs.**

OR

c) One similar completed work costing not less than **Rs.600.00 Lakhs.**

OR

d) Cumulative similar works/jobs completed within a span of 12 months totaling to not less than **Rs.187.50 Lakhs.**

**8.2. Commercial Pre-Qualification Criteria: -**

- a) The average annual financial turnover of 'The bidder' during the last three years, ending 31<sup>st</sup> March 2024 should be at **INR 112.50 Lakhs** as per the annual report (audited balance sheet and profit and loss account) of the period **FY 2021-22, 2022-23, 2023-2024** duly authenticated by a Chartered Accountant/Cost Accountant.
- 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) or any other equivalent certificate.
- c) Joint Ventures and Holding Companies: - Credentials of the partners of Joint ventures cannot (repeat 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 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.

**8.3. Right to Verification:** MDL has the right to verify the authenticity of the above documents submitted by the contractors.

**8.4. Track Record/** Information of past orders shall be listed as per **Annexure-M.**



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**Note 1:** Similar type of work/ job is as defined at Tender Enquiry Format (TEF) clause 8.1 above.

**Note 2:** The bidders need to scan and upload supporting documentary evidence in support of the Qualification Criteria viz. complete Work order/ Purchase order along with scope of work etc., work completion certificate issued by the party for whom the work is done. The Work Order/s not supported by Work Done Certificate/s and vice versa will not be considered for qualification criteria. The concerned HOD or TNC has a right to verify /cause verification of authenticity of the said document whenever felt necessary.

**Note 3:** 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 3:** MDL reserves the right to demand for a hardcopy of any of the above documents and any other related documents, if required. Bidders shall comply with the same.

**Note 4:** The work executed by the bidder for their in-house or capital use will not be considered for the purpose of bidder's experience or completion of similar works.

**Note 6:** All the qualifying documents indicated in the tender shall be strictly in the name of bidding firm. Qualifying documents submitted in the name of other than bidding firm will not be considered for bidding firm's qualification.

**Note 7:** Bidder is required to submit information in the form of the table **(Annexure-M)** for the orders, which qualify them as per the above criteria, as the information in the tabular form shall hasten the technical scrutiny.

**9 VALIDITY PERIOD:**

Bids/ Offers shall have a validity period of **120** days from the tender closing date.

**10 PRE -BID CONFERENCE:** Not applicable to this tender.

**11 ON-LINE SUBMISSION OF BIDS IN TWO-BID SYSTEM:**

On-line Offer (e-bid) must be uploaded in two parts, Part-I Techno-commercial bid & Part-II price bid as appearing online:



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**Part- I:** Online Techno-commercial bid will be opened on the tender opening date/extended opening date shall contain the following.

**11.1 Common Documents:**

- 11.1.1 Scanned image of proof of EMD submitted shall be uploaded at Part-I bid.
- 11.1.2 Scanned image of Integrity Pact stipulated in TEF clause no. 5 as per Annexure-Q shall be uploaded at Part-I bid. The original of the Integrity pact is to be submitted to MDL within 7 days of the tender closing date.
- 11.1.3 Bidder should also upload scanned copies of Tender Inquiry Acceptance Format, General Terms & Condition acceptance format in the Prescribed Formats attached herewith (Annexures D & F); duly stamped, signed & filled 'Accepted OR Not Accepted' as applicable for each of the clause. Normally deviations to the tender terms are discouraged. However, if the bidder has any deviations, the same should be filled in above formats (Annexures D, E & F), mentioning the deviation against the relevant Tender clause no., failing which it will be construed that all clauses of Tender inquiry, GCC appearing against the tender are understood by you and are fully acceptable to you. In the event bidder has no deviations, he should submit following forms mentioning 'Accepted'. Any deviations mentioned elsewhere in the offer other than in said Forms will not be considered.
- 11.1.4 Copy of blank rate sheet (Annexure B) clearly indicating 'Quoted/ Not-Quoted' as applicable against each of the line item, duly stamped & signed, Filled SAC code, GST percentage etc. should also be uploaded.
- 11.1.5 Bidders should upload signed and stamped acceptance of GST Terms and conditions (Annexure-G)
- 11.1.6 Bidder should scan and upload Acceptance on firm's letterhead of:
  - 11.1.6.1 Validity of Offer **(TEF Clause No. 9)**
  - 11.1.6.2 Ready to submit Security Deposit (TEF Clause 18) & to extend the same on MDL request.
- 11.1.7 Bidder should upload scanned copy of tax and duties certificate i.e. GST certificate (all three pages' director's names) for which they are registered.
- 11.1.8 Bidders should upload scanned Copies of work Orders, Work Completion Certificates for the job executed to meet the qualification requirement mentioned at TEF Clause No. 8.1 above.
- 11.1.9 To meet the qualification requirement at TEF Clause No. 8.2, Bidder should upload scanned audited balance sheet with auditors reports and profit & Loss statement along with Part-I: Techno-commercial e-offer.





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- 11.1.10 Track Record/ Information of past orders as per **Annexure-M**.
- 11.1.11 **Annexure- H** – Declaration Certificate for Local content.
- 11.1.12 **Annexure- I** - Declaration by bidder for Restrictions under rule 144(xi) of general financial rules GFRs, (2017) on firm's letterhead.
- 11.1.13 Copies of valid Registration or Approval certificates (if any) of the following shall be uploaded on-line:
  - 11.1.13.1 Micro Enterprises.
  - 11.1.13.2 Small Enterprises.
  - 11.1.13.3 ISO Accreditation
- 11.2** In addition to the documents as indicated above, following documents shall be uploaded by bidder.
  - 11.2.1 Bidders registered with MDL should scanned and upload valid Registration Certificate issued by MDL.
  - 11.2.2 Bidders not registered with MDL should scan and upload the following document.
    - 11.2.2.1 RTGS/ NEFT - Mandate Authorization Form (**Annexure-L**).
    - 11.2.2.2 Scanned image of PAN card.

**Note:** 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. 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.

- 11.3 Part- II (Price Bid):** This should contain only the PRICES for each of the listed items strictly in the prescribed format provided online. Price bid must be enclosed only in the required format as appearing online.

**Note:** In case of error in the aggregate values, the individual service-wise quoted rates will be considered.

Prices for the tendered services/ Items and applicable Taxes and duties are to be quoted by entering the same online. Timely submission of the e-bids is responsibility of the bidders and no reasons / excuses in this regard will be entertained.

- 11.4** Opening of Techno-Commercial e-Bid (Part-I): Techno-Commercial e-bid (Part-I) will be opened online on the tender opening date or extended tender opening date or next working day if opening date happens to be holiday declared by MDL.
- 11.5** Opening of Price e-Bid (Part-II): After completion of Techno-commercial scrutiny, intimation for price e-bid opening will be communicated only to techno-commercially accepted bidders. Bidder (s) to note that such intimation may be given at a short notice by Fax, E-mail or even by telephone only to techno-commercially accepted bidder(s).



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**12 PRICING & ESCALATION:**

- 12.1 Price shall be firm & fixed during entire contract period. Price escalation is not applicable. However, RTO charges shall be reimbursed by MDL at actual as per prevalent RTO rules against submission of receipt issued by RTO against ODC consignment trip. The bidder shall quote the prices of all items and detailed scope of work as exhibited in Annexure-A.
- 12.2 While quoting Bidder should also indicate GST%, CESS (wherever applicable) as per GEM RATE SHEET. The prices quoted shall remain firm and fixed during the tenure of the contract.
- 12.3 Bidders should consider all cost such as labor, salaries to be paid as per minimum wages law, transportation, all incidental expenses etc. for entire scope of work.
- 12.4 MDL shall not be bound by any printed conditions or provisions in the bidder's bid forms or acknowledgement of Order/Contract, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to Order/Contract.

**13 OPTION CLAUSE:**

- 13.1 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), even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period).
- 13.2 The option clause is normally exercised after receipt of 50 (Fifty) per cent quantity but if the delivery period is going to expire and other conditions are fulfilled, it can be exercised even earlier.
- 13.3 For parallel contracts on multiple suppliers are available original tender decision of splitting quantities and differential pricing is not upset or vitiated, Other things being equal, the supplier with the lower rate should first be considered for the option quantity.

**14 RANKING OF BIDS & DETERMINATION OF L-1 BIDDERS:**

- 14.1 Techno-Commercially Qualified Overall Lowest Bidder as evaluated by GeM 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 on GeM Portal.
- 14.2 Bidder not quoting for all the services tendered & listed in the Rate Sheet are liable for rejection.

**15 WORK DONE CERTIFICATE:**

- 15.1 On satisfactory completion of work, WDC shall be prepared on monthly basis by the contractor within 02 days from the date of completion of tasks and shall be certified by the concerned OIC of user Department (not below the rank of Chief Manager). The WCC shall accompany the related



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inspection reports. WDC shall be certified & issued post completion of the individual activities.

- 15.2 Payment shall be as per the quantities certified in WDC.
- 15.3 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.
- 15.4 The WDC must clearly mention the scheduled dates for starting & completion/delivery of the jobs as mutually agreed between OIC MDL & contractor and the actual dates of start & completion.
- 15.5 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.
- 15.6 An illustrative format of Work Done Certificate is at **Annexure- J**.

**16 TERMS OF PAYMENT:**

- 16.1 For online payment on Gem: - Payments for completed work will be made within 15 days of issue of consignee receipt cum-acceptance certificate (CRAC) for Online payment. On-line submission of Invoice unless otherwise specified, Ink Signed Tax Invoice in duplicate with work completion Certificate (WCC)/SAP service entry sheet duly certified by Chief Manager or above of user dept. of MDL. The invoice shall be preferably submitted within four weeks of certification of Work Completion Certificate 'WCC'.
- 16.2 For offline payment: - 1) 100% Payment for completed work will be made through NEFT/RTGS within 15 days on submission of Ink signed Tax Invoice in triplicate to Invoice Receipt Section along with work completion certificate (SAP Service Entry Sheet copy), log sheets etc. duly certified by Chief Manager or above of MDL user section.
- 16.3 LD, Penalty, interest for non-submission of SDBG or retention amount of SDBG if any applicable on vendor, then subject amount would be deductible from payment due on invoices as the case may be as per MDL discretion.
- 16.4 Work completion certificate should confirm that the work is completed in time or in case of delays, the duration be specified in this certificate to invoke LD Clause and effect recoveries from Contractors' invoice.
- 16.5 No advance will be paid in any manner against the Contract.
- 16.6 Alternate MSE vendor payment through TReDS:
  - 16.6.1 "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).



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- 16.6.2 At TReDS, auctioning of invoices at competitive and transparent environment is done by financiers based on Buyer's credit profile. MDL, at present, is registered on the "Invoicemart" TReDS platform. Desirous MSME Bidders/Vendors, who want to receive payments through TReDS platform, have to submit the invoice to MDL along with all the necessary requirements as per the PO and the payment terms. Upon receipt and acceptance of the supplied materials/ completion of services and receipt of invoices with the mandated enclosures, after due certification of physical invoices with enclosures by Commercial/Material Dept., Finance Dept. shall upload the invoices on the "Invoicemart" TReDS platform and process the invoices for payment. Post uploading the platform, the financier would be bidding for the invoices and respective MSME vendors would be accepting the bid, so that they can get the disbursement from the Financier.
- 16.6.3 At TReDS, auctioning of invoices at competitive & transparent environment is done by financiers based on Buyer's credit profile. MDL is registered on the "Invoicemart" TReDS platform and M1xchange of M/s.Mynd Solutions Pvt Ltd & with M/s.Receivables Exchange of India Limited (RXIL). MSME bidders desirous to receive payments through TReDS platform may avail the facility if they are already registered on
1. "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](mailto:service@invoicemart.com).
  2. "M1xchange" TReDS platform or by registering on it.
  3. M/s.Receivables Exchange of India Limited (RXIL) platform or by registering on it. Contact details are as follows: -  
Nodal Officer, 701-702, 7<sup>th</sup> floor, Supremus, E Wing, I-Think Techno Campus, Kanjurmarg East, Mumbai 400042, Contact no.022-6903 0000 E-mail: - [support@rxil.in](mailto:support@rxil.in), [info@rxil.in](mailto:info@rxil.in), [support@rxil.in](mailto:support@rxil.in)
- 16.7 L.D shall be certified in WCC. In case of delay, duration of delay shall be indicated in WCC.
- 16.8 Work Completion Certificate will be issued by user department within ten days along with SAP entry on completion work.
- 16.9 In case of failure to submit shortfall documents in invoice within 2-3 days, the invoice will be returned to the contractor for rectification.
- 16.10 As per latest GST Rules, from 10th May 2023, Vendors, whose aggregate turnover in any preceding financial year from 2017-2018 onwards, exceeds Rs. 5 Cr as per GST act, will have to issue e-Invoice. In case of failure to submit the E-Invoice/ or the self-declaration (if applicable). Tax invoice should be returned and claim will not be processed.
- 16.11 From 10th May 2023, with the revised MSME definition which is based on turnover, no e-invoice or self-declaration will be required from Micro and



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Small vendors who have Udyam Registration No, (URN) as their turnover is less than 5 Crs.

- 16.12 Wherever GST is applicable, 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 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".

**17 MODIFICATION:** Not Applicable to this tender.

**18 PERFORMANCE SECURITY/SECURITY DEPOSIT(SD):**

Successful bidder (Contractor) shall submit Security Deposit @ 5% of Order Value (excluding Taxes, Duties, etc.) within 25 days from the date of Order/Contract.

- 18.1 Mode of SD: 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.
- 18.2 In cases where the supplier / contractor has not submitted the PS and already commenced supply / services, MDL can withhold the Performance security from supplier/contractor bills if any. In such case, interest is to be recovered for the period starting from 26th day of transmission / notification of order/contract by any mode and amount involved at the relevant rate of interest notified by MDL.
- 18.3 Performance Security is to be furnished within 25 days after notification of the award of contract and it 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 if any.
- 18.4 The performance security will be forfeited and credited to MDL's account in the event of a breach of contract by the contractor. It should 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.
- 18.5 No exemption can be granted to any unit including MSME, SSI units and MDL Registered suppliers.
- 18.6 Additional value and extension if any required then MDL shall seek performance security by way of amendment to order.
- 18.7 In case of failure to submit performance security by the supplier within 25 days of transmission / notification of order by any mode, MDL will inform the supplier that his EMD will be forfeited and reserves the right to cancel the order and invoke the risk purchase clause.





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- 18.8 In the event of defects due to poor workmanship/service leading to non-performance of the Equipment/Item/service and bidder failure to attend the Guarantee/Warranty defects/satisfactory service within 45 days from date of intimation or as agreed during TNC the performance security shall be forfeited.
- 18.9 If it is established that the contractor has failed to comply with the Guarantee/warranty obligations, the PSBG will be encashed by MDL. MDL's decision in this regard shall be final and binding on the supplier / contractor.
- 18.10 Commercial Executive will monitor validity of performance security vis-à-vis delivery / completion period as per the order. In case delivery / completion is likely to be delayed, Commercial executive will instruct the Supplier to extend validity of performance security till the completion of delivery. Interest shall be levied for delay in submission of amended Performance Security BG after expiry of original Performance Security BG.

**19 GUARANTEE:** Not Applicable to this tender.

**20 PERFORMANCE BANK GUARANTEE (PBG):** Not Applicable to this tender.

**21 TAXES:**

- 21.1 GST as per GST Laws shall be payable extra as quoted and agreed.
- 21.2 In case of purchases of goods/services from unregistered dealers under GST Laws, GST will be paid by MDL under reverse charge mechanism.
- 21.3 Benefits from reduction in rate of tax/ITC are required to be passed on to consumer.
- 21.4 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.
- 21.5 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.



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- 21.6 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.
- 21.7 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.
- 21.8 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.
- 21.9 The vendors invoice inter alia should contain GSTIN of vendor, 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).
- 21.10 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.
- 21.11 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



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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).

**22 LOADING CRITERIA:** Not Applicable

**23 FREAK LOW QUOTES:**

- 23.1 Bid is considered as Freak Low, If the rates quoted are less than MDL estimates by 40% or so and if the difference in rate between L1 and L2 (i.e.  $(L2-L1) * 100 / L2$ ) is 30% or more with reference to L2. In such cases MDL may seek explanation from bidder regarding workability of prices quoted.
- 23.2 In case after opening of price bid of technically cleared firms, it is noted that L-1 firm has quoted very low rates and indicates to withdraw from the tender then firm may be given tender holiday including intimation to other PSUs.
- 23.3 MDL reserves the right of part-ordering the services.

**24 MODIFICATIONS TO THE BID:**

Bidder will not be allowed to bid after the closing time is over. Bidder can change the submitted bid any Time till the closing time through e-Gem portal only and the last changed bid will be considered for ranking of the bids.

**25 WORKING ON MDL HOLIDAYS:**

Working on MDL Holidays: Request for permission for working on Sunday / holidays if required, should be submitted 3 working days prior to the date of holiday, to Personnel department and Security through concerned User Dept.

**26 TERMINATION & RISK PURCHASE:**

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 of interest.

The Purchaser shall also be at liberty to purchase, manufacture or supply from stock or utilize the services as it deems fit, other articles of the same or similar description to make good such default and or in the event of the contract being



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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 / Contractor.

**27 LIQUIDATED DAMAGES/PENALTY:**

Contractor shall provide their services within 24 hours after intimation from nodal agency. Any reasons such as breakdown of the vehicle, scarcity of drivers, personnel non compliances of docs like insurance, driving license etc. will not be entertained. All vehicles as per requirement of scope of work shall be available with the contractor along with their personnel during the complete contract period. However, in case contractor delayed or not rendered their services, the same will be attract the penalty as follows:

- 27.1 In case of delay of service by up to 4 hours 50% of the 01 no. of 08-hour shift charges will be deducted.
- 27.2 In case of delay of more than 4 hours' entire charges of the 01 no. of 08-hour shift will be deducted from the next service.
- 27.3 In case of refusal or non-rendering the services by the contractor, 02 no. of 08-hour shift charges will be deducted from the next services. Also records for the same will be maintained, which may be resulted into termination of the contract.

- 28** MDL will not be responsible for an error in downloading of tender documents from web/GEM portal by the bidders. The Version appearing on MDL website/GEM portal will be considered final and authentic.

**29 PARALLEL ORDER:** Parallel order placement is applicable on 60:40 basis.

- 29.1 MDL intends to award 60% of value of the work to overall L1, and balance 40% to the other bidder (willing to match the rates negotiated with L1) sequentially starting with overall L2 bidder, L3 bidder, L4 bidder and so on, in the order of ranking.
- 29.2 In case if L2, L3, ... bidders do not agree to match L1 rates, the contract shall be placed on the L1 bidder for only 60% of the tendered quantity and the balance quantity shall be re-tendered. During re-tendering the lowest vendor on whom order was placed against original tender will not be considered.
- 29.3 100% order placement can be done only when single offer is received after user dept. confirmation.
- 29.4 In case one of the parallel contractors is not able to meet the production rate requirement of his share, part of his share will be given to the other parallel contractor found suitable by MDL.
- 29.5 MDL also reserves the right to consider cancellation of the Tender/Order without assigning any reasons whatsoever.
- 29.6 In the event of resultant single bid, MDL reserves the right to place order in part/ full, depending upon project schedule, priorities, etc. and after



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assessing the bidder's capabilities, etc. MDL's decision in this regard will be final and binding on the bidders.

- 29.7 MDL reserves the right to consider placement of Order in part or in full against the tendered quantity and also to accept / reject any or all Offers in part / full without assigning any reasons whatsoever. In case of any dispute, MDL's decision in this matter shall be final and legally binding on the bidder. MDL also reserves the right to consider cancellation of the Tender without assigning any reasons whatsoever.

**30 FREE ISSUE OF MATERIAL:** Not Applicable to this tender.

**31 NON-DISCLOSURE AGREEMENT:** Not Applicable to this tender.

**32 PURCHASE PREFERENCE TO MAKE IN INDIA 2017:**

The Government of India has issued revised Public Procurement (Preference to Make in India) order 2017 on 19<sup>th</sup> July 2024 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.

- 32.1 Preference to Make in India' clause shall be applicable to all procurement undertaken at MDL for tenders which covers goods, services or works or their combination.

- 32.2 Aspects of 'Preference to Make in India'

"Local content" means the amount of value added in India which shall be the total value of item (goods, Purchase 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.

Explanatory notes for calculation of local content given above

- i) Imported items sourced locally from resellers / distributors shall be excluded from calculation of local content.
- ii) The license fees / royalties paid / technical charges paid out of India shall be excluded from local content calculation.
- iii) Procurement / Supply of repackaged / refurbished / rebranded imported products as understood commonly shall be treated as reselling of imported products and shall be excluded from calculation of local content. The





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definition of repackaged / refurbished / rebranded imported products is as follows;

**'Refurbishing'** means repair or reconditioning of an imported product does not amount to manufacture because no new goods come into existence.

**'Repackaging'** means repacking of imported goods from bulk pack to smaller packs would not ordinarily amount to manufacture of a new item.

**'Rebranding'** means relabelling or renaming or change in symbol or logo/makes or corporate image of a company/organization/ firm for an imported product would amount to rebranding.

- iv) To ensure that imported items sourced locally from resellers/distributors are excluded from calculation of local content, the bidder shall provide, the cost of such locally-sourced imported items (Inclusive of taxes) along with break-up on license / royalties paid / technical expertise cost etc. sourced from outside India. For items sold by bidder as reseller, OEM certificate for country of origin to be submitted.
- v) For contracts involving supply of multiple items, weighted average of all items to be taken while calculating the local content.

Note:

- i) 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.
- ii) Bidders offering imported products will fall under the category on Non-local suppliers and they cannot claim themselves as Class-I local suppliers / Class-II local suppliers by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC / CMC, etc. as local value addition. Hence, bidders offering imported products will be treated as Non-local suppliers. This shall be included in tender for information and clarity to bidders.

32.2.1 “Class-I Local Supplier” means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-I local supplier' under this Order.

32.2.2 “Class-II Local Supplier” means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-II local supplier'



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but less than that prescribed for 'Class-I local supplier' under this Order.

32.2.3 “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.

32.2.4 “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.

32.2.5 “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% which is to be indicated in tender.

Note:

- Procedure for determination of L1 price for the purpose of deciding eligibility for Purchase Preference shall be stipulated in the tender.
- 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.

32.2.6 “Nodal Ministry” means the Ministry or Department identified pursuant to the said Order in respect of a particular item of goods or services or works.

32.2.7 “Procuring entity” means a Ministry or department or attached or subordinate office of or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act Note: Mazagon Dock Shipbuilders Limited (MDL) shall be a procuring entity.

32.2.8 “Works” means all works as per Rule 130 of GFR-2017 and will also include “turnkey works”, Engineering, Procurement and Construction (EPC) contracts.

32.2.9 “Services” includes System Integrator (SI) contracts among other services.



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32.2.10 **Special treatment for items covered under PLI Scheme**-The manufacturers manufacturing an item under PLI scheme shall be treated as deemed Class II local supplier for that item unless they have minimum local content equal to or higher than that notified for Class-I local supplier for that item, provided the manufacturer has received incentive from the concerned PLI Ministry for the item. The above shall be applicable for the specific time period only, as notified by concerned PLI Ministry.

32.3 **Eligibility of Suppliers to bid in a tender:** - Both 'Class-I local supplier' and 'Class-II local supplier' shall be eligible to bid in procurements except when Global tender enquiry has been issued.

32.4 **Purchase preference**

- 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 categorised 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

32.4.1 In the procurement of goods or service which are divisible in nature (60:40) for subject tender, both MSEs as well as Class-I local suppliers are eligible for purchase preference and the Purchase preference shall be accorded as under:

- a) L-1 is "MSE Class-I local supplier": 60% of the tendered quantity shall be awarded to L-1 and remaining quantities are awarded to other bidders who are willing to match rates of L1 in line with



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purchase preference as per PPP MSE order - 2012 & PPP MII order - 2017 issued and its amendments by Govt. of India.

- b) L-1 is "Non-MSE but Class-I local supplier": Purchase preference shall be given to MSEs, if eligible, as per PPP-MSE Order and Balance quantity be awarded to L-1 bidder.
- c) L-1 is "MSE but non-Class-I local supplier": Purchase preference shall be given to Class-I local suppliers, if eligible, as per PPP-MII Order. Balance quantity be awarded to L-1 bidder.
- d) L-1 is "Non-MSE non-Class-I local supplier": Firstly, Purchase preference shall be given to MSEs as per PPP-MSE Order. Thereafter, purchase preference is to be given to Class-I local suppliers for "50% of the tendered quantity minus quantity allotted to MSEs above" as per PPP- MII Order. For the balance quantity, contract be awarded to L-1 bidder.

32.4.2 **Parallel Contracts:** In case of parallel contracts tender also Purchase Preference to MSE & Class I Suppliers shall be applicable and shall be accorded in accordance with para 3B Order Public Procurement (preference to Make in India) Order 2017 dated 19.07.24 or amended thereon.

### 32.5 Minimum Local Content

32.5.1 The 'local content' requirement to categorize a supplier as 'Class-I local supplier' is minimum 50%. For 'Class-II local supplier', the 'local content' requirement is minimum 20%. However, Nodal Ministry / Department may prescribe only a higher percentage of minimum local content requirement to categorize a supplier as 'Class-I local supplier' / 'Class-II local supplier'. For the items, for which Nodal Ministry / Department has not prescribed higher minimum local content notification under the Order, it shall be 50% and 20% for 'Class-I local supplier' and 'Class-II local supplier' respectively.

32.5.2 The Nodal Ministry may keep in view the domestic manufacturing / supply base and assess the available capacity and the extent of local competition while identifying items and prescribing the higher minimum local content or the manner of its calculation, with a view to avoiding cost increase from the operation of this Order. The Nodal Ministry may annually review the local content requirements with a view to increasing it, subject to availability of sufficient local competition with adequate quality.

32.5.3 The Nodal Ministry may annually review the local content requirements with a view to increasing it, subject to availability of sufficient local competition with adequate quality.

### 32.6 Other Pre-Qualification Criteria in tenders

32.6.1 Other pre-qualification criteria in terms of turnover, production capabilities and financial strength in the tender shall not result in



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unreasonable exclusion of “Class-I Local Supplier” / “Class- II Local Supplier”.

32.6.2 The pre-qualification criteria in terms of prior experience fixed in the tender shall not require proof of supply in other countries or proof of exports leading to unreasonable exclusion of Local Suppliers.

32.7 Specifying foreign certifications / unreasonable technical specifications / brands / models in the bid document is restrictive and discriminatory practice against local suppliers. If foreign certification is required to be stipulated because of non-availability of Indian Standards and / or for any other reason, the same shall be done only after written approval of Secretary of the Department concerned or any other Authority having been designated such power by the Secretary of the Department concerned (Department concerned for MDL is MoD, DDP).

**32.8 Declaration / Verification of Local content**

32.8.1 Tenders shall solicit 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 and indicate its percentage in their offer which shall meet or exceed 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.

32.8.2 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.

32.8.3 The bidder shall give self-certification for local content in the quoted item (goods / works / services) at the time of tendering. However, at the time of execution of the project, for all contracts above INR 10 Crore, the contractor / supplier shall submit local content certification duly certified by cost / chartered accountant





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in practice. For cases where it is not possible to provide certification by Cost / Chartered Accountant at the time of execution of project, the supplier shall be permitted to provide the certificate for local content from Cost / Chartered Accountant after completion of the contract, within time limit acceptable to the procuring entity (30 days of completion). In case the contractor / supplier does not meet the stipulated local content requirement and the category of the supplier changes from Class-I to Class-II/ Non-local or from Class-II to Non-local, a penalty of 10% of the contract value shall be imposed which shall be withheld from the payment due to the bidder. However, contract once awarded shall not be terminated on this account.

Further, it must be informed to bidders in the tender 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. Doing so would be treated / considered as false declaration by bidder and necessary action shall be initiated of the said Order for debarment.

- 32.8.1 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.
- 32.8.2 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 Order 2017. The fees for filing a complaint under the order shall be INR 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.
- 32.8.3 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



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tender shall be cancelled & matter shall be taken up with Ministry, by the user department, as per the procedure or as amended by MoD / DPIIT / DoE.

- 32.8.4 On opening of the price bids, if it is identified that there is difference in local content declaration made and 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.

**32.9 PPP MSE Order 2012**

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 32.4.

**32.10 Contract placement:**

- 32.11.1 Among all qualified bids, if L1 is “Class-I Local Supplier” or MSE, the contract for the 60% quantity will be awarded to L1. It shall be ensured that Local Content percentage as declared by the vendor is maintained or increased but not reduced. Remaining quantities are awarded to other bidders who are willing to match rates of L1 in line with purchase preference as per PPP MSE order - 2012 & PPP MII order - 2017 issued and its amendments by Govt. of India.
- 32.11.2 If L1 is other than “Class-I Local Supplier”, then first MSEs (L1+15%) eligible for PP under PPP MSE Order 2012 will be invited to match the L1 price and the contract for 60% quantity shall be awarded to such MSE bidder. In case MSE bidders decline to match L1 price, then the “Class I Local Suppliers (L1+20%)” whose price falls within the margin of purchase preference under PPP MII Order 2017 will be invited to match the L1 price in the order of ranking of Class I Local Supplier and the contract for 60% quantity shall be awarded to such “Class-I Local Supplier” who first matches the L1 price. Remaining quantities are awarded to other bidders who are willing to match rates of L1 in line with purchase preference as per PPP MSE order - 2012 & PPP MII order - 2017 issued and its amendments by Govt. of India.
- 32.11.3 In case none of the “Class-I Local Supplier” or MSEs are within the margin of purchase preference or do not agree to match the L1 price or there is no Class I Local Supplier or MSE, the contract for 60% quantity may be awarded to the L1 bidder and remaining quantity to L2, L3, L4 .... L6 in sequence willing to match rates of L1 bidder.
- 32.11.4 After the contract is awarded and the supplies are completed, the supplier shall provide a “Local content certificate” 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.



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- 32.11.5 Note: In cases of procurement for value in excess of Rs. 10 Crores, the supplier shall provide a Local Content 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.
- 32.11.6 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.

**32.11 Debarment of bidders / suppliers:**

- 32.12.1 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 successor 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.
- 32.12.2 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.

**33 PURCHASE PREFERENCE FOR MSEs:** Micro and Small Enterprises (MSEs) registered under Udyam Registration or as directed by government are eligible to avail the benefits under the policy. This Policy is meant for procurement of only goods produced and services rendered by MSEs. Traders/Distributors/Sole Agents/Works Contract are excluded from the purview of the policy. 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 **32.4**.

**34 Restrictions under rule 144(xi) of general financial rules GFRs, (2017)**  
**(Refer Annexure -K)**

- 34.1 Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. The competent authority for Purpose of registration under this order shall be registration committee constituted by department for promotion of industry and internal trade. (DPIIT)
- 34.2 Bidder means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical. Person not falling in any of



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the descriptions or bidders stated hereinbefore, including any agency branch-or office controlled by such person, participating in a procurement process.

34.3 Bidder from a country which shares a land border with India for the purpose of this Order means: -

- a) An entity incorporated, established or registered in such a country; or
- b) A subsidiary of an entity incorporated, established or registered in such a country; or
- c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d) An entity whose beneficial owner is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

34.4 The beneficial owner for the purpose of clause no.33.3 above, will be as under

33.4.1 In case of a company or Limited Liability Partnership, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means, Explanation: -

(A) Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company.

(B) "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding of management rights or shareholder's agreements of voting agreements;

33.4.2 In case of a partnership firm, the beneficial owner is the natural person (s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

33.4.3 In case of an unincorporated association or body of individuals, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;



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33.4.4 Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

33.4.5 In case of a trust, the identification of beneficial owner (s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership

34.5 An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

34.6 The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

**35 Conflict of interest:**

A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

35.1 they have controlling partner (s) in common; or

35.2 they receive or have received any direct or indirect subsidy/ financial stake from any of them; or

35.3 they have the same legal representative/agent for purposes of this bid; or

35.4 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

35.5 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.

35.6 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:

35.7 The principal manufacturer directly or through one Indian agent on his behalf; and

35.8 Indian/foreign agent on behalf of only one principal.

35.9 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;

35.10 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





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would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.

- 36** Contractors shall not engage employees of other contractors presently working in MDL & recorded at Security Dept. The contractor can engage such employee if other contractor gives No Objection Certificate for such engagement & cancel the name of such desirous employee from his roll & accordingly convey to Security. The contractor engaging such employee without permission is liable for penalty including termination of contract & forfeiture of Security Deposit. Such penalty can also be imposed if it is observed that supervisors/ Workers deployed by contractor are not on their roll as per statement submitted by him at Security.
- 37** The contract will be governed by Standard Terms and Conditions and General Terms and conditions while executing work. In case of discrepancy, clauses mentioned in Tender, Scope and Rate sheet will override the clauses mentioned in other enclosures including GCC.
- 38** In the event of placement of order on unregistered vendor, the firm shall apply for registration through Smt. Sarkar Shipon, Manager, Outsourcing dept., Tel. No. 23763405, within one month from placement of order.
- 39** Procedure for Entry Passes for the Contractor's Employees: - A Detailed procedure is displayed on the website [www.mazagondock.in](http://www.mazagondock.in) under →Work/Service Contracts
- 40 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 him on Wednesday between 10.00 hours and 12.30 hours in his office on 4<sup>th</sup> Floor, D2 Building, EY or send their complaints / grievances to him in writing for redressal. Contact Telephone No is 23763512.
- 41 SITE VISIT FOR QUOTING:**  
Prior to submission of your quotation, bidders are requested to visit the site and if any clarification is required bidders may contact Mr. Vishal Katiyar M (GRS), Tel. no: 022-23763238, email: [vkatiyar@mazdock.com](mailto:vkatiyar@mazdock.com) or Mr. Amarendra Kumar, Chief Manager (GRS) Tel. no.: 022-23763136, email: [amrendrakumar@mazdock.com](mailto:amrendrakumar@mazdock.com).
- 42 BREACH OF OBLIGATION CLAUSE WITH RESPECT TO BID SUBMITTED:**  
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,



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- 42.1 Bidder has withdrawn / modified / amended / impaired / derogated from the tender during the period of bid validity.
- 42.2 Bidder fails or refuses to execute the contract upon notification of acceptance of bid by the Purchaser during the period of bid validity.
- 43** MDL reserves the right to consider placement of Order / Contract in part or in full against the tendered quantity or reject any or all bids or to cancel the tender without assigning any reason.
- 44** In case of the performance of the contractor is not satisfactory, MDL reserves the right to cancel the order.
- 45** In case of proper on-line filling of Acceptance Formats for Tender Enquiry Form, GCC, it shall be presumed that all our tender terms & conditions are acceptable to you.
- 46** We look forward to your participation in e-bidding by offering your most competitive and reasonable bid against this tender.

**Yours faithfully,**  
**For MAZAGON DOCK SHIPBUILDERS**  
**LIMITED**

**RAJKUMAR DEORI**  
**(022 2376 3337)**  
**[raj कुमार@mazdock.com](mailto:raj कुमार@mazdock.com)**  
**(OUTSOURCING DEPARTMENT)**



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Following documents, references & formats form a part of the tender:

<b>Annexure – A</b>	Scope of work
<b>Annexure – B</b>	Illustrative Rate sheet format.
<b>Annexure – C</b>	Details of remittance to MDL's Bank Account
<b>Annexure – D</b>	(Tender Enquiry Form) TEF Acceptance format
<b>Annexure – E</b>	General Conditions of Contract (GCC)
<b>Annexure – F</b>	Acceptance Format for General Conditions of Contract (GCC) for Services
<b>Annexure – G</b>	GST Terms & Conditions
<b>Annexure – H</b>	Declaration Certificate For Local Content
<b>Annexure – I</b>	Actual Local Content Certificate
<b>Annexure – J</b>	Declaration by bidder for Restrictions under rule 144(xi) of general financial rules GFRs, (2017)
<b>Annexure – K</b>	Illustrative format of Work Done Certificate
<b>Annexure – L</b>	MDL Bank Account Details For Remittance Of EMD / SD
<b>Annexure – M</b>	RTGS / NEFT – Mandate Authorization Form
<b>Annexure – N</b>	Format For Information Of Past Orders
<b>Annexure – O</b>	Bidder's undertaking for conflicts of Interest
<b>Annexure – P</b>	Pro-forma Bank Guarantee For EMD
<b>Annexure – Q</b>	Pro-forma Bank Guarantee For Performance Security
<b>Annexure – R</b>	Integrity Pact

**REFERENCES:**

Terms & Conditions (Available on MDL Website [www.mazagondock.in](http://www.mazagondock.in) → Work/Service Contracts or [www.mazagondock.in](http://www.mazagondock.in) → Procurement → Tenders → Ship Building Outsourcing/ SB OTS STACS Format).

- 1) Official Secrets Act 1923.
- 2) Safety Code for Sub-Contractors.
- 3) Procedure for entry passes.



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**SCOPE OF WORK:**

**Annexure-A**

**ANNEXURE-1**

**SCOPE OF WORK AND GENERAL TERMS FOR HIRING OF TRUCKS/TRAILERS**

**Pre-qualification criteria:**

- "Similar Completed Work" means successfully completed services of providing trucks and trailers during last 7 years ending 31 Mar '25.
- The bidders have to submit copy of work order, work completion certificate issued by client, TDS certificate/Bank statement for the similar work against which they like to qualify under pre-qualification criteria.
- The bidder should have the fleet of minimum 4 nos. Trucks/Trailers including at least 1 trailer of Manufacturing year not older than January 2015 registered in bidders own name. Bidder has to upload valid document e.g. RTO registration certificate, valid insurance policy & valid fitness certificate of offered (owned) vehicle along with technical bid strictly in the format given at Enclosure-1B at the end of this SOW.



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**A. General Terms and Conditions:**

1. MDL reserves the right to hire and de-hire the trucks/trailers, make any other arrangements, use its own trucks/trailers or hire from any other Contractor(s) at its sole discretion. The Contractor shall not be entitled to any compensation or consideration in any such events except the hire charges for the actually hired trucks/trailers.
2. For advance planning and proper coordination of operations, the Contractor shall nominate its full time / daily basis representative who should be available at call daily at MDL and at a time mutually decided between your representative and the MDL. Also one or more contact numbers should be available for this purpose.
3. **A).** The ODC consignment **likely** consist of Steel Plates having **width 3.3 Mtrs & Length 10 Mtrs. or Shell Rings having 22 Ft. dia or ODC Cases having length 4 to 7 Mtrs width 4 to 7 Mtrs. and Height 3 to 4 Mtrs.** which are to be transported from East Yard Stores at Anik Chembur Yard to MDL or Vice Versa on as and when needed basis. The requirement will be intimated 24 Hours before the requirement arise. Requirement shall be intimated telephonically and also confirmed vide email or in writing to your Representative in MDL yard by MDL Nodal office. The above mentioned ODC items / sizes are only illustrative. There could be other type of ODC items that may have to be shifted.  
  
**B).** ODC charges shall be applicable for those consignments only whose size will be more than the maximum permissible consignment dimension of truck/trailer mentioned in the rate sheet for monthly basis and daily basis. **ODC charges shall be paid only for external movement / transportation between MDL yards (Anik Yard, Sewri Yard, Nhava Yard, etc).**



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4. The Contractor shall take care of prevailing RTO Rules & Regulations / Traffic condition for transportation of these ODC consignments.

Payment for ODC: Payment procedure based on actual rates as per RTO rules and INSTANCE actually occurred, i.e, number of instances.

The **ODC charge to RTO** is payable on per instance **on each dimension (length, width & height) as per prevailing RTO rules.**

The Contractor shall take care of prevailing RTO Rules & Regulations / Traffic conditions for transportation of these ODC consignments and produce original receipts of amount actually paid to RTO as per RTO rules.

**Service charge is payable for only ODC trip which shall be inclusive of expenses for clearing the ODC trip.**

**Permissible Sizes for particular type of vehicle:**

**I. Trucks:**

- a) 10T, GVW as per RTO rules is 16.2T approx. 18 feet length & carrying capacity 10T:  
L=18 feet, W=7 feet & H=7 feet.
- b) 16T full body, GVW as per RTO rules approx. 25.2T & carrying capacity 16T:  
L=20 feet, W=7 feet & H=7 feet.

**II. Hydraulic Axle:**

Hydraulic Axle for 35T to 50T CC, 6 axles, weight under RTO rules=84T.

Permissible Height from ground to bed=4 feet.

**III. Normal/standard/flat bed Trailers:**

- a) 20T, 20 feet, GVW as per RTO rules 32T & carrying capacity 20T approx.  
Permissible L=20 feet, W=8 feet & H=7 feet. Cargo weight=22T.  
(Height=7.5 feet for containers)  
Permissible Height from ground to bed=5 feet.
- b) 20T, 40 feet, GVW as per RTO rules 35.2T & carrying capacity 20T approx.  
Permissible L=40 feet, W=8 feet & H=7 feet.  
(Height=7.5 feet for containers)  
Permissible Height from ground to bed=5 feet.
- c) 25T, 40 feet, GVW as per RTO rules 40.2T & carrying capacity 25T approx.  
Permissible L=40 feet, W=8 feet & H=7 feet.  
(Height=7.5 feet for containers)  
Permissible Height from ground to bed=5 feet.

**IV. Low bed Trailers:**

- a) 20T, 40 feet, GVW as per RTO rules 35.2T & carrying capacity 20T approx.  
Permissible L=32 feet, W=9.5 feet & H=8.5 feet.  
Permissible Height from ground to bed=3.5 feet.  
Charges will not payable up to Height = 12 feet from ground to top of consignment.

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- b) 30T, 40 feet, GVW as per RTO rules 49.2 to 33T & carrying capacity 20T approx.  
Permissible L=up to 40 feet, W=9.5 feet & H=8.5 feet.  
Permissible Height from ground to bed=3.5 feet.  
Charges will not payable up to Height = 12 feet from ground to top of consignment.
5. Duties will be allotted by concerned Stores / User Department to ensure most economic running and to the best advantage of the Company. The Contractor shall co-operate with MDL on all such occasions and not raise any objection or question for interchanging or reshuffling of duties.
6. Essential tools and a spare tyre should be available on the trucks/trailers at all times in serviceable condition. The fuel tank should be full while coming on duty. If trucks/trailers is stranded en route for want of tools, spares or fuel, then appropriate corrective action is to be taken by the contractor to reach the consignment to delivery location within shortest possible time.
7. The decision regarding acceptance or rejection of any hired vehicle(s) offered by the Contractor shall remain with MDL user and it shall be final and binding upon the Contractor.
8. Hired trucks/trailers should be fully / comprehensively insured by the Contractor at his own cost for all risks including strike and riots. All liabilities whatsoever arising after hiring of the trucks/trailers by MDL shall rest upon the Contractor only.
9. The Contractor will observe all safety precautions in connection with the work to be performed by the Contractor, his representative and labours-Drivers, Cleaners & Helpers against this rate contract. The Contractor must comply with all statutory/safety rules, regulations and requirements. The Contractor shall indemnify MDL against any liability legal, financial or otherwise which may arise during the currency of this rate contract or as a result of the same due to non-compliance of the aforesaid terms and condition.
10. Contractor's operator & helper along with Trucks/Trailers will report for duty to MDL concerned User Departments as per their requirements / instructions. Mobilization of Trucks/Trailers to the place of work at various locations is to be arranged by the Contractor at his cost. No transit time (i.e. Garage to Garage time) will be taken into account for payment. The duty hours of the hired Trucks/Trailers shall be counted from point to point i.e. Location to Location and not from Garage to Garage.
11. Contractor operator should ensure availability of necessary securing & covering material like Rope, Shackle, Tarpaulin etc. with them during services.
12. Contractor has to maintain proper duty slips / challan / log sheets in the appropriate format for the work done. Contractor's representative must ensure that the same will be endorsed by the authorized officer of MDL and certified by an Officer not below the rank of Chief Manager.
13. In the event that the contractor at any time during the tenure of this contract becomes insolvent or makes voluntary assignment of its Trucks/Trailers for the benefit of creditors or is adjudged bankrupt, then MDL shall, by a notice in writing, have the

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right to terminate the contract and all the contractor's rights and privileges hereunder shall stand terminated forthwith.

14. In case of any dispute, the decision of MDL in the matter shall be final and legally binding on Contractor.
15. It will be Contractor's responsibility to ensure that Trucks/Trailers provided to us are insured for comprehensive Insurance, Insurance Certificate must be made available to us whenever asked by User Dept.
16. In case Contractor unable to comply with MDL requirement, the Trucks/Trailers will be arranged from elsewhere and any extra cost incurred by MDL due to increase in the rates paid will be recovered from Contractor's pending bills.
17. Cases where Contractor is unable to supply the Trucks/Trailers as required will attract forfeiture of Security Deposit paid and termination of his contract at the discretion of MDL.
18. Contractor's workmen or employees shall not be deemed to be in MDL employment and Contractor shall be held fully responsible for any claims which Bidder or their heirs / dependents or personnel representatives may have or make for damages or compensations for anything done or committed to be done in the course of carrying out the work whether arising on company's premises or elsewhere. The Contractor shall indemnify the company against all and any such claims if made against MDL and all cost (as between attorney and client) of proceedings suits or action, which we may incur or sustain in respect of the same.
19. Contractor will be liable for claims against damage to MDL property, injury or loss to our personnel or third parties or consequential damage occasioned by any cause whatsoever during the course of this contract, in case it is established that the damage / loss/injury as above was caused as a result of negligence on your part. MDL decision in such cases shall be final and binding on the Contractor.
20. Contractor's vehicle/operator/attendant will not leave work site unless instructed by MDL concerned officer.
21. All the MDL Terms and Conditions will be strictly adhered to. We shall not accept any deviations / changes in the terms and conditions during tenure of the contract.
22. MDL reserves the right to inspect Original or copies of RC / TC / Insurance Certificates / Route Permits / PUC Certificates / Fitness Certificates etc. of Trucks/Trailers and also, for its suitability, performance and condition for MDL use from time to time and return such Trucks/ Trailers which are not found suitable and shall be replaced immediately.
23. In cases where the vehicles supplied by Contractor needs to be replaced, the Contractor should submit the documents of replacement vehicles to the MDL nodal Officer for approval of the same.
24. Trucks/Trailers should be fit in all respect for operation in accordance with Motor Vehicle Act & Rules made there under by the State Government and existing laws as applicable with valid documents like RC / TC / Insurance Certificates / Route Permits/ PUC & Fitness Certificates, etc.
25. Trucks/Trailers supplied by Contractor must be in good working condition and should be able to function to its full carrying capacity, accompany all relevant R.T.O.

Amrendra Kumar



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documents required by statutory authorities as per their rules and regulations. Otherwise, MDL will reject it.

26. The decision regarding acceptance or rejection of any hired Trucks/Trailers offered by Contractor will remain with MDL User Dept(s) and same will be final and binding upon the Contractor.
27. Sometimes equipments which are to be shifted in MDL are of sensitive & sophisticated nature & need special care during shifting. To shift such kind of equipments vendor has to supply the trucks/trailer of older not than **January 2015**. Concerned user dept. will inform 24 hrs. before in advance of the requirement.

28. **Penalty:**

Contractor shall provide their services within 24 hours after intimation from nodal agency. Any reasons such as breakdown of the vehicle, scarcity of drivers, personnel non compliances of docs like insurance, driving license etc. will not be entertained. All vehicles as per requirement of scope of work shall be available with the contractor along with their personnel during the complete contract period. However, in case contractor delayed or not rendered their services, the same will be attract the penalty as follows:

- a) In case of delay of service by up to 4 hours 50% of the 01 no. of 08-hour shift charges will be deducted.
- b) In case of delay of more than 4 hours' entire charges of the 01 no. of 08-hour shift will be deducted from the next service.
- c) In case of refusal or non-rendering the services by the contractor, 02 no. of 08-hour shift charges will be deducted from the next services. Also records for the same will be maintained, which may be resulted into termination of the contract
29. Proper planning shall be made by the contractor for vehicle & operator entry pass in advance to avoid further delay in execution of the assigned work. Considering security threat undertaking of any outsider personnel cannot be given by MDL Executives.
30. Each contractor should have 04 Trailers/Trucks including at least 1 trailer of manufacturing year not older than January 2015 registered in bidders own name.
31. The contractor has to sign "Records of services" (format enclosed at enclosure 1) maintained with GRS department on weekly basis. All the log sheets and work done certificates in SAP will be generated and signed by user department which will be vetted by nodal executive from GRS department by taking into account applicability of penalty clauses & "Records of services".

The contractor has to submit the cumulative statement along with invoice, indicating completed work in each invoice. Contractor should not undertake excess qty. without proper PO amendment issued by MDL.

**Terms and Conditions for Hiring of Trucks/Trailers on daily basis:**

32. The Contractor shall provide any number of trucks/trailers at any given time including Saturdays/Sundays and Holidays based on MDL requirements with 24 hours' notice. Requirement shall be intimated telephonically and also confirmed vide email or in writing to your Representative in MDL yard by MDL Nodal office. Quantity projected at Para-1 of part A of tender enquiry is tentative. It may increase or decrease during the contract period as per site requirement.

Amarendra Kumar





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**TWO BID GEM TENDER GEM/2025/B/6674231**  
**Biennial Rate Contract for hiring of Trucks / Trailers.**

33. The contractor shall entertain intimation from nodal dept.(GRS) only. The reporting time of trucks/trailers should be as instructed by nodal dept.
34. If any vehicle reports beyond the time as instructed by respective user dept., MDL has full right to accept or reject the particular vehicle.
35. Duty Hours: Duty hours per day will be 8 hours (excluding half hour lunch) from time of reporting the vehicle at site.
36. Late hours/Extra hour will be counted on completion of 8 hrs. shift excluding lunch hour. Payment for extra hour shall be made on pro-rata basis as mentioned below at para 7. The contractor has to make available the required truck/trailer in late hour/extra hour till it is released by our concerned user dept. at their option and discretion.
37. If any vehicle reports beyond the time instructed by concerned user dept., MDL has full right to accept or reject the particular vehicle
38. The charges will be paid as follows: -  
i) For working more than 4 hours and / or up to 8 hours from the time of reporting: **Full shift charges.**  
ii) For working less than or up to 4 hours from time of reporting: **½ shift charges.**  
iii) For working beyond 8 hours: **Payment will be made on pro-rata basis.**  
iv) Rate per hour =  $\frac{\text{Rate per shift}}{8}$
39. In cases of breakdown, the Trucks/Trailers is required to be taken out for major repairs or overhaul, Contractor should provide substitute Trucks/Trailers in good condition within four hours of the breakdown, provided such Trucks/Trailers is permitted to be given on hire. If alternate arrangement is not done deduction of payment shall be done on pro-rata basis. The Driver and Cleaners/Helpers is to be arranged by the Contractor in case of absenteeism of provided Driver and Cleaners/Helpers.
40. The vendor has to submit the following as per the attached format:
- a) Vendor declaration as per the attached format at **enclosure 1 A.**  
b) Details of Trucks/Trailers owned by the bidder as well as details Trucks/Trailers that will be arranged by bidder if the contract is awarded, as per the attached format at **enclosure 1B.**

Anvesha Kumar



**MAZAGON DOCK SHIPBUILDERS LTD.**  
**OUTSOURCING DEPARTMENT**  
**TWO BID GEM TENDER GEM/2025/B/6674231**  
**Biennial Rate Contract for hiring of Trucks / Trailers.**

Enclosure- 1

Format for "Records of Services"									
Sr. no.	Type of service (Type of vehicles)	Date and Time of intimation from MDL	Services required on (Date & Time)	Services actually rendered on (Date & Time)	Start Point	Destination	Signature of Contractor	Signature of MDL Officer/Staff	Remarks if any

Anvendra Kumar





**MAZAGON DOCK SHIPBUILDERS LTD.**  
**OUTSOURCING DEPARTMENT**  
**TWO BID GEM TENDER GEM/2025/B/6674231**  
**Biennial Rate Contract for hiring of Trucks / Trailers.**

Enclosure- 1 A

**Vendor Declaration**

**Sub:** Biennial Rate Contract for hiring of Trucks / Trailers for transporting of materials across Anik Chembur Yard, Sewri Yard, MDL Dockyard Road, Naval Dock Yard, MBPT, Nhava Yard, Ghatkopar Material Organization & Naval Depo Mankhurd, based on projections received from different MDL users.

We have visited your site / telephonic discussion and have understood the Scope of Work and requirement mentioned in the tender Document.

We declare that all the vehicles mentioned at **Enclosure 1 B** are all the time available with us and we provide their services within 24 hours after intimation of MDL. In case, failure or delay in services, we are liable for applicable penalty clauses mentioned in scope of work.

We also confirm herewith that our quoted price/rates are in line with the above scope of work.

**Signature:**

**Name:**

**Designation:**

**Stamp:**

**Date:**

Anurag Kumar



**MAZAGON DOCK SHIPBUILDERS LTD.**  
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**Biennial Rate Contract for hiring of Trucks / Trailers.**

Enclosure- 1B

**Details of Trucks/Trailers Owned by Bidder**

Sr. No.	Truck/ Trailer capacity (GVW)	Truck / Trailer No.	Ownership (RC Book no)	Validity date of Fitness Certificate	Validity date of Insurance
1					
2					
3					
4					
5					
6					
7					
8					

**Details of Trucks/Trailers arranged by Bidder**

Sr. No.	Truck/ Trailer capacity (GVW)	Truck / Trailer No.	Owned By	RC Book no	Validity date of Fitness Certificate	Validity date of Insurance
1						
2						
3						
4						
5						
6						
7						
8						

Anurag Kumar



**MAZAGON DOCK SHIPBUILDERS LTD.**  
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**Biennial Rate Contract for hiring of Trucks / Trailers.**

**Annexure-B**

**Rate Sheet (Illustrative)**

**THIS IS AN ILLUSTRATIVE RATE SHEET ONLY. BIDDER HAS TO QUOTE ONLINE AS PER THE PRICE BID FORMAT AVAILABLE ON GEM PORTAL.**

<b>Illustrative Rate Sheet PART A</b>							
<b>Sr No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit rate / Qty in Rs.</b>	<b>HSN No (min 6 digits )</b>	<b>GST %</b>	<b>Total in Rs.</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G=C*D</b>
<b>1</b>	<b>Hiring of 10 Ton Truck (approx.) with Falka GVW as per RTO rules is 16.2 T approx. 18 feet length &amp; carrying capacity 10 T approx. (6 Tyres)</b>						
A1.1	Hiring Charges of 10 Ton (approx.) Truck (8 Hrs Shift)	2650	Nos				
A1.2	Hiring Charges of 10 Ton (approx.) Truck (8 Hrs Shift) NHAVA YARD (Via Atal Setu)	560	Nos				
A1.3	10 Ton Truck Service Charges for Combined extra width, Length & height as per instances.	15	Nos				
<b>2</b>	<b>Hiring of 16 Ton Full body Truck (approx) with Falka GVW as per RTO rules is 25.2 approx. 20 feet length &amp; carrying capacity 16 approx</b>						
A2.1	Hiring Charges of 16 Ton Truck (8 Hrs Shift)	926	Nos				
A2.2	Hiring Charges of 16 Ton Truck (8 Hrs Shift) NHAVA YARD (Via Atal setu)	320	Nos				
A2.3	16 Ton Truck Service Charges for Combined extra width, Length & height as per instances.	15	Nos				
<b>3</b>	<b>Hiring of Hydraulic Axle for 35T to 50T CC. 6 AXLE = Weight under RTO rule-84T</b>						



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A3.1	Hiring of Hydraulic Axle for 35T to 50T 8 Hrs Shift	50	Nos				
A3.2	Hiring of Hydraulic Axle for 35T to 50T (8 Hrs Shift) NHAVA YARD (Via Atal Setu)	20	Nos				
A3.3	Hydraulic Axle for 35T to 50T Service Charges for Combined extra width, Length & height as per instances.	10	Nos				
4	<b>Hiring of 20 Ton (approx.) Normal/Standard Bed Trailer Gross Vehicle Weight as per RTO rules is 32 Ton approx. and carrying capacity is 20.0 Ton approx. of 20 feet.</b>						
A4.1	Hiring of 20 TON (approx)X 20ft normal bed trailer (8 Hrs Shift)	965	Nos				
A4.2	Hiring of 20 TON (approx)X 20ft normal bed trailer (8 Hrs Shift) NHAVA YARD (Via Atal Setu)	600	Nos				
A4.3	20 Ton Normal Bed Trailer Service Charges for Combined extra width, Length & height as per instances.	20	Nos				
5	<b>Hiring of 20 Ton (approx.) Normal/Standard Bed Trailer Gross Vehicle Weight as per RTO rules is 35.2 Ton approx. and carrying capacity is 20.0 Ton approx. of 40 feet.</b>						
A5.1	Hiring of 20 TON (approx)X 40ft Normal bed trailer (8 Hrs Shift)	2732	Nos				
A5.2	Hiring of 20 TON (approx)X 40ft Normal bed trailer (8 Hrs Shift) NHAVA YARD (Via Atal Setu)	520	Nos				
A5.3	20 Ton of 40 feet Normal Bed Trailer Service Charges for Combined extra width, Length & height as per instances.	150	Nos				



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6	<b>Hiring of 25 Ton (approx.) Normal/Standard Bed Trailer. Gross Vehicle Weight as per RTO rules is 40.200 Ton approx. and carrying capacity is 25.0 Ton approx. of 40 feet.</b>						
A6.1	Hiring charges of 25 Ton (approx) 40 ft Normal Bed Trailer (8 Hrs Shift)	1055	Nos				
A6.2	Hiring charges of 25 Ton (approx) 40 ft Normal Bed Trailer (8 Hrs Shift) NHAVA YARD (Via Atal setu)	80	Nos				
A6.3	25 Ton of 40 feet Normal Bed Trailer Service Charges for Combined extra width,Length & height as per instances.	200	Nos				
7	<b>Hiring of 20 Ton (approx.) Low Bed Trailer. Gross Vehicle Weight as per RTO rules is 35.2 Ton approx. and carrying capacity is 20.0 Ton approx. of 40 feet.</b>						
A7.1	Hiring charges of 20Ton (approx) 40 ft Low Bed Trailer (8 Hrs Shift)	467	Nos				
A7.2	Hiring charges of 20Ton (approx) 40 ft Low Bed Trailer (8 Hrs Shift) NHAVA YARD (Via Atal setu)	80	Nos				
A7.3	25 Ton of 40 feet Low Bed Trailer Service Charges for Combined extra width,Length & height as per instances.	200	Nos				
8	<b>Hiring of 30 Ton (approx.) Low bed Trailer. Gross Vehicle Weight as per RTO rules is 49.2 Ton approx. and carrying capacity is 32.0 to 33.0 Ton approx. low bed 40 feet.</b>						
A8.1	Hiring charges of 30Ton (approx) 40 ft Low Bed Trailer 8 Hrs Shift	288	Nos				
A8.2	Hiring charges of 30Ton (approx) 40 ft Low Bed Trailer (8 Hrs Shift) NHAVA YARD (Via Atal setu)	320	Nos				
A8.3	30 Ton of 40 feet Low Bed Trailer Service Charges for Combined extra width,Length & height as per instances.	200	Nos				





**MAZAGON DOCK SHIPBUILDERS LTD.**  
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**ODC - OVER DIMENSIONAL CONSIGNMENT Illustrative Rate Sheet.**

**(This rate sheet is for information purpose only & will be part of Order, bidders do not need to quote for this as charges will be decided as per prevailing rates in line with RTO circulars at the time of PO placement)**

**Illustrative Rate Sheet PART B**

<b>Sr. No.</b>	<b>Description</b>	<b>No. of ODC instance for 2 years (approx.)</b>	<b>Prevailing RTO Rates "B"</b>	<b>Total Value</b>
1	<b>Hiring of 10 Ton Truck (approx.) with Falka GVW as per RTO rules is 16.2 T approx. 18 feet length &amp; carrying capacity 10 T approx. (6 Tyres)</b>			
B1.1	Instances of ODC for extra width	5	2,000	10,000
B1.2	Instances of ODC for extra length	5	2,000	10,000
B1.3	Instances of ODC for extra height	5	2,000	10,000

2	<b>Hiring of 16 Ton Full body Truck (approx.) with Falka GVW as per RTO rules is 25.2 approx. 20 feet length &amp; carrying capacity 16 approx.</b>			
B2.1	Instances of ODC for extra width	5	2,000	10,000
B2.2	Instances of ODC for extra length	5	2,000	10,000
B2.3	Instances of ODC for extra height	5	2,000	10,000
3	<b>Hiring of Hydraulic Axle for 35T to 50T CC. 6 AXLE = Weight under RTO rule-84T</b>			



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B3.1	Instances of ODC for extra width	5	4,000	20,000
B3.2	Instances of ODC for extra length	3	4,000	12,000
B3.3	Instances of ODC for extra height	2	4,000	8,000

4	<b>Hiring of 20 Ton (approx.) Normal/Standard Bed Trailer Gross Vehicle Weight as per RTO rules is 32 Ton approx. and carrying capacity is 20.0 Ton approx. of 20 feet.</b>			
B4.1	Instances of ODC for extra width	6	2,000	12,000
B4.2	Instances of ODC for extra length	5	2,000	10,000
B4.3	Instances of ODC for extra height	9	2,000	18,000

5	<b>Hiring of 20 Ton (approx.) Normal/Standard Bed Trailer Gross Vehicle Weight as per RTO rules is 35.2 Ton approx. and carrying capacity is 20.0 Ton approx. of 40 feet.</b>			
B5.1	Instances of ODC for extra width	50	2,000	1,00,000
B5.2	Instances of ODC for extra length	50	2,000	1,00,000
B5.3	Instances of ODC for extra height	50	2,000	1,00,000

6	<b>Hiring of 25 Ton (approx.) Normal/Standard Bed Trailer. Gross Vehicle Weight as per RTO rules is 40.200 Ton approx. and carrying capacity is 25.0 Ton approx. of 40 feet.</b>			
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B6.1	Instances of ODC for extra width	75	2,000	1,50,000
B6.2	Instances of ODC for extra length	50	2,000	1,00,000
B6.3	Instances of ODC for extra height	75	2,000	1,50,000

7	<b>Hiring of 20 Ton (approx.) Low Bed Trailer. Gross Vehicle Weight as per RTO rules is 35.2 Ton approx. and carrying capacity is 20.0 Ton approx. of 40 feet.</b>			
B7.1	Instances of ODC for extra width	50	2,000	1,00,000
B7.2	Instances of ODC for extra length	75	2,000	1,50,000
B7.3	Instances of ODC for extra height	75	2,000	1,50,000

8	<b>Hiring of 30 Ton (approx.) Low bed Trailer. Gross Vehicle Weight as per RTO rules is 49.2 Ton approx. and carrying capacity is 32.0 to 33.0 Ton approx. low bed 40 feet.</b>			
B8.1	Instances of ODC for extra width	50	2,000	1,00,000
B8.2	Instances of ODC for extra length	50	2,000	1,00,000
B8.3	Instances of ODC for extra height	100	2,000	2,00,000

**Note: -**



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1. Shift charge is payable on per shift. Reimbursement RTO charge at actuals for ODC and service Charge for ODC is payable additional to shift charge where the consignment qualifies as ODC as per RTO rules.
2. Service charges is payable only for ODC trip as per Item sr. no. A1.3, A2.3, A3.3, A4.3, A5.3, A6.3, A7.3, A8.3 of rate sheet Part A line items. Unit rate of Service Charges is valid for ODC trip Consolidated in length, width and height combined.
3. However, the payment of RTO charges will be made as actuals at the prevailing RTO rate at the time of ODC against submission of original receipt from RTO by the contractor.

COMPANY'S NAME & ADDRESS: -

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:

**NOTE:**

- i) This rate sheet is only for illustration purpose & for the purpose of indicating tax and whether quoted / not quoted, as per TEF (Tender enquiry form).
- ii) Bidder while quoting should consider the all costs such as labour, hike in the minimum wages, transportation, equipment, all incidental expenses, consumables etc.
- iii) However, the payment of RTO charges will be made as actuals at the prevailing RTO rate at the time of ODC trip against submission of original receipt from RTO by the contractor.
- iv) Permissible dimension mentioned for ODC are indicative only and prevailing RTO rules shall be followed in case of any ambiguity.
- v) This is an illustrative rate sheet only. Bidder has to quote online as per the price bid format available on e-Gem portal.
- vi) Quantity shown is indicative. However, Payment shall be made as per actual work done.



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vii) An **illustrative example** of blank rate sheet 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.*

Item Number	Item Title	Item Description	Item Quantity	Unit of Measure	Delivery Period (In number of days)	Unit rate / Qty in Rs.	HSN No (min 6 digits)	GST %	Total in Rs.
1	Falka GVW as per RTO rules is 16.2 T approx 18 feet length	Hiring Charges of 10 Ton approx Truck 8 Hrs Shift	3275	Nos	730	Quoted	996817	5%	Quoted





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**Annexure-C**

**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/SD etc.	Amount Remitted (Rs.)

Signature of Vendor/Representative

3.SAP Parked Document No: \_\_\_\_\_ Date: \_\_\_\_\_

(To be filled in by MDL's Commercial Executive)

Sr. No.2 and 3 above will be filled in by the Vendor and MDL commercial Executive respectively and the form forwarded to Treasury Section for posting of SAP Document to the respective Bank Account.



**MAZAGON DOCK SHIPBUILDERS LTD.**  
**OUTSOURCING DEPARTMENT**  
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**Annexure-D**

**TEF (TENDER ENQUIRY FORMAT) ACCEPTANCE FORMAT:**

To,

MAZAGON DOCK SHIPBUILDERS LIMITED

OUTSOURCING DEPARTMENT.

TEF CLAUSE No.	BIDDER'S REMARK	TEF CLAUSE No.	BIDDER'S REMARK
	ACC. / DEV.		ACC. / DEV.
1		2	
3		4	
5		6	
7		8	
9		10	Not Applicable
11		12	
13		14	
15		16	
17	Not Applicable	18	
19	Not Applicable	20	Not Applicable
21		22	Not Applicable
23		24	
25		26	
27		28	
29		30	Not Applicable
31	Not Applicable	32	
33		34	
35		36	
37		38	
39		40	
41		42	



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**Biennial Rate Contract for hiring of Trucks / Trailers.**

43		44	
45		46	

COMPANY'S NAME & ADDRESS:

\_\_\_\_\_

SIGNATURE:

DATE:

\_\_\_\_\_

NAME:

DESIGNATION:

\_\_\_\_\_

BIDDER'S COMPANY SEAL:

NOTE:

1. Bidders should carefully read the Terms & Conditions of the Tender Enquiry Form (TEF) prior to filling up this acceptance format.
2. This format should be properly filled, signed and bidder shall upload the scanned copy of the same online.
3. Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
4. 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.
5. Clause numbers shown in the above format also includes the sub-clauses under these clauses.



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**Annexure-E**

**GENERAL CONDITIONS OF CONTRACT (GCC)**

The word 'Purchaser' refers to MAZAGON DOCK SHIPBUILDERS LIMITED, (MDL), a Company within the meaning of Companies Act, 2013 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 Defense Production, Ministry of Defense, Government of India, the Indian Navy, the Coast Guard and any other specified authority.

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.

**1. TENETS OF INTERPRETATION**

Unless where the context requires otherwise, throughout the contract:

- a) The heading of these conditions shall not affect the interpretation or construction thereof.
- b) 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.
- c) Words in the singular include the plural and vice-versa.
- d) 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.
- e) 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.
- f) Any reference to 'Goods' shall be deemed to include the incidental Works/ Services also.
- g) Any generic reference to GCC shall also imply a reference to TEF as well.
- h) In case of conflict, provisions of TEF shall prevail over those in GCC.
- i) Any reference to 'Contract' shall be deemed to include all other documents (inter-alia GCC, TEF).
- j) 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.
- k) Fall Clause shall be expressly applicable in the case of Rate Contract.



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## **2. LANGUAGE OF CONTRACT**

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 Purchase Manual 5th Edition - Goods & Services - Rev. 0 dtd.07/09/2023 Page 172 of 263 purposes of interpretation of the contract, the English documents/ translation shall prevail.

## **3. GOVERNING LAWS AND JURISDICTION**

### **3.1 Governing Laws and Jurisdiction**

- a) 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.
- b) 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 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**

### **a) 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.

### **b) Confidentiality**



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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.

**c) 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.

**d) Obligations of the contractor**

- I. Without MDL's prior written consent, the contractor shall not use the information mentioned above except for the sole purpose of performing this contract.
- II. 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.
- III. 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.
- IV. The obligation of the contractor under sub-clauses above, however, shall not apply to information that:
  - (aa) The contractor needs to share with the institution(s) participating in the financing of the contract;
  - (ab) now or hereafter is or enters the public domain through no fault of Contractor;
  - (ac) 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
  - (ad) otherwise lawfully becomes available to the contractor from a third party that has no obligation of confidentiality.
- V. 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.





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VI. The provisions of this clause shall survive completion or termination for whatever reason of the contract.

**5. PERMITS, APPROVALS AND LICENSES**

Whenever the supply of Goods and incidental 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:** -Not Applicable

**7. EXTENSION OF DELIVERY PERIOD:** -Not Applicable

**8. DEFAULTS, BREACHES & TERMINATION OF CONTRACT**

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 shall 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 is wound up or ceases to otherwise trade or is unable to pay its debts as and when they fall due or is otherwise subject to any insolvency procedure.

**(iii)** If a receiver or similar official is appointed overall or any of the assets of the contractor or a petition is presented for its winding up or it entered into a composition with its creditors;

**(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



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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.
- (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 initiated (viz. AIP/PR/Tender) within six months from the termination 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



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entire discretion of MDL. (Note: deleted being contrary to law). (Note: No contractor would give security after the termination of the contract)

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 legal proceedings in a for the recovery of the losses and damages, not addressable by the above means.

**9. CLOSURE OF CONTRACT**

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

**10. COMMUNICATION AND LANGUAGE FOR DOCUMENTATION**

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

**11. PRESERVATION AND MAINTENANCE:** - Not Applicable

**12. FREIGHT AND INSURANCE:** - Not Applicable

**13. DEMURRAGE:** - Not Applicable

**14. 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.

**15. 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 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.

**16. REJECTION OF MATERIALS:** Not Applicable



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**17. RECOVERY-ADJUSTMENT PROVISIONS**

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.

**18. INDEMNIFICATION**

The Bidder / Supplier / Contractor, his employees, licenses, 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.

**19. TRANSFER OF SUPPLIERS / CONTRACTOR'S RIGHTS**

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.

**20. SUBCONTRACT AND RIGHT OF PURCHASER**

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 / 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.

**21. PATENT RIGHTS**

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.

**22. AGENTS/AGENCY COMMISSION**

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



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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.

**23. USE OF UNDUE INFLUENCE / CORRUPT PRACTICES**

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.

**24. IMMUNITY OF GOVERNMENT OF INDIA CLAUSE**

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 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.



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**25. EXPORT LICENCE**

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.

**26. BANNED OR DE-LISTED CONTRACTORS / SUPPLIERS**

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.

**27. DUTY OF PERSONNEL OF SUPPLIER/CONTRACTOR**

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.

**28. DISPUTE RESOLUTION MECHANISM AND ARBITRATION**

(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 scrutinize 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.
- (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 as amended from time to time and the rules thereunder.





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MDL prefers to have arbitration through Institutes such as Indian Council of Arbitration (ICA)/ICA-DR, Mumbai Centre for International Arbitration, International Chamber of Commerce (ICC), Singapore International Arbitration Centre (SIAC) 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.

**29. JURISDICTION OF COURTS**

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.

**30. CONTRACT LABOUR (REGULATION AND ABOLITION) ACT 1970**

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.

**31. MINIMUM WAGES ACT**

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



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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.

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.

**32. BONUS ACT**

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.

**33. FACTORIES ACT**

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.

**34. EMPLOYEES' PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952**

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

(a) under the Employees' Provident Funds and Miscellaneous Act, 1952,

(b) under the Family Pension Scheme, and

(c) 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



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apply for Code no s 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.

**35. EMPLOYEES' STATE INSURANCE ACT**

The Contractor / Bidder should also cover all the eligible contract laborers 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.

**36. SAFETY**

The Contractor / Bidder must observe all safety precautions in connection with the work to be performed by him, his agents or laborers. 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



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their working while in the premises of MDL. Contractor's workmen working without safety gears are to be disallowed for work.

**37. POLICE VERIFICATION OF EMPLOYEES**

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 modernization / 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.

**38. FORCE MAJEURE**

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) / Purchase Manual 5th Edition - Goods & Services - Rev. 0 dtd.07/09/2023 Page 184 of 263 Contractor(s) is / are delayed by any reason of force majeure situations such as acts of civil war, civil 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.



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### **39. CODE OF INTEGRITY IN PUBLIC PROCUREMENT**

Procuring authorities (including indenter) as well as bidders, suppliers, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:

#### **39.1 Corrupt practice**

Making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution.

#### **39.2 Fraudulent practice**

Any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract.

#### **39.3 Anti-competitive practice**

Any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more bidders, with or without the knowledge of MDL, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels.

#### **39.4 Coercive practice**

Harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

#### **39.5 Conflict of interest**

Participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of MDL who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from MDL with an intent to gain unfair advantage in the procurement process or for personal gain.

#### **39.6 Obstructive practice**

Materially impede MDL's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding MDL's rights of audit or access to information.



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**Annexure-F**

**ACCEPTANCE OF GENERAL CONDITIONS OF CONTRACT (GCC)**

To,

Mazagon Dock Shipbuilders Limited

GT & C CLAUSE No.	BIDDER'S REMARK	GT & C CLAUSE No.	BIDDER'S REMARK
	ACC. / DEV.		ACC. / DEV.
1		2	
3		4	
5		6	Not Applicable
7	Not Applicable	8	
9		10	
11	Not Applicable	12	Not Applicable
13	Not Applicable	14	
15		16	Not Applicable
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39			





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COMPANY'S NAME & ADDRESS:

\_\_\_\_\_

SIGNATURE:

DATE:

\_\_\_\_\_

NAME:

DESIGNATION:

\_\_\_\_\_

BIDDER'S COMPANY SEAL:

NOTE:

1. Bidders should carefully read the GCC prior to filling up this acceptance format (available on MDL Web site).
2. This format should be properly filled, signed and bidder shall upload the scanned copy of the same online
3. Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
4. 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.
5. Clause numbers shown in the above format also includes the sub-clauses under these clauses.



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**Annexure-G**

**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 Gem 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, 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



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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).

COMPANY'S NAME & ADDRESS:

---

SIGNATURE:

DATE:

---

NAME:

DESIGNATION:

---

BIDDER'S COMPANY SEAL:



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**Annexure-H**

**DECLARATION CERTIFICATE FOR LOCAL CONTENT**

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 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.”



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(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
All line items of tender	100%*	Mumbai

**\*If local content percentage value other than above then write off 100% and write exact value with sign & stamp.**

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.**

(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



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**Annexure-I**

**ACTUAL LOCAL CONTENT CERTIFICATE**  
**(Tender value above Rs 10 Crores)**

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

- (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 (%)

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





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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**



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**Annexure-J**

**Declaration by bidder for RESTRICTIONS UNDER RULE 144(XI) OF GENERAL FINANCIAL RULES GFRS, (2017) AS PER DIRECTIVES F NO. DPE/7(4)/2017-FIN DTD 24.02.2023 & ORDER NO F.7/10/2021-PPD (1) DTD 23.02.2023**

**(On bidder's Letter Head)**

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.

I hereby certify that our Firm M/s..... fulfills all requirements in this regard and is eligible to be considered for procurement on GeM. [Where applicable, evidence of valid registration by the Competent Authority shall be attached along with this declaration as per the case]

Note – The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. MDL reserves the right to consider placement of Order / Contract or reject any or all tenders/Orders without assigning any reason.

COMPANY'S NAME & ADDRESS:

\_\_\_\_\_

SIGNATURE:

DATE:

\_\_\_\_\_

NAME:

DESIGNATION:

\_\_\_\_\_

BIDDER'S COMPANY SEAL:



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**Annexure-K**

**Format of Work Done Certificate**

(WDC to be prepared by the contractor on their letterhead & to be submitted to the certifying authority)

WDC Ref. no.

WDC date:

MDL Sub-Contract Order no. & date: \_\_\_\_\_ dated \_\_\_\_\_.

The following work/s is/are completed to the satisfaction of MDL as per the above mentioned PO and the following is certified for payment.

PO Line item No.	Se rvi ce No .	Line item work descri ption.	Lin e ite m – PO Qty .	Line item Qty. – certifi ed up to previo us WDC	Line item Qty. – certifie d throug h this WDC	Mutually agreed completi on schedule		Actual work done schedule		LD applicab le (Yes/No) & if yes, no. of delayed days.	Service Entry Sheet no.	Yard No.
						Star t Dat e	En d Dat e	Start Date	End Dat e			

Amount claimed up to previous WDC : (exclusive taxes)

Amount claimed under this WDC : (exclusive taxes)

Cumulative amount claimed as on date : (exclusive taxes)

Order value : (exclusive taxes)

From Contractor From MDL

Signature & stamp of Contractor. Signature & stamp of WDC issuing authority.

(Not below the rank of Chief Manager)

Date:

Date



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**Annexure-L**

**MDL BANK ACCOUNT DETAILS FOR REMITTANCE OF EMD / SD:**

Contractors/bidders can use the following links/steps for making online payment of EMD/SD.

[www.mazagondock.in/onlinepayment.aspx](http://www.mazagondock.in/onlinepayment.aspx)

OR

Follow the following steps.

Go to [www.mazagondock.in](http://www.mazagondock.in)

Click on online payment tab available on home page.

4 options viz. Career, tender, security, scrap/disposal will be available.

Click on the respective tab and make the payment online using debit cards, credit cards, net banking, BHIM / UPI etc. after filling the required details.

Details to be filled by bidders making online 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/SD etc.	Amount Remitted (Rs.)

Signature of Vendor/Representative



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**Annexure-M**

**Mazagon Dock Shipbuilders Limited**  
**Dockyard Road,**  
**Mumbai – 400 010**

**RTGS / NEFT – Mandate Authorization Form**

1.	Vendor Name	:	
2.	PAN No.	:	
3.	Vendor Address	:	
4.	Vendor's Telephone	:	
5.	E-Mail Address	:	
6.	Bank Name	:	
7.	Bank Address		
	Fax No.		
	Telephone No.	:	
8.	Account No.	:	
9.	Account Type	:	
10.	NEFT Code	:	
11.	RTGS Code	:	
12.	MICR No.	:	
13.	Excise No.	:	
14.	GST No.	:	

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed for reason of incomplete or incorrect information, we would not hold MDL responsible.

Date Suppliers Seal Authorized Signature of the suppliers

Certified that the particular as per Serial No. 1 to 14 are correct as per our records.

Date Bank's Stamp Authorized Signatories of Bank Officers



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**Annexure-N**

**FORMAT FOR INFORMATION OF PAST ORDERS:**

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

Sr. No.	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
1										
2										
3										
4										
5										
6										





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**Annexure-O**

**Bidder's undertaking for conflicts of Interest**

I/We(Name).....  
.....in capacity of (Post/Designation)  
.....For

M/s....., hereby confirm that we have

read and understood the tender clauses related to "Conflicts of interests for bidders" and confirm that our Firm

M/s.....  
... is not in conflict of interest with other bidders/agents in any way.

COMPANY'S NAME & ADDRESS:

\_\_\_\_\_

SIGNATURE:

DATE:

\_\_\_\_\_

NAME:

DESIGNATION:

\_\_\_\_\_

BIDDER'S COMPANY SEAL:



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**Annexure-P**

**PROFORMA BANK GUARANTEE FOR EMD**

**(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 Company" 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 agreed to accept the Earnest Money Deposit (EMD) of Rs----- (Rupees-----only) in the form of Bank Guarantee from Messers ..... a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956 having its office at .....(hereinafter called "the tenderer" 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) for participating in the Tender no.....dated.....(hereinafter called "the tender" which expression shall include any amendments/alterations to "the tender" issued by "the Company") for the supply, delivery at site, installation and commissioning of certain equipment, item/services/civil works etc., 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 Company without any demur on first demand an amount not exceeding Rs..... (Rupees.....only) against any loss or damage, costs, charges and expenses caused to or suffered by the Company by reason of non-performance and non-fulfillment or for any breach on the part of the tenderer of any of the terms and conditions of the said tender.

2. We, ..... Bank further agree that the Company shall be sole judge whether the said tenderer has failed to perform or fulfill the said tender in terms thereof or committed breach of any terms and conditions of the tender the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by the Company on account thereof and we waive in the favor of the Company all the rights and defenses to which we as guarantors may be entitled to.

3. We, ..... Bank further agree that the amount demanded by the Company 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 Company the amount so demanded on first demand and without any demur notwithstanding any dispute raised by the tenderer 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 Company that the Company 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 tender/or to extend time of performance by the tenderer from time to time or to postpone for any time to time any



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of the powers exercisable by the Company against the tenderer and to forbear to enforce any of the terms and conditions relating to the tender and we shall not be relieved from our liability by reason of any such variation or extension being granted to the tenderer or for any forbearance, actor omission on the part of the Company or any indulgence by the Company to the tenderer 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 Company 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 tenderer or dissolution or winding up of the business of the tenderer.

7. Notwithstanding anything contained herein above:

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

ii) This Bank Guarantee shall be valid up to 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 + - --weeks 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

or the person authorized to sign)

(Signature of a person authorized

to sign on behalf of "the Bank")



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**Annexure-Q**

**PROFORMA BANK GUARANTEE FOR PERFORMANCE SECURITY**

(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 Messer's ..... 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 fulfilment 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-fulfilment 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.



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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

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 + 4 weeks 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")



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**Annexure-R**

**INTEGRITY PACT**

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

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

**PREAMBLE**

	<p>The Principal/Buyer intends to award, under laid down organizational procedures, contract/s for.....The 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).</p> <p>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.</p>
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**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)	<p>The Principal/Buyer undertakes to scrupulously follow the tender containing General</p> <p>Conditions of Contract (GCC) in respect of procurement contracts for goods, services and civil works.</p>





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(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 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 Annexure-A.



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	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 General Conditions of Contract (GCC) in respect of procurement contracts for goods, services and civil works.
	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 outlines above or be an accessory to such offences.
(3)		A person signing IP shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

**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 Annexure-B.
	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.



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	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 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 en-cash 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.



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	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 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
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	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. In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact. In case of sub-contracting, the principle contractor shall be solely responsible for the adherence to the provisions of IP by the sub-contractor (s).
(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):**

(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 or 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.
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**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



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	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 entitle 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 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:**

(1)	<p>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.</p> <p>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 &amp; Managing Director of the Principal/Buyer.</p>
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**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 (For MDL). 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.





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(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.
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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.”

For & on behalf of

MAZAGON DOCKSHIPBUILDERS LIMITED

(Office Seal)

Place\_\_\_\_\_

Date\_\_\_\_\_

For & on behalf of

Bidder/Contractor

(Office Seal)

Witness 1:

(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 2:

(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosure-1 to Annexure-R

**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



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	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:	
	2.2.1	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 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



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	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.

Enclosure-2 to Annexure-R

**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

**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
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	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.

**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 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.

**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:



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	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.	

**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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**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 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
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	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.

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;





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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;  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).

**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



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	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.

**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 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.

**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 / Contractors, etc.



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	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.	

**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.

**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.
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**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 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