



दो बोली जीईएम -निविदा जीईएम/२०२६/बी/७३८७२८४

Two Bid GeM Tender GEM/2026/B/7387284 – Triennial Rate Contract for Leasing of Vehicles on N2N lease basis without fuel & driver on monthly rental basis for 24 hrs. for a period of three (03) years for use by CMD/Directors/CVO/Transport Pool at Delhi and Mumbai Office.

**Part A**  
**ADDITIONAL SERVICE LEVEL AGREEMENT (SLA)**

MAZAGON DOCK SHIPBUILDERS LIMITED invites ON-LINE COMPETITIVE BIDS from reputed Bidders / Suppliers in TWO BID SYSTEM (Part-I Techno Commercial Bid and Part-II Price Bid) on GeM (Government e Marketing) [http: gem.gov.in] for the following Scope of Work / Supplies, terms and conditions:

**1. DESCRIPTION OF WORK / SUPPLIES / SERVICES:** Triennial Rate Contract for Leasing of Vehicles on N2N lease basis without fuel & driver on monthly rental basis for 24 hrs. for a period of three (03) years for use by CMD/Directors/CVO/Transport Pool at Delhi and Mumbai Office.

**2. BRIFE SCOPE OF WORK:** The detailed technical scope of work is enclosed at **Annexure-A**. The requirement of below vehicles will be on "Lease and fleet management basis without driver & fuel for 24 hrs use & 36 months"

- i) 01 no TOYOTA CAMRY HYBRID CAR CPRCM-PW for CMD in Delhi office.
- ii) 01 no INNOVA HYCROSS HYBRID VX O 7S PW for Directors & CVO in Delhi Office.
- iii) 01 no HONDA HYBRID CITY HEV ZX E CVT R E HEV PEARL for VIPs and Transport Pool in Delhi Office.
- iv) 02 nos. INNOVA HYCROSS HYBRID VX O 7S PW for Transport Pool at MDL Mumbai office.
- v) 01 no. Honda Hybrid City HEV ZX E CVT R E HEV Pearl for Transport Pool at MDL Mumbai office.

2.1. Please refer detailed technical scope of work enclosed at **Annexure-A**.

2.2. **CONTACT DETAILS: -**

In case of any clarifications regarding specification, bidders are requested to contact the following person, before the closing date of the tender:

<b>Technical</b>	<b>Mr. Y. P. Vetal (DGM – Transport)</b>	<b>Telephone No 2376 4488/ 2373 3494</b>	<b>Email-ID: ypvetal@mazdock.com</b>
<b>Commercial</b>	<b>Mr Ramesh Mourya (DGM-HOS)</b>	<b>2376 3359</b>	<b>rmourya@mazdock.com</b>

**3. INSPECTION:**

3.1. The quality of service will be inspected by MDL Transport / User Dept.

**4. CONTRACT VALIDITY & MOBILIZATION:**

4.1 **Contract validity:** Contract completion date will be (03) Three years from the date of award of contract. Exact date of commencement will depend upon award of contract. The rate-contract may be extended by 01 Year with same terms & condition. Any work released till the completion of contract shall be carried out by the contractor. Exact date of commencement will depend upon award of contract

4.2 **Mobilization:** Please refer relevant clause in SOW.

4.3 **Schedule of work:** Schedule of work will be jointly prepared for overall contract period after placement of order. Please refer relevant clause in SOW



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4.4 Log Books covering Instruction Register & Hindrance Register shall be maintained by the sub-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 for recording in the hindrance register.

5. **INTEGRITY PACT (IP)**: Not Applicable.

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

6.1. Bidders shall furnish EMD of **Rs. 3,00,000/- (Rupees Three Lacs only)** against this tender.

6.2. **Mode and form of EMD:**

6.2.1. EMD shall be submitted by way of NEFT / Demand Draft / Pay order / Bank Guarantee / Insurance Surety Bond / e-Bank Guarantee in favour of MAZAGON DOCK SHIPBUILDERS LIMITED, payable at Mumbai from the list of Banks 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.

6.2.2. Bidders should be encouraged 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.

6.2.3. The EMD can be remitted directly to MDL Bank Account as per details given in **Annexure-K** of this tender. 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

6.2.4. "For making online payment please 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.

6.2.5. EMD can also be submitted in the form of DD/Bank Guarantee/ Insurance Surety Bond for Bid Bond in the prescribed format drawn in favour of MAZAGON DOCK SHIPBUILDERS LIMITED payable at Mumbai. The format of Bank Guarantee for EMD is available on MDL Website and also enclosed at **Annexure-O** and format for Insurance Surety Bond for Bid Bond enclosed at **Annexure-Q**. The bid bond / Bank Guarantee should be valid for 4 more weeks beyond the offer validity period indicated in the tender. Bank Guarantee should be drawn on reputed Nationalized/Scheduled Banks excluding co-operative banks. In case of BG, Bidders to advise their bank/banker to send original BG directly to OTS department in sealed envelope to dispense with additional step of verification of authenticity of signatories.

6.2.6. Bidders are requested to upload the scanned image of EMD online along with the bid. If bidders are submitting the Bank Guarantee, they are requested to inform us the address, Tel. No., Fax No. of the issuing Bank and forward the



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original of the scanned copy of EMD enclosed in a envelope addressed to HOD (Outsourcing),6th floor, Service Block, North Yard, Mazagon Dock Shipbuilders Limited, Mumbai-400010, super scribing Tender No & Tender date by Speed Post/Registered Post/Courier Service/Hand Delivery to reach the office of HOD(Outsourcing)within **seven days** from the Tender closing date. The date of BG should not be later than the tender closing date.

6.2.7. Timely submission of the EMD is the responsibility of the bidders and no reasons / excuses in this regard will be entertained by MDL. Bids without EMD will not be considered.

### 6.3. **EXEMPTION FROM SUBMISSION OF EMD : \*(IMPORTANT)\***

a)	Exemption from submission of EMD shall be allowed as per GEM GTC.
b)	<p>Firms registered with Mazagon Dock Shipbuilders Limited (MDL). (The vendor who are <b>permanently registered</b> under PR-material /service group "<b>1402334 – Lease of Vehicles</b>" in MDL, only for them EMD is exempted.</p> <p><b><u>Other vendors who are permanently registered under different group in MDL have to submit the EMD as stipulated in tender</u></b></p> <p><b>To qualify for EMD exemption, firms should necessarily submit VALID copy of the Registration Certificate issued by MDL, for the items/services for which the offer being submitted, in Part-I offer/bid.</b></p> <p>Firms in the process of obtaining MDL registration will not be considered for EMD exemption.</p>
c)	Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are manufacturer of the offered Product or Service and give specific confirmation to this effect at the time of bid submission and claim EMD exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME.
d)	<p>Firms registered with NSIC under its "Single Point Registration Scheme". (Exemption will apply only to items/services for which they are registered. To qualify for EMD exemption, firms should necessarily submit valid copy of the Registration Certificate along with the list of items / services for which they are registered, as issued by NSIC, in Part-I offer / bid.</p> <p>Firms in the process of obtaining NSIC registration will not be considered for EMD exemption.)</p>
e)	Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).
e)	State & Central Government of India Departments & Public Sector Undertakings.
f)	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



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g)	Green Channel Status vendors qualify for EMD exemption. Such firms shall submit 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
h)	<b>Benefits of EMD exemption may not be extended to the MSE firm registered with Major Activity as "Trading".</b>

- 6.4. The original BG/ DD/ Pay Order/ Insurance Surety Bond must be submitted to the Head of Department (HOD), Outsourcing Department, Sixth Floor, Service Block, North Yard, Mazagon Dock Shipbuilders Ltd., Dockyard Road, Mazagaon, Mumbai-400010. without fail within **seven 7 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.
- 6.5. In case of Insurance Surety Bond for Bid Bond/ EMD, the insurer (Insurance Company) should be an Indian Insurance Company as defined in section 2(7A) of the Insurance Act, 1938 and insurer should also be registered under the Insurance Act, 1938 to transact the business of general insurance.
- 6.6. **Refund of EMD:** Refund of EMD in all the cases shall be without interest as stated below
- 6.6.1. EMD will be refunded to the technically rejected bidders within 15 days from the date of approval of price bid opening and remaining Techno commercially qualified bidders after placement of order on the successful bidder within 30 days from the date of order placement.
- 6.6.2. The returned / refunded EMD would be interest free.
- 6.6.3. 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.
- 6.6.4. In the event of cancellation of tender, the EMD will be refunded /returned to all the bidders.
- 6.7. **Forfeiture of EMD:** EMD shall be forfeited in the following cases:
- 6.7.1. Bidder withdraws, amends, impairs or derogates from the tender, agreed conditions of TNC / PNC in any respect within the period of validity of his offer.
- 6.7.2. Non-acceptance of order.

## **7. BID REJECTION CRITERIA:**

### **7.1. Categorical Rejection Criteria**

The following conditions / deviations are non-negotiable and therefore any bid falling under these conditions/ deviations shall be summarily rejected. Bidders to note that they shall not to be provided any opportunity to rectify these conditions/ deviations post bid opening:

7.1.1. **Bids/Offer received other than GEM portal.**

7.1.2. **Bids received without EMD (other than those who are exempted from payment of EMD).**



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### 7.1.3. **Bidders who are debarred under PPP MII order 2017, GeM, CPPP including Tender holiday issued by MDL.**

#### 7.2. **Liable for Rejection Criteria**

Non-compliance/non-acceptance to any of the terms and conditions of the tender other than following shall render the bid liable for rejection;

(a) Clause mentioned under loading criteria.

#### 7.3. Equal time and opportunity for submission of deficient techno commercial documents and clarification will be given to the bidders. Bidders are required to submit such documents/ clarifications within the duration / date stipulated by MDL failing which their bids will be rejected.

7.4. Bidders are requested to ensure that only relevant documents complete in all respect as indicated in the tender should be attached with their offer. The first page of every uploaded set of scanned document shall be an index of its contents.

7.5. MDL reserves the right to seek clarification / deficient documents from all the bidders quoted against the tender.

### **QUALIFICATION CRITERIA: (\* VERY IMPORTANT\*)**

#### 7.6. **TECHNICAL PQ CRITERIA**

##### 7.6.1. **Similar work/job is defined as under:**

***“The bidders should have past experience of in leasing Car/SUV/equivalent premium vehicle with State Govt. / Central Govt agency/ large private organization of supplying at least 5 Car/SUV/equivalent vehicles during the past 07 Years ”.***

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

a)	Three similar completed works each costing not less than <b>Rs. 60 Lakh.</b> OR
b)	Two similar completed works each costing not less than <b>Rs. 75 Lacs.</b> OR
c)	One similar completed work costing not less than <b>Rs. 120 Lacs.</b> OR
d)	Jobs of similar nature completed in a continuous span of 12 months costing not less than <b>Rs. 25 Lakhs</b>

**Note 1:** Work Order copies and Work Completion Certificates in support of above clause should be uploaded. Work Completion Certificates should indicate the work order numbers, issued by the party for whom the work is done. MDL has the right to verify/ cross verification of authenticity of the said documents whenever felt necessary.

**Note 2:-** The bidders need to scan and upload documentary evidence in support of the Qualification Criteria indicated at above; viz Work order/s meeting above order value criteria for similar work along with work completion certificate, issued by the party for whom the work is done.



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The Work Order/s not supported by Work Done Certificate/s will not be considered for qualification criteria.

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

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

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

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

**Note 6:-** [It is clarified that the work executed by the contractors for their in-house or capital use need not be considered for the purpose of bidders' experience of completion of similar works. The bidder is required to submit information in the form of the table for the orders, which qualify them as per the above criteria](#)

### 7.7. **COMMERCIAL PQ CRITERIA**

7.7.1. The bidder should have a minimum average turnover of at least for **Rs. 15 Lacs** during the last three years ending 31st March 2025 (i.e. for FYs 2022-23, 2023-24 and 2024-25) as per the annual report (audited balance sheet and profit and loss account) of the relevant period, duly authenticated by a Chartered Accountant. Bidder shall upload the audited balance sheet along with profit/loss account for the last three years.

7.7.2. Bidders Shop and establishment registration certificate or registration certificate from registrar of firms or certificate of incorporation from Registrar of Companies or any other valid document that confirms the firm's status. (Not required for permanent registered vendors with MDL).

7.8. **Non-compliance/submission of above conditions at para 8.1 & 8.2 render the bid liable for rejection**

### 7.9. **Joint Ventures and Holding Companies:**

[Credentials of the partners of Joint ventures cannot \(repeat cannot\) be clubbed for the purpose of compliance of PQC, 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.](#)

7.10. The bidders need to upload / submit supporting documentary evidence in support of the Pre-Qualification Criteria Viz. Work / Purchase Order, Work Completion Certificate/ Proof of payment with Tax Invoice / Store Receipt and Acceptance Report or any other evidence that confirms that the work is completed which is issued by the party for whom the work is done. It should also be stated in the



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tender documents that the concerned HoD or TNC has a right to verify / cause verification of authenticity of the said documents whenever felt necessary.

7.11. The bidder is required to submit scanned copies of necessary documents as above to ascertain their **qualifying** status.

7.12. Note

7.12.1. 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.

7.12.2. MDL reserves the right to verify the authenticity of the documents submitted / claims made by the bidder wherever felt necessary.

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

7.12.4. If any cash transection included in turnover (statement of profit & loss), the same will not be considered for turnover value.

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

7.12.6. 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.

7.12.7. 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.

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

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

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

**10. 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, on the Government e Marketing site GeM. Offer in any other form will not be considered.:

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

10.1. **Technical bid shall contain following documents:** In case of Failure to submit the below mentioned documents, the bid may fall under liable for rejection.

**(\* VERY IMPORTANT\*)**

i.	<b>Scanned image of EMD-BG/ Insurance Surety Bond for Bid Bond Online Remittance as stipulated in clause for EMD.</b> The original of the above of EMD-BG/ Insurance Surety Bond /Online Remittance, shall be forwarded to GM (OTS) / HOD (OTS) in sealed
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	<p>envelope super scribing Tender Enquiry No. and Due date, so as to reach <b>within 7 MDL working Days</b> from the tender closing date, addressed as below:</p> <p>GM(OTS), 6th floor, Service block, North yard, Mazagon Dock Shipbuilders Ltd. Dockyard Road, Mumbai - 400010.</p>
ii.	<p>Bidder should also upload scanned copies of following in the Prescribed Formats:</p> <p>a) <b>Additional Service Level Agreement Acceptance Format (Annexure-C)</b> b) <b>General Conditions of Contract acceptance format(Annexure-D)</b></p> <p>The above documents shall be; duly stamped, signed &amp; filled 'Accepted OR Not Accepted' as applicable for each of the clause.</p> <p>Normally deviations to the tender terms are discouraged. However, if the bidder has any deviations, the same should be filled in above formats mentioning the deviation against the relevant Tender clause no., failing which it will be construed that all clauses of Tender inquiry, ASLA &amp; 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.</p>
iii.	<p>Copy of <b>Blank rate sheet (Annexure B)</b> clearly indicating '<b>Quoted/ Not-Quoted</b>', also indicating the <b>percentage % of applicable taxes/duties</b> and <b>HSN/SAC number</b> against each of the listed, duly stamped &amp; signed, should be uploaded.</p>
iv.	<p>Bidders should upload <u>signed and stamped</u> <b>acceptance of GST Terms and conditions (Annexure-F)</b></p>
v.	<p>Undertaking of <b>CONFLICT OF INTEREST</b> as per <b>ASLA clause 37</b> on <b>Firm's letterhead.</b></p>
vi.	<p>Bidder should upload scanned copy of <b>tax and duties certificate (e.g. GST registration)</b> for which they are registered. Scanned image of Valid GST Registration Certificate (All pages).</p>
vii.	<p>Bidder should upload <u>signed and stamped</u> <b>acceptance of Safety instruction for Sub-Contractor (Annexure- J).</b></p>
viii.	<p>Bidder should upload <u>signed and stamped</u> <b>acceptance of Statutory Compliances while deploying Contract Employees in MDL Premises and its units (Annexure- G).</b></p>
ix.	<p>To meet the qualification requirement at tender clause 8.1, bidders should upload scanned Copies of work Orders, Work Completion Certificates, and Performance reports for the job executed.</p>
x.	<p>Track Record/ Information of past orders as per <b>Annexure-N.</b></p>



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xi.	To meet the qualification requirement at Clause No. 8.2.1, Bidder should upload scanned audited balance sheet with auditors reports and profit & Loss statement for <b>FY 2022-23, 2023-24 and 2024-25</b> .
xii.	Duly filled Declaration Certificate for Local content in <b>Annexure – M.1</b> .
xiii.	Declaration by bidder for Restrictions under rule 144(xi) of <b>General Financial Rules</b> GFRs, (2017) on firm's letterhead ( <b>Annexure – H</b> ).
xiv.	List of equipment held by them with model / year / working status along with details of their facilities and personnel with designation, qualification and experience to determine their capabilities(If applicable)
xv.	Bidders Shop and establishment registration certificate or registration certificate from registrar of firms or certificate of incorporation from Registrar of Companies or any other valid document that confirms the firm's status.
xvi.	Copies of valid <b>UDYAM Registration</b> and Approval certificates (if any) of the following shall be uploaded on-line: (a) Micro Enterprises. (b) Small Enterprises. (c) ISO Accreditation.
xvii.	Copies of valid <b>Start-Up</b> Registration and Approval certificates (if any)
xviii.	Scanned image of PAN card.
xix.	RTGS/ NEFT - Mandate Authorization Form ( <b>Annexure-L</b> )
xx.	Bidders Contact Information ( <b>Annexure-S</b> )
xxi.	Bidders registered with MDL should scanned and upload valid Registration Certificate issued by MDL.

### Note:

- i) **Non submission of above documents mentioned above in technical bids, shall render the bid liable for rejection**
- ii) 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.

### 10.2. **Part- II (Price Bid):**

- 10.2.1. **Bidder shall quote the price in the GEM. The applicable taxes/duties & levies will be indicated separately in the rate sheet. Illustration of Rate sheet format is as per Annexure B.**

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



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- 10.2.2. 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.
- 10.3. **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. The participant bidder can also check the status online from their locations by logging on GEM website.
- 10.4. **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). Techno-commercially qualified bidders can also witness opening of price bids online from their locations by logging on GEM Portal.
- 11. ELECTRONIC REVERSE AUCTION:**  
Reverse Auction shall be applicable to this tender. Methodology of Reverse auction will be as per GEM PORTAL.  
This GeM bid will be taken to Reverse Auction post technical evaluation as per GeM terms & conditions on H1 elimination basis.
- 12. PRICING:**
- 12.1. **Contract Price shall remain firm and fixed for three years from the date of start of work after mobilization.**
- 12.2. **Bidder shall quote the lump sum price in the GEM which will be on all-inclusive basis i.e. Fuel, Oil, Lubricants, all necessary accessories, maintenance, repairs, insurance etc. However, the applicable taxes/duties & levies will be indicated separately in the rate sheet. Illustration of blank Rate sheet format to be uploaded in technical bid is as per Annexure B.**
- 12.3. **The lessor should pay all prevailing registration/ Road Tax/ Permit and insurance for three years. However, MDL will reimburse the road tax and registration charges at actual to the contractor on submission of documentary proof duly certified by the user department. All the cars should be fit all respect as per motor vehicle act and rules with valid documents.**
- 12.4. If a firm quotes NIL charges/ consideration against the tender, the bid shall be treated as unresponsive and will not be considered.
- 12.5. No increases in price shall be admissible/allowed on account of any statutory increase in or fresh Imposition of GST, customs duty or on account of any other taxes/ duty/ cess/ levy), leviable in respect of the goods and services specified in the said contract which takes place after the original delivery date.
- 12.6. But nevertheless, MDL shall be entitled to the benefit of any decrease in price on account of reduction in or remission of GST, Customs duty or on account of any other Tax or duty or on any other ground as stipulated in the price variation clause or foreign exchange rate variation which takes place after the expiry of the original delivery date.
- 12.7. 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



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documents which purport to impose any conditions at variance with or supplemental to Order/Contract.

**14. PRICE VARIATION CLAUSE:** Not Applicable

**15. GROWTH OF WORK /OPTION CLAUSE:** The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

**16. RANKING OF BIDS & DETERMINATION OF L-1 BIDDERS:**

16.1. **Tender line items are inseparable and non-divisible in nature.**

16.2. Techno-Commercially Qualified Lowest Bidder as evaluated by GeM will be considered for the placement of order for entire tender quantity.

16.3. Bidders have to quote their price, applicable taxes (viz. GST%, CESS etc.) as per rate sheet available on GeM Portal.

16.4. Bidder not quoting for all the services tendered & listed in the Rate Sheet are liable for rejection. Bidder has to confirm that they have quoted all the line items by filling **Enclosure B**.

**17. PURCHASE PREFERENCE /CONTRACT PLACEMENT:**

17.1. Purchase preference shall be as per MSE Purchase Preference Clause Sl. 29.4(b)

17.2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. "Traders/Distributors/Sole Agents/Works Contract are excluded from the purview of the policy".

17.3. MDL has right to negotiate with L1 bidders on the quoted prices as specified in the extent of purchase Manual. However, it shall be ensured that Local Content percentage as declared by the vendor is maintained or increased but not reduced.

**18. WORK DONE CERTIFICATE:**

18.1. On satisfactory completion of work, WDC shall be prepared by the contractor within 02 days from the date of completion of tasks and shall be certified by the concerned executive of user Department (not below the rank of Chief Manager). The WCC may accompany the related Log Sheets/ copy of Attendance Sheets etc.

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

18.3. Payment shall be as per the quantities certified in WDC.

18.4. 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.

18.5. The WDC must clearly mention the scheduled dates for starting & completion/delivery of the jobs as mutually agreed between MDL & contractor and the actual dates of start & completion.

18.6. 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.



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18.7. Please refer relevant clause in SOW.

### **19. TERMS OF PAYMENT:**

- 19.1. 100% payments on the basis of monthly bills will be paid within 15 days of issue of consignee receipt cum-acceptance certificate (CRAC) and on-line submission of bills unless otherwise specified in STC / ATC, along with Ink signed Tax Invoice in duplicate, Work completion certificate/ Log sheet etc. The invoice shall be preferably submitted within four weeks of certification of Work Completion Certificate 'WCC'.
- 19.2. Work Completion certificate shall be duly certified by executive of User Dept. not below the rank of Chief Manager.
- 19.3. 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.
- 19.4. No advance will be paid in any manner against the contract.
- 19.5. E-Invoice:
  - 19.5.1. The vendors, whose aggregate turnover in any preceding financial year from FY 2017-18 onwards, exceeds INR 5 crore as per GST Act or as applicable from time to time, will have to issue an e- Invoice with a Quick Response (QR) code and Invoice Registration No.(IRN).
  - 19.5.2. It is important to note that MDL will not be entitled for Input Tax Credit (ITC)/GST on a vendor Invoice which is not compliant with the above e- Invoice notification.
  - 19.5.3. 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 INR 5 crore as per GST Act".
  - 19.5.4. 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.
- 19.6. "Alternate MSME Bidder/Vendor payment through TReDS:
  - 19.6.1. In order to address the financial needs of MSME Bidders/Vendors, GoI has introduced a platform for facilitating the financing of trade receivables of MSMEs from buyers, through multiple financiers which is termed as Trade Receivable Exchange Discount System (TReDS).
  - 19.6.2. 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



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respective MSME vendors would be accepting the bid, so that they can get the disbursement from the Financier.

19.6.3. Contact details at "M1xchange" TReDS platform are as below:

19.6.3.1. Ms Ashwathi Jayandran +91 9920455374

email id [ashwathi.jayandran@m1xchange.com](mailto:ashwathi.jayandran@m1xchange.com)

19.6.3.2. Ms Priyanka Shah , +91 8839915724

email id [prinyaka.shah@m1xchange.com](mailto:prinyaka.shah@m1xchange.com)

19.6.4. Any unfinanced invoice/s of MSME Bidders/Vendors seeking payment from MDL directly, shall be processed as per the standard payment terms agreed in PO / contract.

19.6.5. Vendors/ Bidders who desire to get payment through TReDS platform are requested to get registered on "Invoicemart" TReDS platform and forward the details to MDL."

19.7. MDL has entered into an agreement with M/s receivables Exchange of India Limited (RXIL), M/s A. TReDs Ltd. (Invoice Mart) and M/s Mynd Solutions Pvt. Ltd. (M1 Exchange). As a special gesture, all the three discounting platforms i.e., M/s RXIL, Invoice Mart and M1 exchange have offered waiver of Registration/ On boarding fees to MDL vendors.

## **20. Performance Security (Performance Bank Guarantee cum Security Deposit)/e-PBG:**

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

20.2. Please note that MDL does not extend any concession such as exemption in payment of Performance Security Deposit to any organization (Except PSU) irrespective of their status, like registration with MDL, NSIC, SSI, MSE, etc.

20.3. No interest will be paid on Performance Security. The performance security will be returned only after successful execution of the order and shall be interest free.

20.4. Mode of SD:

20.4.1. Performance security may be furnished in the form of NEFT / Demand Draft / Pay order / Bank Guarantee / Insurance Surety Bond for Performance Security / 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.

20.4.2. In case of Insurance Surety Bond for Performance Security, the insurer (Insurance Company) should be an Indian Insurance Company as defined in section 2(7A) of the Insurance Act, 1938 and insurer should also be registered under the Insurance Act, 1938 to transact the business of general insurance.

20.4.3. Performance Security is to be furnished within 25 days after notification of the award of contract

20.4.4. In case of Performance security –BG/ Insurance Surety Bond for performance security, the same shall be valid for a period of 60 (sixty) days beyond the date of completion of contract. Bidders to advise their bank/banker to send performance security SD-BG directly to Outsourcing Department to dispense with additional step of verification of authenticity of signatories. No change/modification in the text of the prescribed format of the BG is permissible.



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- 20.4.5. Performance security through NEFT- remittance through Bank: In case of online remittance of performance security amount, scanned image of Annexure-K, duly filled is to be uploaded along with tender. 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.
- 20.5. Any delay in submission of performance security SD shall result into charging of interest by MDL on the Contractor, 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 HoD (Finance). For foreign supplier, it will be EUROBOR/LIBOR plus 2%. For Indian suppliers, it will be SBI BPLR plus 2%.
- 20.6. In case of failure to submit performance security by the supplier within 25 days of transmission / notification of order by any mode, The EMD submitted by contractor will be forfeited and MDL reserves the right to cancel the order and invoke the risk purchase clause.
- 20.7. 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. Return of Bid/ Performance Securities should be monitored by the senior officers and delays should be avoided.
- 20.8. In case the completion of work is likely to be delayed beyond the Order completion period/Contractual completion period or this period is required to be extended, the Contractor shall have to extend the validity of the Bank Guarantee for SD till such extended period. In case of failure to comply with such extension of the Bank Guarantee for SD by the Contractor, the Bank Guarantee is liable for encashment by MDL.
- 20.9. Non-performance of the Terms & conditions of Order and/or default/breach by the Contractor will result in forfeiture of the SD with application of Risk Purchase provisions.
- 20.10. No exemption can be granted to any unit including MSME, SSI units and MDL Registered suppliers.
- 21. GUARANTEE/ REPAIR:** Please refer relevant clauses in Scope of work.
- 21.1. **BREAKDOWN SERVICES:** Please refer relevant clauses in Scope of work
- 21.2. **COMPREHENSIVE INSURANCE:** Please refer relevant clauses in Scope of work
- 22. TAXES & DUTIES:**
- 22.1. The items/service-wise rates quoted in the Rate sheet should exclude Taxes and Duties. Bidder should indicate Taxes and Duties as applicable separately in the same Rate sheet, at the space provided for, which will be paid extra based on tax invoice to the extent applicable.
- 22.2. Bidder shall indicate GST no. and HSN/SAC no. separately & the percentage of the applicable taxes and Govt. levies in blank Price Bid submitted in Part I (Techno Commercial Bid) as well as in Part-II Price Bid. Details as under;
- GST No.:
  - Type of dealer (composition/ Normal):
  - SAC/HSN NO.:
  - % of GST:



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- 22.3. The variation in statutory levies etc. are not allowed unless the breakups in respect of taxes duties are clearly and separately furnished in bid.
- 22.4. Bidders are required to submit their provisional ID with HSN number, along with documentary proof. MDL's provisional GST ID is 27AAACM8029J1ZA.
- 22.5. Bidders are required to comply with all the provisions applicable under the GST Act. (Please refer **Annexure F**)
- 22.6. GST shall be payable extra as quoted and agreed as per GST Laws.
- 22.7. Vendor shall mention the HSN code for goods and/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 and/or services is that of the vendor. MDL shall not be responsible for any error in HSN code for goods and/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.
- 22.8. 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
- 22.9. 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.
- 22.10. 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.
- 22.11. vendor shall file all applicable returns under GST Laws in the stipulated time and 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 and complied by the supplier/contractor with the requirement of GST along with satisfactory evidence.
- 22.12. The rate sheet enclosed at Annexure B with the tender will indicate the rates to be entered under each head wherever applicable. Bidders must clearly mention the applicable taxes and duties. The item-wise rates (Inclusive of packing forwarding, freight & insurance) quoted in the rate sheet should exclude taxes



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and 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.

22.13. As per GST act, TDS will be deducted while making payment.

### **23. LOADING CRITERIA: As per GeM**

### **24. FREAK LOW QUOTES:**

- 24.1. If the quoted L-1 rate is less than Cost Estimate / NLPP by more than 40% w.r.t. Cost Estimate / NLPP and if the quoted L-1 rate is less than L2 by more than 30% w.r.t. L2 then such quote is to be treated as freak low quote.
- 24.2. 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 GEM and other PSUs.
- 24.3. MDL reserves the right of part-ordering the services.

### **25. MODIFICATIONS TO THE BID: As per GeM rules.**

### **26. WORKING ON MDL HOLIDAYS: Please refer relevant clause in SOW.**

### **27. PENALTY: Please refer relevant clause in SOW**

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

### **29. PARALLELORDER: Not Applicable**

### **30. FREE ISSUE OF MATERIAL: Not Applicable**

### **31. NON-DISCLOSURE AGREEMENT: Not Applicable**

### **32. PURCHASE PREFERENCE TO MAKE IN INDIA: As per GeM.**

### **33. LAND BORDER CLAUSE : (Compliance of Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017) REFER ANNEXURE -H)**

- 33.1. MoF DoE vide OMs No 6/18/2019-PPD dated 23 Jul 2020 & 24 Jul 2020 and OM No F.7/10/2021/-PPD(1) dated 23.02.2023 has promulgated restrictions and procedure for buying from a bidder from a country which shares a land border with India under GFR Rule 144 (xi) on the grounds of Defence of India and National Security for information and compliance.
- 33.2. The Orders stipulate mandatory registration with competent authority and seeking certificate of compliance with this Order from the bidder from a country which shares a land border with India in the tender process. Exclusions from these restrictions have also been enlisted in the Order. The Competent authority for the purpose of registration under this Order shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).



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- 33.3. Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority. Further, any bidder (including bidder from India) having specified Transfer of Technology (TOT) arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same competent authority.
- 33.4. 'Bidder' (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) 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 the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- 33.5. "Bidder (or entity) from a country which shares a land border with India" for the purpose of this Order means: -
- An entity incorporated, established or registered in such a country; or
  - A subsidiary of an entity incorporated, established or registered in such a country; or
  - An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - An entity whose beneficial owner is situated in such a country; or
  - An Indian (or other) agent of such an entity; or
  - A natural person who is a citizen of such a country; or
  - A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- 33.6. The beneficial owner for the purpose of (34.5) above will be as under:
- 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—
    - "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
    - "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 or management rights or shareholder's agreements or voting agreements;
  - 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;
  - 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;
  - 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;



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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.
- 33.7. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- 33.8. The registration shall be valid at the time of submission of bid and at the time of acceptance of bid.
- 33.9. If the bidder was validly registered at the time of acceptance / placement of order, registration shall not be a relevant consideration during contract execution
- 33.10. Bidder must submit the Compliance Certificate w.r.t Land Border Clause as per the enclosed format (Restrictions under rule 144(xi) of general financial rules GFRs, (2017)) at **Annexure- H**.

### **34. GENERAL CONDITIONS OF CONTRACT (GCC):**

- 34.1. Bidders shall submit the GCC acceptance form duly filled (**Annexure-D**), along with their techno-commercial offer.
- 34.2. 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.
- 34.3. 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.
- 34.4. The word 'Owner' means the person or authority with whom Mazagon Dock Shipbuilders Limited (**Purchaser**) has contracted to carry out work in relation to which orders are placed by the Purchaser on the Bidder/Supplier/Contractor under this contract for supply or manufacture of certain items and would include Department of Defence Production, Ministry of Defence, Government of India, the Indian Navy, the Coast Guard and any other specified authority.
- 34.5. **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.
- 34.6. **CONDITIONS OF GGC ARE LISTED AS UNDER:**
- 34.6.1. **TENETS OF INTERPRETATION**

Unless where the context requires otherwise, throughout the contract:

- The heading of these conditions shall not affect the interpretation or construction thereof.
- 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.
- Words in the singular include the plural and vice-versa.
- 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.



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- 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/ASLA as well.
- h) In case of conflict, provisions of TEF/ASLA shall prevail over those in GCC.
- i) Any reference to 'Contract' shall be deemed to include all other documents (inter-alia GCC, TEF/ASLA).
- 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.

### 34.6.2. **LANGUAGE OF CONTRACT**

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

### 34.6.3. **GOVERNING LAWS AND JURISDICTION**

#### 34.6.3.1. **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.

#### 34.6.3.2. **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.

### 34.6.4. **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



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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 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. Purchase Manual 5th Edition - Goods & Services - Rev. 01 Dated 04.02.2025 Page 192 of 287

(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

(iv) Without MDL's prior written consent, the contractor shall not use the information mentioned above except for the sole purpose of performing this contract.

(v) 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.

(vi) 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.

(vii) 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)



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otherwise lawfully becomes available to the contractor from a third party that has no obligation of confidentiality.

(viii) 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.

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

### 34.6.5. **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.

### 34.6.6. **EXTENSION OF DELIVERY PERIOD** (Applicable for Service)

- (i) If at any time during the currency of the contract, the contractor encounters conditions hindering timely delivery of the Goods and performance of incidental Works/ Services, he shall promptly inform MDL in writing about the same and its likely duration. He must make a request to MDL for an extension of the delivery schedule. On receiving the contractor's communication, MDL shall examine the situation and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages and with and without denial clause by issuing an amendment to the contract.
- (ii) Conditions for Extension of Delivery Period: When the period of delivery is extended due to unexcused delay by the contractor, the amendment extending the delivery period shall, inter alia, be subject to the following conditions:
  - a. Liquidated Damages: MDL shall recover from the contractor, under the provisions of this clause, liquidated damages on the Goods and incidental Works/ Services, which the contractor has failed to deliver within the delivery period stipulated in the contract.
  - b. Denial Clause:
    - (i) No increases in price on account of any statutory increase in or fresh Imposition of GST, customs duty or on account of any other taxes/ duty/ cess/ levy), leviable in respect of the Goods and incidental Works/ Services stipulated in the said contract which takes place after the original delivery date, shall be admissible on such of the said Goods, as are delivered after the said date; and
    - (ii) Notwithstanding any stipulation in the contract for an increase in price on any other ground, including price variation clause or foreign exchange rate variation, or any other variation clause, no such increase after the original delivery date shall be admissible on such goods delivered after the said date.
    - (iii) Nevertheless, MDL shall be entitled to the benefit of any decrease in price on account of reduction in or remission of GST, customs duty or on account of any other Tax or duty or any other ground as stipulated in the pr clause or foreign exchange rate variation or any other



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variation clause which takes place after the expiry of the original delivery date.

### (iii) **Liquidated damages:**

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

If the contractor fails to deliver any or all of the Goods or fails to perform the incidental Works/ Services within the time frame(s) incorporated in the contract, MDL shall, without prejudice to other rights and remedies available to MDL under the contract, deduct from the contract price, as agreed liquidated damages, but not as a penalty, a sum equivalent to the 0.5 % percent (excluding taxes) of the delivered price of the delayed Goods and/ or incidental Works/ Services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 5% of the delayed Goods' or incidental Works/ Services' contract price(s).

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

### 34.6.7. **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 contractual remedies. After such a show-cause notice, all payments to the contractor would be temporarily



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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 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.

### 34.6.8. **CLOSURE OF CONTRACT**



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

### 34.6.9. **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.

### 34.6.10. **CANCELLATION OF TENDER**

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.

### 34.6.11. **PURCHASER'S PROPERTY**

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.

### 34.6.12. **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.

### 34.6.13. **INDEMNIFICATION**

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

### 34.6.14. **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



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under the contract between him and the Purchaser without prior consent of the Purchaser in writing.

### 34.6.15. **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.

### 34.6.16. **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.

### 34.6.17. **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 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.

### 34.6.18. **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



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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.

### 34.6.19. **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.

### 34.6.20. **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.

### 34.6.21. **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.

### 34.6.22. **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.

### 34.6.23. **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.



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- 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.
- iii. The Functional Director shall then nominate an Executive of the rank of General Manager whom he thinks fit and competent or a Committee of Executives who/which shall then scrutinise the claims/disputes that have been referred to the concerned functional Director and make efforts for amicable settlements by mutual discussions/negotiations.
- iv. 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.
- v. 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**

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.

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.

### 34.6.24. **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.

### 34.6.25. **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



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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.

### 34.6.26. **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 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.

### 34.6.27. **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.

### 34.6.28. **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.

### 34.6.29. **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



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concerned authorities along with Inspection and Administrative Charges as per relevant provisions of the concerned Acts and Schemes made there under within 15 days from the close of every month. The Contractor / Bidder must submit copies of P. F. dues payment challans, copy of Form No. 12 (A), copy of form No. 6 (A) (Annually) and copies of Muster Roll of their workmen every month to Corporate Personnel Department before renewal of passes for entry into the yard. The Contractor / Bidder must also attend to P. F. Inspections by concerned authorities and submit copy of the Inspection Report.

The Contractor / Bidder through his own P. F. code number shall fill in P. F. / Pension settlement forms of all the employees engaged in Purchaser's Yard, well in advance of last working day and forwards the said settlement forms to the respective P. F. Commissioner's office for settlement. Contractors who are yet to obtain PF code shall apply for Code 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.

### 34.6.30. **EMPLOYEES' STATE INSURANCE ACT**

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

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

### 34.6.31. **SAFETY**

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



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discharging his work as per the standards prevalent in MDL. The decision of MDL in matters concerning Safety shall be final and binding on the contractor.

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

### 34.6.32. **POLICE VERIFICATION OF EMPLOYEES**

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

### 34.6.33. **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) / 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



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order without any financial implication to the Purchaser or on terms mutually agreed to.

### 34.6.34. **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:

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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 auditor access to information.

### 35. **PUBLIC GRIEVANCE CELL:**

A public grievance cell headed by Shri R. R. Kumar, ED (EY) has been set up in the company. Members of public having complaints or grievances are advised to contact above Authorities on Wednesday between 10.00 hours and 12.30 hours in his office at 3rd Floor, West Block, Mazagon Dock Shipbuilders Ltd or send



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their complaints / grievances to him in writing for redressal. Telephone No. is 23762106(MDL).

### **36. COMPLIANCE TO STATUTORY REQUIREMENTS:**

36.1. The Contractor shall also abide all statutory requirements, Official Secrets Act 1923, Security & Safety regulations, etc. as per references, which are part of this Tender & also adhere to the health, safety and environment norms, equipping their personnel with suitable safety gears, Personal Protective Equipment (PPEs), etc.

### **37. WORKMEN SAFETY AND INSURANCE:**

37.1. The service provider shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who is working on the operation and maintenance works. The service providers (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at their (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the MDL, insurance against the risks, and for the coverage, as shall be specified in the TEF/ASLA; and (b) at the MDL's request, shall provide evidence to the MDL showing that such insurance has been taken out and maintained and that the current premiums have been paid. The service provider shall provide and ensure sufficient protection gears like safety shoes, hand gloves, ladders, etc. are being used by their workers while carrying out works. MDL shall not be liable for any compensation in case of any fatal injury/death caused to or by any man power while performing/discharging their duties / for inspection or otherwise.

37.2. Safety guidelines are enclosed at **Annexure-J**

37.3. Bidder should upload signed and stamped **acceptance of Safety instruction for Sub-Contractor (Annexure- J)**.

### **38. CONTACT DETAILS: -**

In case of any clarifications regarding specification, bidders are requested to contact the following person, before the closing date of the tender:

**Mr. Y. P. Vetal (DGM –Transport) on Telephone No 2376 4488/ 2373 3494, Email-ID: [ypvetal@mazdock.com](mailto:ypvetal@mazdock.com)**

### **39. BREACH OF OBLIGATION CLAUSE WITH RESPECT TO BID SUBMITTED:**

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

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

### **40. CONFLICT OF INTEREST AMONG BIDDERS**

40.1. Bidders having a conflict of interest shall not be eligible to participate in the tender process unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tender process and execution of the Contract.

40.2. The bidder shall be considered to have a conflict of interest in this tender process and execution of the resultant contract in the following situations: -

- a) If its personnel have a close personal, financial, or business relationship with any personnel of the procuring entity who are directly or indirectly related to



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the procurement or execution process of the contract, which can affect the decision of the procuring entity directly or indirectly;

- b) The bidder (or his allied firm) provided services for the need assessment/ procurement planning of the Tender process in which it is participating;
- c) A Principal can authorize only one agent, and an agent should not represent or quote on behalf of more than one Principal. However, this shall not debar more than one Authorised distributor (with/ or without the OEM) from quoting equipment manufactured by an Original Equipment Manufacturer (OEM) in procurements under a Proprietary Article Certificate or
- d) A bidder participates in more than one bid in this tender process. Participation in any capacity by a Bidder (including the participation of a Bidder as a partner/ JV member or sub-contractor in another bid or vice versa) in more than one bid shall result in the disqualification of all bids in which he is a party. However, this does not limit the participation of an entity as a sub-contractor in more than one bid if he is not bidding independently in his own name or as a member of a JV;
- e) The bidder shall submit the undertaking for the above paras along with part I Bid.

### **41. CARTEL FORMATION/POOL RATES:**

It is possible that sometimes a group of bidders quote the same rate against a tender. Such pool/cartel formation is against the basic principle of competitive bidding and defeats the very purpose of an open and competitive tendering system. Such and similar tactics to avoid/control true competition in a tender leading to "Appreciable Adverse Effect on Competition" (AAEC) have been declared as an offence under the Competition Act, 2002, as amended by the Competition (Amendment) Act, 2007. Such practices should be severely discouraged with strong measures. In case of evidence of cartel formation, detailed cost analysis may be done by associating experts if necessary. Besides, suitable administrative actions can be resorted to, such as rejecting the offers, reporting the matter to trade associations, the Competition Commission or NSIC, etc., and requesting them, inter-alia, to take suitable strong actions against such firms. New firms may also be encouraged to get themselves registered for the subject goods to break the monopolistic attitude of the firms forming a cartel. Changes in the mode of procurement (GTE instead of OTE) and packaging/slicing of the tendered quantity and items may also be tried. A warning clause may also be included in the bid documents to discourage the bidders from indulging in such practices. Purchaser may also debar the tenderers indulging in cartel formation/collusive bidding/bid rigging for a period of two years from participation in the tenders of the Purchaser.

### **42. INSTRUCTION TO BIDDERS:**

- 42.1. From the time of bid submission to awarding the contract, no bidder shall contact MDL on any matter relating to the submitted bid. If a Bidder needs to contact MDL for any reason relating to this tender and/ or its bid, it should do so only in writing or electronically. Any effort by a Bidder to influence MDL during the processing of bids, evaluation, bid comparison or award decisions shall be construed as a violation of the Code of Integrity, and bid shall be liable to be rejected as nonresponsive in addition to other punitive actions for violation of Code of Integrity as per the Tender Document.
- 42.2. MDL reserves its right to accept or reject any or all bids, abandon / cancel the tender process, and issue another tender for the same or similar Goods/Services



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- at any time before the award of the contract. It would have no liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for such action(s).
- 42.3. 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.
- 42.4. Discrepancies can be observed in responsive tenders between the original copy and other copies of the same tender set. In such a case, the text, and so on, of the original copy will prevail. Such a discrepancy in an offer should be conveyed to the tenderer asking him to respond by a target date and if the tenderer does not agree to MDL's observation, the tender is liable to be rejected. In e-Procurement there could be discrepancies between the uploaded scanned copies and the Originals submitted by the bidder.
- 42.5. 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.
- 42.6. Entry Pass for Contractors and their workmen: Bidders shall comply with the "MDL Security Procedures laid down in MDL for entry passes in respect of Contractors and their workmen" which is available in the home page of OUTSOURCING DEPT. of MDL Website [www.mazadock.in](http://www.mazadock.in) →Tenders → Shipbuilding Outsourcing → SB-OTS Notification
- 42.7. In the event of placement of order on unregistered vendor, the firm shall apply for registration through MDL SR&R Dept./ Outsourcing dept., Tel. No. 23763450, within one month from placement of order.
- 42.8. In case of the performance of the contractor is not satisfactory, MDL reserves the right to cancel the order.
- 42.9. No claims by the firms will be entertained after 03 years from date of execution/completion of order.
- 42.10. In case of proper on-line filling of Acceptance Formats for Tender Enquiry Form and General Conditions of Contract (GCC), it shall be presumed that all our tender terms & conditions are acceptable to you.
- 42.11. The Reference Price, if Any, indicated anywhere in the tender document against each line item is only notional and has no commercial relevance. Therefore, such reference price should not be considered as guidance price and the bidders shall quote their price based on their costing and pricing policies
- 43.** 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  
SHIPBUILDERSLIMITED,  
Prashant Pimple  
(OUTSOURCING DEPARTMENT)**

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



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<b>Annexure – A</b>	Scope of work
<b>Annexure – B</b>	Illustrative Rate sheet format.
<b>Annexure – C</b>	Additional Service Level Agreement (SLA) Acceptance format
<b>Annexure – D</b>	General Conditions of Contract (GCC) Acceptance format
<b>Annexure – F</b>	GST terms & conditions
<b>Annexure – G</b>	Statutory compliances by the sub-contractors\vendors while deploying contract employees in MDL premises and its units.
<b>Annexure – H</b>	Declaration by bidder for Restrictions under rule 144(xi) of general financial rules GFRs, (2017)
<b>Annexure – J</b>	Safety instruction for Sub-Contractor
<b>Annexure – K</b>	MDL Bank account details for remittance of SD.
<b>Annexure – L</b>	RTGS/ NEFT - Mandate Authorization Form
<b>Annexure – M.1</b>	Declaration of Local Content Certificate
<b>Annexure – M.2</b>	Actual Local Content Certificate
<b>Annexure – N</b>	Format for information of past orders.
<b>Annexure – O</b>	Bank Guarantee/ EMD Format
<b>Annexure – P</b>	Bank Guarantee/ Performance Security Deposit Format
<b>Annexure – Q</b>	Performa for Insurance Surety Bond for Bid Bond/ EMD
<b>Annexure – R</b>	Performa for Insurance Surety Bond for Performance Security
<b>Annexure – S</b>	<b>Technical documents to be uploaded in Technical</b>

### REFERENCES:

Terms & Conditions (Available on MDL Website [www.mazdock.com](http://www.mazdock.com) →Work/Service Contracts or [www.mazdock.com](http://www.mazdock.com) → tenders → shipbuilding → Outsourcing ).

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



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### SCOPE OF WORK



1. The scope of work pertains to leasing of following new vehicles on N2N lease Agreement without Fuel & Driver on monthly rental basis for 24 hrs for a period of three (03) years for use by CMD/Directors/CVO/Transport Pool at Delhi and Mumbai office of Mazagon Dock Shipbuilders Limited.

Sl	Vehicle Type /Make/Model	No. of Vehicle
(a)	Toyota Camry Hybrid Car (CPRCM-PW) for Delhi Office	01
(b)	Innova Hycross Hybrid (VX (O)7S-PW) for Delhi Office	01
(c)	City Honda Hybrid (City HEV ZX E-CVT R(E:HEV)-Pearl) for Delhi office	01
(d)	Innova Hycross Hybrid (VX (O)7S-PW) for Mumbai office	02
(e)	City Honda Hybrid (City HEV ZX E-CVT R(E:HEV)-Pearl) for Mumbai office	01

2. The leasing company/bidder preferably having full-fledged Registered or Branch office at Mumbai/Navi Mumbai/Thane/Panvel Areas/Delhi to provide brand new vehicles on N2N lease basis which must be in white colour and will be on monthly lease rental with comprehensive fleet maintenance and insurance.

3. After completion of the Lease period of 36 months, the lease contract may be further extended by one year or as decided by MDL. In case of release of cars, Lessor must arrange for deregistration at its own cost within a period of one month.

4. The lessor should pay all prevailing registration/Road Tax/Permit and insurance. The cars should be fit in all respects as per motor vehicle act and rules with valid documents. However, Registration and Road Tax will be reimbursed at actual by providing/submitting documentary evidence to MDL & after certification by user department.

5. Following services shall be provided /covered during the contract;

(i)	The above mentioned six (06) number vehicles will be on "N2N lease basis "and "fleet management basis" without driver & fuel.
(ii)	Make and Model of new vehicles as mentioned above.
(iii)	The vehicles are to be provided as per Purchase Order terms and conditions. The cars should be in White colour only.
(iv)	Approximate KM usage of vehicle for three years: 65000 kms per vehicle.
(v)	Leather seat cover (If required) and GPS system to be fitted all the cars at the time of delivery.

*ap.*



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(vi)	All the running repairs planned / unplanned maintenance will be rectified immediately by the lessor at sole responsibility and cost of the lessor. Repairs/maintenance and if any accident, it will be repaired by the lessor in authorized workshop only at the cost and risk of the lessor. Settling claims with insurance company will be the sole responsibility of lessor.
(vii)	Replacement of mirror/head lamp/tail lamp/bulb, etc. as and when required if damaged due to any reasons.
(viii)	All the maintenance (planned / unplanned / emergency) i.e Battery replacement, seat cleaning once in Six month, inside and outside polishing once in a six month, tyre replacement once vehicle clocked more than 25000 kms or need basis, all accessories including stereo, seat cover, mud flaps, foot mats, steering cover, wheel cover, fog light, study lights, audio system with remote, periodic maintenance etc. shall have to be arranged by lessor during the lease period.
(ix)	A 24 hours breakdown services should be offered within the municipal limits
(x)	Yearly two times vehicle internal cleaning and polishing and Monsoon check-up.

### 6. Pre-Qualification Criteria:

The bidders should have past experience of in leasing Car/SUV/equivalent premium vehicle with State Govt. / Central Govt agency / large private organization of supplying at least 5 Car/SUV/equivalent vehicles during the past 07 years.

7. All the cars (06 nos) will be registered in the name of "MAZAGON DOCK SHIPBUILDERS LIMITED" with private registration number (White Number Plate).

8. The lessor should deliver 03 vehicles for Mumbai office as indicated at para (1) above along with all documents to HOD(Admin)/DGM/OIC (TRANSPORT) and other 03 vehicles at Delhi office with all documents to LO , Delhi.

9. **MOBILIZATION PERIOD:** The successful lessor will have to place the required car duly registered with RTO authority in above mentioned name along with all original documents for inspection at least 1 week prior to the date of commencement of contract. If successful lessor fails to do so, the offer of the contract shall stand cancelled, without further intimation to the lessor and MDL will offer the contract to the next lowest bidder.



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### 10. PENALTY

a. The Lessor/OEM shall provide a replacement vehicle of equivalent model not less than INNOVA HYCROSS / INNOVA CRYSTA /Honda City car, if required in case of non-accidental maintenance repair.

b. Due to non-provisioning of replacement car for breakdown or otherwise, then MDL would be at the liberty to impose penalty either of proportionate amount for total days of failure or MDL would be at the liberty to hire equivalent car from any third party/agency at the risk and cost of bidder/lessor on each occasion. The amount to be deducted will be the penalty charges or the differential hiring cost from other agency whichever is higher. The lessor either pay the agency on submission of bill duly certified from MDL Transport deptt or MDL will adjust the payment from running bill of Lessor on case-to-case basis. In either case the bidder will be intimated well in advance for any such recovery.

c. The successful lessor will have to provide cars as above mentioned terms and conditions. If the vehicle does not provide in time, penalty of Rs.5000/- day per will be imposed and deducted from claimed bills.

11. As the vehicle needs to be repaired by the lessor in case of accident also, it will be the responsibility of the lessor to get comprehensive insurance cover for the vehicles from day one i.e. from the time it is taken out from showroom till the entire lease period/ extended lease period.

12. The leased vehicles will be maintained by the Bidder / Lessor. The maintenance would be carried out at the nearest authorized service stations of Lessor or any authorized service station, as approved by Lessor.

### 13. COVERAGE:

The maintenance facility would be extended to the vehicles under the lease for its running. Excess Kilometres will be charged extra after completion of 65000 Km during the lease tenure.

### 14. LEASE RENTAL:

The rental amount will be paid on monthly basis for the charges against Lease Rental (LR) & Fleet Maintenance (FM) to the Lessor. The quoted monthly rate will remain firm and fixed within the contractual period of 36 months and also during extended lease period except any changes imposed by Govt. of India from time to time on tax and related matters.

### 15. COMPREHENSIVE INSURANCE:

The lessor shall take comprehensive insurance of the car taken on lease. The lessee shall not be liable for any damages, whatsoever to the officer(s) traveling in the car and/or driver, public property and/or any third person due to any accident arising out of and in the course of deployment of cars on lease basis. The lessor shall coordinate with insurance company for all the claims by any third party and/or lessee's employees traveling in the car for any injuries



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caused whether by accident or otherwise and settle the same. Comprehensive insurance policy will also include charges of towing the vehicle after an accident, protection for extra fittings like stereo, air-conditioning, fan etc.

### 16. STATUTORY COMPLIANCE

All types of legal, commercial and statutory compliances (if any) should be carried out by the bidder/lessor during the validity of the contract, otherwise the contract with the bidder shall be liable for termination at the sole risk and cost of the Bidder/Lessor.

17. In the event a vehicle is damaged beyond repair due to accident or stolen, MDL will assist to lodge complain with the Govt. Authorities in case of total loss due to accident or theft for insurance claim.

  
वा. पी. वेताल 13/03/2026  
YADAV P. VETAL  
उप महा प्रबंधक (परिवहन)  
DY. GEN. MANAGER (TRANSPORT)  
माझगाव डॉक शिपबिल्डर्स लिमिटेड  
MAZAGON DOCK SHIPBUILDERS LIMITED

  
संतोष सोनोने  
SANTOSH SONONE  
विभाग प्रमुख / अपर महाप्रबंधक (प्रशासन)  
HOD / AGM (Administration)  
माझगाव डॉक शिपबिल्डर्स लिमिटेड  
MAZAGON DOCK SHIPBUILDERS LIMITED



**दो बोली जीईएम -निविदा जीईएम/२०२६/बी/७३८७२८४**

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**Annexure-B**

**ILLUSTRATIVE RATE SHEET FORMAT:**

**BLANK rate sheet in below format to be uploaded in technical bid:**

SI No	DESCRIPTION	Unit	Qty	Unit rate	Applicable tax rate	HSN no.	Total (Rs.)
				Quoted/ Not Quoted	....%	XXXX	Quoted/ Not Quoted
1	Basic lease rental charges for leasing of 01 Toyota Camry Hybrid Car (CPRCM-PW) at Delhi Office for CMD without fuel & Driver on lease on monthly rental basis for 24 hrs for 03 years. Total Months = 1 Car X 36 Months = 36 Months.	Months	36				
2	Fleet management Charges for 01 Car during 36 Months.	Months	36				
3	Excess charges per KM above 65000 KM	KM	10000				
4	Basic lease rental charges for leasing of 01 Innova Hycross Hybrid (VX (O)7S-PW) at Delhi Office for Directors/CVO without fuel & Driver on lease on monthly rental basis for 24 hrs for 03 years. Total Months = 1 Car X 36 Months = 36 Months.	Months	36				
5	Fleet management Charges for 01 Car during 36 Months. Total Months = 1 Car X 36 Months = 36 Months.	Months	36				
6	Excess charges per KM above 65000 KM	KM	10000				
7	Basic lease rental charges for leasing of 01 City Honda Hybrid (City HEV ZX E-CVT R(E:HEV)-Pearl) at Delhi Office for VIP's /Transport Pool without fuel & Driver on lease on monthly rental basis for 24 hrs for 03 years. Total Months = 1 Car X 36 Months = 36 Months.	Months	36				
8	Fleet management Charges for 01 Car during 36 Months. Total Months = 1 Car X 36 Months = 36 Months	Months	36				
9	Excess charges per KM above 65000 KM	KM	10000				
10	Basic lease rental charges for leasing of 02 nos Innova Hycross Hybrid (VX (O)7S-PW) at Mumbai Office for Transport Pool without fuel & Driver on lease on monthly rental basis for 24 hrs for 03 years. Total Months = 2 Cars X 36 Months = 72 Months	Months	72				



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11	Fleet management Charges for 02 Cars during 36 Months. Total Months = 2 Car X 36 Months = 72 Months	Months	72				
12	Excess charges per KM above 65000 KM per vehicle	KM	20000				
13	Basic lease rental charges for leasing of 01 no. City Honda Hybrid (City HEV ZX E-CVT R (E: HEV)-Pearl) at Mumbai Office for Transport Pool without fuel & Driver on lease on monthly rental basis for 24 hrs for 03 years. Total Months = 1 Car X 36 Months = 36 Months	Months	36				
14	Fleet management Charges for 01 Car during 36 Months. Total Months = 1 Car X 36 Months = 36 Months	Months	36				
15	Excess charges per KM above 65000 KM	KM	10000				
<b>Total</b>			<b>Quoted/ Not Quoted</b>				

COMPANY'S NAME & ADDRESS:

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

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:

**NOTE:**

- This rate sheet is only for illustration purpose & for the purpose of indicating tax and whether quoted / not quoted, as per clause 11.1.iii of Additional Service Level Agreement (SLA).
- BIDDER HAS TO QUOTE ONLINE AS PER THE PRICE BID FORMAT AVAILBALE ON GEM-PORTAL.**
- Bidder while quoting should consider the all costs such as labour, Consumables, High End Machinery & Equipment, hike in the minimum wages, transportation, equipment, all incidental expenses, consumables etc.
- While quoting bidder should consider that the minimum wages and allowances applicable to the Engineering Industry as notified from time to time by the Central Government or State Government whichever is higher under the Minimum Wages Act.
- Quantity shown is indicative. However, Payment shall be made as per actual work done.
- An **illustrative example** of blank rate sheet to be uploaded in bidder's bid is given below:*Illustrative Example of Blank rate sheet to be uploaded in Part-I.*

SI No	DESCRIPTION	Unit	Qty	Unit rate	Applicable tax rate	HSN no.	Total (Rs.)
1	Basic lease rental charges for leasing of 01 Toyota Camry Hybrid Car (CPRCM-PW) at Delhi Office for CMD without fuel & Driver on lease on monthly rental basis for 24 hrs for 03 years. Total Months = 1 Car X 36 Months = 36 Months.	Months	36	Quoted	GST@18%	123456	Quoted



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**Annexure-C**

**ADDITIONAL SERVICE LEVEL AGREEMENT (ASLA) ACCEPTANCE FORMAT:**

To,  
MAZAGON DOCK SHIPBUILDERS LIMITED  
OUTSOURCING DEPARTMENT.

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

COMPANY'S NAME & ADDRESS:

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

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:

**NOTE:**

1. Bidders should carefully read the Terms & Conditions of the Additional Service Level Agreement (SLA) 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-D**

**GENERAL CONDITIONS OF CONTRACT (GCC) ACCEPTANCE FORMAT (ASLA Clause 34):**

To,  
MAZAGON DOCK SHIPBUILDERS LIMITED  
OUTSOURCING DEPARTMENT.

GCC CLAUSE No.	BIDDER'S REMARK	GCC CLAUSE No.	BIDDER'S REMARK
	Acc/Dev		Acc/Dev
34.6.1		34.6.18	
34.6.2		34.6.19	
34.6.3		34.6.20	
34.6.4		34.6.21	
34.6.5		34.6.22	
34.6.6		34.6.23	
34.6.7		34.6.24	
34.6.8		34.6.25	
34.6.9		34.6.26	
34.6.10		34.6.27	
34.6.11		34.6.28	
34.6.12		34.6.29	
34.6.13		34.6.30	
34.6.14		34.6.31	
34.6.15		34.6.32	
34.6.16		34.6.33	
34.6.17		34.6.34	

COMPANY'S NAME & ADDRESS:

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

SIGNATURE:

DATE:

NAME:

DESIGNATION:

BIDDER'S COMPANY SEAL:

**NOTE:**

1. Bidders should carefully read the General Conditions of Contract (GCC) at ASLA clause 34 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.

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.



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### Annexure-F

#### TERMS RELATED TO TAXES (GST)

1. GST as per GST Laws shall be payable extra as quoted and agreed.
2. In case of purchases of goods/services from unregistered dealers under GST Laws, GST will be paid by MDL under reverse charge mechanism.
3. Benefits from reduction in rate of tax/ITC are required to be passed on to consumer. Where “applicable GST” has been quoted as extra, Goods and service providers (except un-registered dealers under GST Law) have to submit declaration that they have complied with ‘Anti-profiteering clause’ under GST Law. Such declaration be given in technical bid.
4. If the vendor is registered under GST, vendor shall mention the HSN code for goods &/or services in their tax invoice, etc. These codes must be in accordance with GST Laws and responsibility of specifying correct HSN codes for goods &/or services is that of the vendor. MDL shall not be responsible for any error in HSN code for goods &/or services specified by supplier / contractor. Supplier /Contractor shall pay penalty and/ or interest imposed on MDL or any loss due to delay in availing ITC by MDL or any loss of ITC to MDL due to errors by vendors at any stage. MDL reserves right to recover any such interest, penalty or loss from any amount due to Supplier /Contractor or otherwise.
5. In case, MDL is unable to avail ITC, supplier/contractor at their own cost shall rectify the shortcoming in the returns to be filed immediately thereafter. Further, if the ITC is delayed / denied to MDL / reversed subsequently as per GST Laws due to non / delayed receipt of goods and / or services and / or tax invoice or expiry of timelines prescribed in GST Laws for availing ITC, non-payment of taxes or non-filing of returns or any other reason not attributable to MDL, Supplier /Contractor shall pay any loss of amount along with interest and penalty on MDL under GST Laws for the number of days the ITC was delayed. If the short coming is not rectified by supplier/contractor and MDL ends up in reversal of credits and / or payments, supplier /contractor is fully liable for making good all the loss incurred by MDL. MDL reserves right to recover any interest, penalty or loss from any amount due to Supplier /Contractor or otherwise.
6. If the vendor is registered under GST, the GST registration number (15 digit GSTIN) issued by GOI shall be mandatorily provided by the vendor. Vendor having multiple business verticals within state / at multiple states with separate GST registration numbers shall forward GSTIN of only that vertical which is involved in supply of goods and/or services. MDL GSTIN is 27AAACM8029J1ZA and vendor shall mention the same while invoicing and avoid any data entry error on GST portal.
7. If the vendor is registered under GST, Vendor shall ensure timely submission of invoice as per the provisions / requirement / timeline promulgated by GOI in relation to GST Law with all required supporting documents to enable MDL to avail input tax credit promptly. The vendors invoice inter alia should contain GSTIN of vendor, GSTIN of MDL (i.e. 27AAACM8029J1ZA), GST tax rate separately, HSN code wise goods or services, place of supply, signature of vendor, etc. Original invoice needs to be submitted to Bill Receipt Centre at MDL gate, and a copy of the invoice should be given to the goods receiving section(GRS).
8. If the vendor is registered under GST, vendor shall file all applicable returns under GST Laws in the stipulated time & any losses of tax credit to MDL arising due to delay in filing will be recovered from their invoice wherever MDL is eligible to avail tax credit. Any default towards payment of tax and / or uploading of monthly returns by supplier/contractor, MDL retains right to withhold payments towards tax portion until the same is corrected & complied by the supplier/contractor with the requirement of GST along with satisfactory evidence.
9. The rate sheet enclosed with the tender will indicate the rates to be entered under each head wherever applicable. Bidders must clearly mention the applicable Taxes & Duties. The item-wise rates (i.e Basic+P&F+F&I) quoted in the Rate Sheet should exclude Taxes & Duties. Bidder should indicate GST rates as applicable separately under each of the head in the same Rate sheet, which will be paid extra based on tax invoice to the extent applicable. The GST will be applicable on total basic rate of each item (i.e Basic + P&F + F&I).



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### Annexure-G

#### STATUTORY COMPLIANCES BY THE SUB-CONTRACTORS/VENDORS WHILE DEPLOYING CONTRACT EMPLOYEES IN MDL PREMISES AND ITS UNITS.

##### (1) Labour Licence:

- (a) The Contractor should have a valid Labour Licence issued by the Regional Labour Commissioner (Central) before commencement of work if the contractor is deploying 20 or more contract employees at MDL.
- (b) The number of contract employees employed shall not on any day exceed the maximum number specified in the approved Labour Licence issued by the Competent Authority.
- (c) If the sub-contractors desire to employ the contract employee more than that, mentioned in the Labour Licence, the concerned contractors is required to notify in advance to the Licensing Authority. Any change in number of employees to be deployed at MDL, The Copy of license with the necessary amendments to be submit before employing such contract employees.
- (d) The contractors are required to apply for renewal of license not less than 30 days before the date on which the license expired, if his job is likely to be continued beyond the period of validity of license.
- (e) The labour license is always issued against the particular Purchase Order (PO) issued by MDL. Therefore, in case of new PO, he should obtain fresh license if he is likely to employ 20 or more employees against such new PO. However, the contractor is required to maintain separate record in respect of each PO issued by MDL
- (f) The contractor shall display a copy of labour license prominently at the place of the work.
- (g) The copy of Labour Licence is to be submitted to the HR- Contract & Outsourcing Dept.
- (h) The contractor shall attend labour inspection whenever required and submit the copy of inspection report to the principal employer i.e. MDL
- (i) The contractor shall submit Half Yearly / Annual Return to the licensing authority as prescribed under the Contract Labour (Regulation and Abolition) Act 1970 with Maharashtra Contract Labour (Regulation and Abolition) Act 1971 and submit a copy to the principal employer i.e. MDL.

##### (2) Commencement / Completion of work

The contractors shall within 15 days of commencement/completion of each contract work, submit a return to the licence authority in Form VI(A) intimating the actual date of commencement / completion of work under a copy to the HR- Contract & Outsourcing Dept.

##### (3) Daily attendance of contract employees:

The contractor shall ensure to mark daily attendance of their employees in Attendance Register whenever his contract employees deployed.

##### (4) Insurance coverage:

- (a) The contractors should have his own ESI code number and indicate the same along with individual ESI account number of his contract employee.



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- (b) The contractors should cover all eligible-contract employee under the ESI Act and its scheme on the date of joining of the contract employee on their roll at MDL
- (c) The contractors should pay employee as well as employer contribution on time and submit the copy of challan to the principal employer i.e. MDL as a proof of payment of ESI dues to the authority
- (d) The contractors should attend the ESI inspection as and when required and submit a copy of ESI inspection report to the principal employer i.e. MDL.
- (e) The contractors should submit the copy of half / yearly ESI returns to the Contract Cell.
- (f) The contractors should produce (E-Pahachan) card in respect of each contract employee whenever required for verification for their ESI account number.
- (g) Those Contract employee, who are out of ESI coverage shall be covered by suitable Workmen Compensation Policy.
- (h) The contractors shall submit the copy of Workmen Compensation Policy to the HR-Contract & Outsourcing Dept and renew the same on time.

**(5) Provident Fund Coverage:**

- (a) The contractors must have his own PF Code number and indicate individual PF Account number of his employees.
- (b) The contractors should produce Form V as and when required for verification of account number of his contract employee.
- (c) The contractors shall cover his eligible contract employees under the PF Act and Scheme and pension scheme from the date of joining.
- (d) The contractors shall also submit the copy of challan in respect of payment of dues.
- (e) The contractors should submit the card of PF annual return prescribed under the act.
- (f) The contractors shall attend PF inspection as and when required and submit copy of the PF inspection report to the HR- Contract & Outsourcing Dept.

**(6) Registration under the Maharashtra Labour Welfare fund (Amendment) Act 2003 and Professional Tax**

- (a) The Contractor must obtain independent Registration number under Bombay Labour Welfare Fund Act and pay Six (06) Monthly contribution of their employees for every June and December to the Welfare Commissioner and compliance with the provisions of Bombay Labour Welfare Fund Act, 1953 under their own code number.
- (b) The Contractor should have registration under Professional Tax and deduct the same from wages of his employees and remit Professional Tax every month to Government treasury in time and also submit returns in time.

**(7) Payment of wages / salaries:**

- (a) The contractors shall fix the wage period in respect of which wages shall be payable.
- (b) The contractors shall responsible for payment of prescribed minimum wages for his employees in MDL premises on or before 10<sup>th</sup> day of the expiry of the wage period.
- (c) No wage period shall be exceed one month in case of monthly period.



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- (d) The contractors shall submit copy of the remittance of salary/wages through NEFT/RTGS of his contract employees to the HR- Contract & Outsourcing Dept
- (e) The wages shall be paid when deduction of any kind except those specified by the Government under the provisions of the payment of Wages Act 1936.
- (f) The contractors must submit Xerox copy of the muster of his employees as well as copy of wages/payments every month to the HR- Contract & Outsourcing Dept

### (8) **Payment of Minimum wages**

- (a) The Contractor/Vendor shall pay not less than minimum wages to his employees as notified /revised from time to time as applicable under the Minimum Wages Act, 1948
- (b) The contractor must ensure that wages/ salaries to be paid to their employees as per the provisions Minimum Wages Act, 1948.
- (c) The Minimum Wage consist of Basic Wage and the Special Allowance i.e Variable Dearness Allowance (VDA declared after every Six Months). The Central Govt and the State Govt have notified the rates of Minimum wages.

The rates of Minimum Wages whichever is higher will be applicable in respect of the specific 'Scheduled Employment' as declared by the Dy. Chief Labour Commissioner (Central Govt) Mumbai time to time.

### (9) **Medical Examination of Sub Contract/Outsourced employee**

- (a) As per the Clause 18-A of the Factories Act, 1948 and Maharashtra Factories Rules,1963, all workers in a factory shall be medically examined once in a year by a Certifying Surgeon appointed or recognized by Government.
- (b) The Contractors/Vendors will have to submit a Certificate of Fitness in Form 6 in respect of employees to be engaged inside the MDL and its units and no person/contract employees shall be employed without the valid certificate of fitness. The Contractor/Vendor get the Pre-Employment Medical Examination of his employees done from certified surgeon before deploying at MDL

### (10) **Health, Safety and Welfare**

The Contractor/Vendor should ensure safe and healthy working condition at work for compliance of the Provisions of Factories Act, 1948. The Contractor/Vendor should provide all the Safety measures and his supervision to ensure safety at work site. The contractor/Vendor shall ensure that only medically fit persons are engaged for job after medically examined by Certifying Surgeon.

### (11) **Maintenance of record /register:**

The contractor/vendor shall properly maintain the following register at the sight of work:

- i. Muster cum Attendance Register
- ii. Register of Wages.
- iii. Register of overtime.
- iv. Leave Register
- v. Bonus Register

### (12) **Display of Notices**



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The contractors are also required to ensure that the notices showing the rate of wages, hours of work, wage period and date of payment and names and addresses of inspectors having jurisdiction, date of payment of unpaid wages as well as abstract of the contract labour (Regulation & Abolition) Act 1970 and the rules framed therein are displayed at the work sight in English or Hindi and language spoken by the majority of contract labours.

### **(13) Working on weekly Off and holidays:**

The Contractors deploying their employees on weekly/holidays shall submit the list of such labour in a prescribed format indicating therein the date of compensatory to be availed duly certified by the concerned department head three days' prior to the weekly off/holiday to the Contract Cell for onwards transmission to the Dy. Director of Directorate of Industrial Safety and Health (DISH).

### **(14) Applicability of labour laws:**

The above provision/rules are only illustrative and not exhaustive. The provisions of Factory Act 1948, Payment of Wages Act 1948, Minimum Wages Act 1948, ESI Act 1948, PF Act 1972, Contract Labour (Regulations & Abolition) Act 1970, Payment of Bonus Act 1965 and other labour laws as amended from time to time, relevant to the contract employee shall be applicable.



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Annexure-H

(On bidder's Letter Head)

**Declaration by bidder for Restrictions under rule 144(xi) of general financial rules GFRs, (2017)**

(On bidder's Letter Head)

**Declaration of Compliance of Order (Public Procurement No.1, 2, 3 & 4) dtd 23 Jul 2020, 24 Jul 2020 and 23.02.2023 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017**

(Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2, 3 & 4) dtd 23 Jul 2020, 24 Jul 2020 & 23.02.2023 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017& prescribed tender conditions).

**DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM**

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

- 1) The facts contained herein are within my own personal knowledge.
- 2) I have read the MoF DoE Order OM No.F.7/10/2021/-PPD(1) (Public Procurement No. 4 order) dtd 23 Feb 2023 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order
- 3) I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"
- 4) I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. Where applicable, evidence of valid registration by the Competent Authority shall be attached.]'
- 5) I understand that the submission of incorrect data and / or if certificate / declaration given by M/s .....(name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

AUTHORISED SIGNATURE:

DATE



## दो बोली जीईएम -निविदा जीईएम/२०२६/बी/७३८७२८४

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Annexure-J

### SAFETY INSTRUCTION FOR SUB-CONTRACTOR

#### 1. Scope of Work:

- a. To develop consciousness and to create an awareness amongst the sub-contractor and their employees/workman regarding the general procedures and practices for safe conduct of their work at all times.
- b. This brings out procedures, standard practices etc. and would serve as the reference material to all Sub-Contractors.
- c. This document is only for providing guidance to the sub-contractors and does not replace the safety rules detailed in Factory Acts 1948 and Maharashtra Factory Rule 1963 as amended till date.

#### 2. General Safety Guidelines:

- 1.1 The Contractor shall ensure that his employees/workmen subject themselves to medical examinations required under the law and keep a record of the same. (As per the "Factory Acts 1948" and the Maharashtra Factory Rules 1963 as amended till date).
- 1.2 Workers and supervisors engaged in the work shall be competent and undergone Safety training by MDL Safety section before deployment on job inside the MDL.
- 1.3 Contractor should go through MDL safety manual and follow the safety procedures wherever applicable.
- 1.4 The contractor must observe all safety precautions in connection with the work performed by him. No job should be undertaken where question of safety remains unanswered.
- 1.5 The Contractor shall not permit any employee/workmen to enter the work area under the influence of alcohol.
- 1.6 Smoking is strictly prohibited.
- 1.7 Fishing is not permitted in the yard.
- 1.8 Report promptly any situation affecting the safety of any person.
- 1.9 All stairways, Platforms and Walkways must be kept clean at all the times.
- 1.10 Make proper use of all safety devices and guards provided.
- 1.11 All employees shall wear personal protective equipment as appropriate while working.
- 1.12 The workmen of the contractor must wear fire retardant boiler suit/overall while working in MDL premises. The Sub-contractor shall be required to provide their workmen with Boiler suits of suitable colour with name of the contractor on the boiler suits in prominent letters.
- 1.13 The contractor should ensure that First Aid boxes are provided at the work place.
- 1.14 Do not leave tools/items on the floor or where they can fall on people below.
- 1.15 On completion of work in any location, the contractor must ensure that the place is left in a clean state and all scrap is disposed to nearby appropriate scrap bins.
- 1.16 All storage container must be clearly marked indicating the nature of contents.
- 1.17 No one except Driver (Operator) is allowed to ride/drive Jumbo/forklift/Powered trolleys/Crane etc.

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1.18 The contractor should ensure that adequate fire extinguishing arrangements are provided.

1.19 Action by person noticing Fire:

- Attempt to extinguish the fire with available fire-fighting equipment nearby.
- Operate fire alarm system or inform to fire station.

1.20 In order to ensure safety in all hazardous jobs such as excavation, work at height, fragile roof, work in confined spaces, on-board welding and gas cutting, electrical works etc., safety permit should be taken from authorize person.

### 3. Personnel Protective Equipment and other Safety Accessories:

All the contractors' employees shall wear the PPE's and other safety accessories relevant to the work. All safety equipment/accessories should confirm to the relevant Indian or International Standards e.g. ISI, BS, DIN, EN-ISO, ANSI and CE. The PPE matrix is as detailed below:

Sl. No.	Description of Activity	PPE's & Other essential Safety accessories to be used
1	Welding/Gouging	Boiler Suit, Helmet, Hand Gloves, Leg Guard, Face Shield with glass, Leather Aprons, Leather Sleeves, Skull Cap, Safety Shoe, Mask, ear plug etc.
2	Gas Cutting/Gas Welding	Boiler Suit, Helmet, Hand Gloves, Leg Guard, Cutting Goggle with glass, Leather Aprons, Skull Cap, Safety Shoe, Spark Light, ear plug, Tip Cleaner, Mask, Flash back arrestor etc.
3	Blasting & Painting	Boiler Suit, Helmet, Hand Gloves, Goggle, Leather Sleeves, Safety Shoes, Respiratory Mask, Apron, Ear Plug etc.
4	Manual Lifting	Boiler Suit, Helmet, Hand Gloves, Safety Shoe etc.
5	Working at Height	Boiler Suit, Helmet, Hand Gloves, Safety Shoe, Full Body Safety Harness etc.
6	Working on Fragile Roof	Helmet, Hand Gloves, Safety Shoe, Full Body Safety Harness, Scrawling Board, Duck Ladder, Lifeline system etc.
7	Working in Confined Spaces	Boiler Suit, Helmet, Hand Gloves, Safety Shoe, Respiratory Mask, Portable light, ear plug, Multi Gas Detector, Fume extractors etc.
8	Material Movement/Lifting/Turning	Boiler Suit, Helmet, Hand Gloves, Safety Shoe, Slings/Tackles/Shackles, Mask etc.



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Sl. No.	Description of Activity	PPE's & Other essential Safety accessories to be used
9	Grinding	Boiler Suit, Helmet, Hand Gloves, Face Shield, Skull Cap, Safety Shoe, Mask, Ear Plug etc.
10	Machining	Boiler Suit, Helmet, Hand Gloves, Face Shield/Google, Safety Shoe, Mask, Ear Plug etc.
11	Civil Construction	Boiler Suit, Helmet, Hand Gloves, Safety Shoe, Gum boots, Mask, Ear Plug etc.

#### 4. Safety Guidelines:

##### 4.1 Safety during Cutting & Welding:

- 4.1.1 Electrode Welding Holders, Gas Cutting Torches, Pressure Gauges, Welding Cables, Gouging torches, Gas Cutting Hoses etc. shall be of good quality confirming to relevant IS or EN standards with the relevant IS or EN stamping.
- 4.1.2 All welding and cutting operations must be carried out by qualified personnel while working inside the yard.
- 4.1.3 Welding machine should be properly earthed and secured.
- 4.1.4 Portable oven used on job should run with 110V power supply only.
- 4.1.5 Flash back arrestors shall be used for both on the cylinder/pipeline end as well as the cutting torch end. The flash back arrestor shall confirm to the relevant IS or EN standards with the relevant IS or EN stamping.
- 4.1.6 The Cylinders shall be kept upright during use and transportation. All industrial gas cylinders shall have Cylinder Cap/Guard for protection.
- 4.1.7 All Industrial gas cylinders shall be properly secured during use and storage.
- 4.1.8 When the cylinders are not in use, the valves must be closed. Prior to fitting the regulator, the valve should be opened slightly to blow away any dust or grit from the valve.
- 4.1.9 Metal wires shall not be used for connecting gas hoses with gas cutting torches, pressure gauges/regulators and for joining gas hoses with connectors.
- 4.1.10 The firm must ensure that the welding cables and gas hoses are well maintained and replaced if required.
- 4.1.11 All welding cables shall be fully insulated and periodically check for cuts and any damages.
- 4.1.12 Only Spark lights shall be used to ignite flame while using gas cutting/welding torches.



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- 4.1.13 All cutting equipment should be removed/shifted from compartments and confined spaces to open decks during breaks and at end of shift.
- 4.1.14 Gas hoses shall be disconnected from the manifold/cylinder after stoppage of work on the day.
- 4.1.15 All welding and cutting operations carried on in confined spaces shall be adequately ventilated to prevent the accumulation of toxic materials or possible oxygen deficiency.

### **4.2 Safety while Material Handling/Lifting and Turning:**

- 4.2.1 All lifting slings/tackles/shackles shall be tested and certified with competent Authorities and shall be visually checked periodically for fitness for use.
- 4.2.2 All lifting equipment must be tested once in a year.
- 4.2.3 Use correct lifting hooks, ensure they are load tested.
- 4.2.4 Avoid manual handling operations as far as possible to minimize the risk of injury.
- 4.2.5 Position the lifting hook over the load as to prevent the load swinging when it is raised.
- 4.2.6 Ensure only competent persons are allowed to operate cranes.
- 4.2.7 Crane operators must only take Instruction from designated rigger.
- 4.2.8 Crane should not be left unattended unless all loads have been removed.
- 4.2.9 Leather gloves should be worn when working with sharp materials or when handling rigging equipment.
- 4.2.10 Crane/Rigging equipment shall not be loaded in excess of its recommended safe working load.
- 4.2.11 All employees shall be kept clear of loads about to be lifted and of suspended loads. No employee shall be allowed under a suspended load.
- 4.2.12 The proper methods of securing the load, attaching the load to the hook, lifting the load, handling of the load during the movement of the load and lowering and placement of load should be used.

### **4.3 Safety while working on height:**

Working at height means working on 1.8 meters or above height (i.e. working on platform, stage, scaffolding).

- 4.3.1 Before starting work ensure that the supervisor is available at site and he has got the work permit issued by the authorised person.
- 4.3.2 Use a sufficient supply of sound staging material and appliances for the construction of scaffolding.
- 4.3.3 All planks and other materials intended to be used for staging shall be carefully examined before being taken into use.



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- 4.3.4 The Contractor shall ensure the use of sufficiently strong scaffolding with sufficiently strong hand railings during the execution of the job.
- 4.3.5 The Contractor shall ensure the use of scaffoldings at construction site by his personnel working at height, fabricated as per standard drawing for scaffolding. If the scaffolding as per the standard drawing is not found suitable at site, the Contractor shall make necessary modification to strengthen the same.
- 4.3.6 All planks forming staging shall be securely fastened to prevent them from slipping.
- 4.3.7 All staging to be used in connection with the operation shall be inspected before use, and thereafter at regular intervals.
- 4.3.8 There should not be any gaps in the working platform.
- 4.3.9 Stages suspended by ropes or chains shall be secured as far as possible to prevent them from swinging.
- 4.3.10 Hand rails with mid rails at one meter and half meter height should be ensured for the working platform.
- 4.3.11 Access ladders shall be provided to reach the working platform.
- 4.3.12 All ladders must be provided with non-skid shoes.
- 4.3.13 Regular inspection of scaffolding and staging are to be carried out.
- 4.3.14 While working on such job every workman must wear Full Body Safety Harness.
- 4.3.15 For any civil engineering job, the Contractor will provide adequate support before casting or any superstructure and provide approach, scaffolding etc., in such a manner that is safe, easy for movement of men, women and materials.

#### **4.4 Hand Tools and Power Tools:**

- 4.4.1 Tools shall be manufactured from the best materials by reputed tool companies with confirming to and stamped by the relevant Indian or International Standards e.g. IS, DIN, EN-ISO, ANSI and CE.
- 4.4.2 All power hand tool like grinder, weld flux remover etc. used onboard or inside the workshop must be run on either 110V power supply or by compressed air.
- 4.4.3 All compressed air hose must have standard hose coupling for fittings.
- 4.4.4 Compressed air tools, while under pressure, must not be left unattended.
- 4.4.5 All connections to air tools shall be made secure before turning on air pressure.
- 4.4.6 When working at elevated location, all tools should be placed in tool box to prevent loose tools being dropped from the heights.



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- 4.4.7 Wooden shaft must be of correct size and securely fixed to the hammer head with fitting wedges. The face of hammers should be kept clean and in good condition (Not mushroomed).
- 4.4.8 A file must be used with proper handle fitting and to maintain files when clogged with filings clean out the teeth with a file card or fine wire brush.
- 4.4.9 When using a screwdriver, make sure that the blade fits the slot in the screw properly. Too large or too small a blade will damage the screw and not work efficiently.
- 4.4.10 Select the correct hacksaws blades to carried out work and blade should always be correctly tensioned in the frame. After use when the hacksaw is to be stored, the tension on the blade should be released.
- 4.4.11 Always select a spanner which exactly fits the nut or bolt head, never use packing pieces to make the spanner fit. Piece of pipe or similar device must not be placed over the end of spanners as extensions to increase the torque.
- 4.4.12 All electrical hand tools shall be of double insulated and fiber body type.
- 4.4.13 The RPM of grinding machine should be lower than the RPM of the grinding disk/wheel.
- 4.4.14 Do not use a portable power tool (such as saw, grinder and drill) unless its dangerous parts have been effectively guarded.
- 4.4.15 Electrical tools shall not be used where there is hazard of flammable vapours, gases, or dusts without a valid Hot Work Permit.
- 4.4.16 Do not use compressed air/Oxygen to clean off overalls or clothing.

### 5. Electrical Safety:

- 5.1 The Contractor shall engage qualified, experienced and competent electricians and other electrical personnel while working on electrical lines (which may be High Tension, Medium Tension and Low Tension electrical lines) for safe execution of Contract.
- 5.2 The electricians and other electrical personnel must possess requisite certificate issued from competent authority.
- 5.3 The Contractor shall ensure proper earthing of all electrical equipment/machinery prior to start of the machine.
- 5.4 The Contractor shall also ensure daily examination of the earthing of equipment/machinery prior to start of the job in order to avoid electrical hazards.
- 5.5 The Contractor shall ensure use of proper cable (may be welding cable or power cable or control cable). The joints of the cables shall be perfectly insulated.
- 5.6 The Contractor shall also ensure the use of proper plugs & sockets.
- 5.7 Use of rubber hand gloves during monsoon season is very essential.
- 5.8 Repair and routine maintenance of electrical equipment shall be carried out by trained and qualified electricians.

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5.9 In case of Electrical work contract, the contractor shall have valid electrical License issued by PWD or any Govt. organization or shall have a valid MOU with the licensed contractor.

5.10 For onboard work, only 110V AC supply will be provided.

**8. Safety while Working on Fragile Roof and Pitched Roof:**

- 8.1 Do not step on any sheet without obtaining proper safety training.
- 8.2 Before starting work (i.e. before climbing on the access ladder) ensure that the supervisor is available at site and he has got the work permit issued by the authorised person.
- 8.3 Intimation shall be given to shop In-charge along with height permit, before going to roof of workshop.
- 8.4 Use suitable and sufficient access ladders, cat ladders, crawling boards, duck ladders etc. and fix them properly on the roof.
- 8.5 Use Full Body Safety Harness and anchor them properly with the anchorage points on the roof or to the lifeline available on roof or fall protection device.
- 8.6 Never step directly on any part of the roof. Always walk or step only on the ladders.
- 8.7 It is not safe anytime to walk on purlins. Do avoid it. Do not run on roof.
- 8.8 It is necessary to walk on ladders (and not on roof directly) while transporting these sheets on roof.
- 8.9 While working on the roof, ensure that no loose items are dropped down.
- 8.10 Always use suitable and strong ropes for taking sheets from ground to the roof.
- 8.11 Never leave any loose items (tools, cut sheets, broken sheets) on the roof after the work is over.
- 8.12 Never use any electrical equipment without proper earthing.
- 8.13 Ensure sufficient illumination while you are working on the fragile roof.

**9. Safety while working in Confined Spaces:**

- 9.1 Before starting work ensure that the supervisor is available at site and he has got the work permit issued by the authorised person.
- 9.2 Prepare adequate emergency arrangements before the work starts.
- 9.3 Testing the air is necessary to check before starting the work that it is free from both toxic and flammable gas/vapours and that it is fit to breathe. Testing should be carried out by a competent person using a suitable gas detector which is correctly calibrated.
- 9.4 Proper ventilation arrangement should be made before starting the work.
- 9.5 Adequate light arrangement should be available.
- 9.6 Use only 110V power supply while working in confined space.
- 9.7 When work is being carried out in a confined space, another person should be assigned to outside the confined space to maintain communication with the worker inside. Sufficient number of rescue personnel should also be made available outside the confined space. These persons need to be properly trained in rescues, physically fit and readily available to carry out rescue tasks, and capable of using any rescue tools.



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### **10. Safety while Blasting and Painting Operations:**

- 10.1 Suitable blasting suits and hoods with coolant tube shall be used while carrying out blasting operations.
- 10.2 Immediate removal of spillage. Good housekeeping standards must be maintained at all times.
- 10.3 The contractor shall ensure that paint handed over to it for usage is safely stored in a suitable container.
- 10.4 Never allow Naked flames - matches - cigarettes -in the same area where paint is being applied or stored.
- 10.5 Airless spray must always be earthed as static electricity can develop within the system and be the cause of explosion.
- 10.6 All couplings must be of a close fit, especially on high pressure equipment. Replace damaged hoses.
- 10.7 The contractor shall ensure that its personnel have minimum contact of paint with skin.
- 10.8 Hand Gloves, Safety Shoes and eye protection must always be worn during work.
- 10.9 Usage of a suitable barrier cream on exposed skin must be considered.
- 10.10 Air fed hood/mask or respirator in confined spaces must be used.
- 10.11 Safe access and adequate lighting must be ensured.
- 10.12 Blasting proof, light and portable lamps shall be provided for the blasting operations inside of tanks and compartments.
- 10.13 The area where blasting or painting is being carried out must be provided with proper, visible safety barriers or signs.
- 10.14 Tarpaulins and other coverings should be used to cover dry dock channels / pump pits, compressor house, nearby electrical installation, machines and equipment which may otherwise be affected by blasting or painting operations.
- 10.15 Cleaning of the slipway, dry-dock, surrounding areas, machines and equipments, etc. of dust immediately after blasting has taken place.
- 10.16 Removal of spent/excess and reusable grits and empty paint drums.

### **11. Safety at Civil Construction Sites**

- 11.1 The rock blaster should be a qualified and competent person for carrying out blasting work.
- 11.2 Before blasting, sufficient warning should be given to enable the people working in the area to get off the danger zone at least 10 minutes before the blasting starts.
- 11.3 Care should be taken that the blasting point is free of detonating gas, inflammable objects, sparking or damage wiring system, stray currents.
- 11.4 Underground utilities (such as water pipelines, sewers, gas mains, electrical conduit system) should be located and protected, wherever necessary, before the start of excavation.

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- 11.5 Measures should be taken to prevent persons who are not engaged in excavation work, from approaching excavation areas by placing warning signals, barricades etc. near the site of the excavation.
- 11.6 Excavated material should not be dumped within 1.5 m of the edges or half of the depth of the trench whichever is more.
- 11.7 Shoring (supporting the sides of the trench) and/or proper slopes to the trench walls should be provided.
- 11.8 Ladder access at suitable intervals with proper support in the trench should be provided and ladder should extend above the ground level.
- 11.9 Dewatering provisions should be considered while excavating a trench near a water body.
- 11.10 Temporary electrical connections provided in the trench area should be in compliance to the requirements of the Indian Electricity Act, Rules and Regulations.
- 11.11 Proper barricading of trenches with warning signals should be provided.
- 11.12 At all approaches and exits of the sites of excavations, danger and warning signals should be placed.
- 11.13 Excavation area should be adequately lighted for night work.
- 11.14 Test for oxygen level inside the shaft before start of work every day.
- 11.15 Effective communication system between the ground staff & the persons working in the shaft should always be there to ensure safe working environment.
- 11.16 The excavated material should be dumped sufficiently away from the edge of the excavated pit to avoid the excavated material slipping and falling into the pit.
- 11.17 Guard rails should be fitted to the working platform and should be secured to prevent their outward movement. The platform should be strong enough to bear the loads of workmen & materials.
- 11.18 Persons should not be allowed to work under the scaffold and if at all it is necessary to carry out work, then safety net should be provided to arrest the fall of materials & tools.
- 11.19 Safe access should be provided to the structures under erection.
- 11.20 Structures/ platforms should not have openings uncovered/unbarricaded.
- 11.21 Working under the structure should be prevented and if at all it is necessary to carry out work, then safety net should be used to arrest the fall of materials & tools.
- 11.22 In order to avoid the workers from being in contact with the moving parts of machinery such as conveyors, screens etc. machine guarding should be provided.
- 11.23 Health hazard from cement dust or wet cement should be controlled by avoiding engagement of workers in dusty areas and ensuring usage of PPEs especially filter respirators, goggles, gloves and boots.
- 11.24 When workmen are working/cleaning the inside of the drum of mixer, the power of mixer should be switched off and "Do not operate" tag should be provided.
- 11.25 Every opening in the floor of a building should be provided with suitable fencing/railing of one-meter height on all exposed sides with toe guard of 15 cm vertical height. Where barricades cannot be installed, safety net should be installed close to the level at which there is a danger of a fall.
- 11.26 All temporary wiring should be installed and supervised by a competent electrician.



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- 11.27 Adequate protection should be provided for all electrical wiring laid on floor which may be crossed over by construction machinery or by the workmen.
- 11.28 Suitable warning signs should remain displayed at conspicuous places to alert the workers of the potential dangers and to protect them from the risks of electrical accidents.
- 11.29 All necessary rescue equipment such as life buoys and life jackets should be provided and kept available for use at any time while working in and around water bodies.
- 11.30 Dispose all wastes, and unwanted materials must be disposed of at a designated place.
- 11.31 Do not leave planks with nails on passageways.



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**Annexure-K**

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

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

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

OR

b. 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.

OR

**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 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-L](#)

**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-M.1](#)

**DECLARATION CERTIFICATE FOR LOCAL CONTENT**  
**(Tender value Less than Rs 10 Crores)**

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.”

(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

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.

(f) 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



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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.

(g) 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-M.2](#)

**ACTUAL LOCAL CONTENT CERTIFICATE**  
**(Tender value Less than 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 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-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

**PROFORMA BANK GUARANTEE FOR EMD BG**

APPENDIX – 14

**PROFORMA BANK GUARANTEE FOR BID BOND / 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-fulfilment 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 fulfil 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 favour of the Company 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 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 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, act or 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 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 + --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.



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IN WITNESS WHEREOF the Bank has executed this document on this..... day of .....

For ..... Bank  
(by its constituted attorney  
or the person authorised to sign)

(Signature of a person authorised  
to sign on behalf of "the Bank")



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**ANNEXURE - P**

**(On 500 Rs. Stamp Paper)**

**FORMAT**

**PROFORMA BANK GUARANTEE FOR SECURITY DEPOSIT**

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 Security Deposit payable under the said order for the fulfillment and performance of the said order, We, ..... Bank having office at..... (hereinafter referred to as “the Bank” which expression shall includes its successor and assign) hereby agree to pay to the purchaser without any demur on first demand amount not exceeding Rs.....(Rupees.....only) being 5% of the order value against any loss or damage, costs, charges and expenses cause to or suffered by the purchaser by reason of non-performance and non-fulfillment or for any breach on the part of the Contractor / Supplier of any of the terms & 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 fulfill the said order in term thereof or committed breach of any terms and conditions of the order and the extend 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 right and defenses 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 related thereto, our liability under this guarantee being absolute and unconditional.

4. We,..... Bank further agree with the purchaser that the purchaser shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said order/or to extend time of performance by the Supplier from time to time or to postpone for any time to time any of the power excisable 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.



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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 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 + four weeks from the date of expiry of this guarantee).

8. This Guarantee shall be governed by Indians 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 authorized  
to sign on behalf of "the Bank")



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Annexure-Q

**PROFORMA OF UNCONDITIONAL AND IRREVOCABLE INSURANCE SURETY BOND FOR BID BOND / EMD**

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

Ref. No. ....

Insurance Surety Bond No. ....

Dated: .....

1. 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 an unconditional and irrevocable Insurance Surety Bond (ISB) 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, ..... Surety Insurer having office at ..... (hereinafter referred to as "the Surety" which expression shall includes 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-fulfilment or for any breach on the part of the tenderer of any of the terms and conditions of the said tender.

2. We, ..... the Surety further agree that the Company shall be sole judge whether the said tenderer has failed to perform or fulfil 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 favour of the Company all the rights and defences to which we as sureties may be entitled to.

3. We, ..... the Surety further agree that the amount demanded by the Company as such shall be final and binding on the Surety as to the Surety's liability to pay and the amount demanded and the Surety 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 Bond being absolute and unconditional.

4. We, ..... the Surety 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



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time of performance by the tenderer from time to time or to postpone for any time to time any 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, act or 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, ..... the Surety further undertake not to revoke this Bond during its currency except with the previous consent of the Company in writing.

6. We, ..... Surety also agree that the Surety's liability under this Bond 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 Bond shall not exceed Rs.....
- (ii) This Surety Bond shall be valid upto and including .....; and
- (iii) We are liable to pay the Bond amount or any part thereof under this Surety 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 Bond).

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

IN WITNESS WHEREOF the Surety has executed this document on this.....  
day of .....

For .....

(Signature of a person authorised  
to sign on behalf of "the Surety")



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Annexure-R

**PROFORMA OF UNCONDITIONAL AND IRREVOCABLE INSURANCE SURETY  
BOND 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.)

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

2. We, .....the Surety 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 surety may be entitled to.

3. We, ..... the Surety further agree that the amount demanded by the Purchaser as such shall be final and binding on the Surety as to the Surety's liability to pay and the amount demanded and the Surety 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 Bond being absolute and unconditional.

4. We, ..... the Surety 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



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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, ..... the Surety further undertake not to revoke this Bond during its currency except with the previous consent of the Purchaser in writing.

6. We, ..... the Surety also agree that the Surety's liability under this Bond 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 Bond shall not exceed Rs.....
- (ii) This Surety Bond shall be valid upto and including .....; and
- (iii) We are liable to pay the Bond amount or any part thereof under this Surety Bond 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 Bond).

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

IN WITNESS WHEREOF the Surety has executed this document on this.....day of .....

For ..... Surety  
(by its constituted attorney)  
(Signature of a person authorised  
to sign on behalf of "the Surety")



**दो बोली जीईएम -निविदा जीईएम/२०२६/बी/७३८७२८४**

Two Bid GeM Tender GEM/2026/B/7387284 – Biennial Rate Contract for Leasing of Vehicles on N2N lease basis without fuel & driver on monthly rental basis for 24 hrs. for a period of three (03) years for use by CMD/Directors/CVO/Transport Pool at Delhi and Mumbai Office.

[Annexure-S](#)

**Vendor's Contact Details**

<b>Name of Firm</b>	
<b>Tender Executive – 1 Contact Details</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Contact No.</b>	
<b>Email Id.</b>	
<b>Tender Executive – 2 Contact Details</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Contact No.</b>	
<b>Email Id.</b>	



## दो बोली जीईएम -निविदा जीईएम/२०२६/बी/७३८७२८४

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### [Annexure-T](#)

#### **Technical documents to be uploaded in Technical Bid** **(Ref clause 11 of tender Enquiry)**

1. Scanned image of EMD-BG/ Online Remittance as stipulated in clause 6 for EMD. The original of the above of EMD-BG/ Online Remittance, shall be forwarded to GM (OTS) / HOD (OTS) within 7 days of tender closing date.
2. Blank Rate sheet **(Annexure-B)**
3. Declaration of quoted prices in GEM on all-inclusive basis i.e. including GST, all taxes, duties, local levies/ transportation etc.
4. Acceptance of Service Level Agreement **(Annexure-C)**
5. Acceptance of General Conditions of Contract (GCC) **(Annexure-D)**
6. **Signed and stamped acceptance** of GST Terms and conditions **(Annexure-F)**
7. Bidder should scan and **upload Acceptance on firm's letterhead** of: Conflict of Interest (Clause no 38)
8. Bidders should upload scanned Copies of work Orders, Work Completion Certificates, SoW against SLA Clause No. 8.1.
9. Bidder should upload **signed and stamped acceptance** of Safety instruction for Sub-Contractor **(Annexure- J)**.
10. Statutory Compliances By The Sub-Contractors\Vendors While Deploying Contract Employees In MDL Premises And Its Units **(Annexure-G)**.
11. Track Record/ Information of past orders as per **(Annexure-N)**.
12. Audited balance sheet and P&L statements for FY 2022-23, FY 2023-24 and FY 2024-25.
13. Bidder should upload scanned copy of tax and duties certificate for which they are registered (GST Certificate all pages etc.).
14. Copies of valid UDYAM Registration or Approval certificates (if any) of the following shall be uploaded on-line:
  - a) Micro Enterprises.
  - b) Small Enterprises.
  - c) ISO Accreditation.
15. Declaration Certificate for Local content. **(Annexure-M.1)**
16. Declaration by bidder for Restrictions under rule 144(xi) of general financial rules GFRs, (2017) on Letter head of firm. **(Annexure-H)**
17. Bidders registered with MDL should scanned and upload valid Registration Certificate issued by MDL.
18. RTGS/ NEFT - Mandate Authorization Form **(Annexure – L)**
19. Contact Information **(Annexure – S)**
20. Scanned image of PAN card.
21. Shop & Establishment.