



**MAZAGON DOCK SHIPBUILDERS LTD  
PROJECT MANAGEMENT TEAM - P17A**

**SCOPE OF WORK (SOW)**

**BIENNIAL RATE CONTRACT (BRC) FOR HIRING SERVICES OF  
GAS CUTTERS FOR GAS CUTTING SERVICES ON BOARD SHIPS  
AT MDL MUMBAI, NAVHA YARD MUMBAI, MPA MUMBAI,  
NAVAL DOCK MUMBAI, NAVAL DOCK VISAKHAPATNAM &  
HSL VISAKHAPATNAM FOR MDL SHIPS: 2026 - 2027**

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**विश्वनाथ खानापुरे**  
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DGM (PLANNING-P17A)  
माझगांव डॉक शिपबिल्डर्स लिमिटेड  
MAZAGON DOCK SHIPBUILDERS LIMITED

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MAZAGON DOCK SHIPBUILDERS LIMITED



## 1. INTRODUCTION:

MDL is planning to hire contractor / agency who can provide skilled Gas Cutter along with equipment, accessories, consumables and other support employees for Gas cutting using oxy-acetylene flame. This requirement is for on board ships during the construction and Guarantee period of MDL ships and under parallel rate contract (in the ratio 60:40) to support the construction program of warships at various Yards in MDL Mumbai, MPA Mumbai, Nhava Yard Mumbai, Naval Dock Mumbai, Naval Dock Visakhapatnam and HSL Visakhapatnam.

## 2. PRE-QUALIFICATION CRITERIA:

- 1.1 The Bidder shall be in the field of supply of skilled/semi-skilled manpower viz. welder / gas cutters / grinders since last five years.
- 1.2 The bidder shall have registered office at Mumbai with branch office at Visakhapatnam or vice versa i.e. registered office at Visakhapatnam with branch office at Mumbai and have their representative at both place.
- 1.3 The Bidder shall have past experience of providing Gas Cutters who have experience in steel fabrication / piping fabrication work involving manual gas cutting in ship building / sub marine industries. Bidder shall submit relevant documents / orders / contracts along with work completion certificates.
- 1.4 Bidder shall have capacity to deploy requisite no. of Gas Cutters as per tender requirement at various locations i.e. at MDL Mumbai, Nhava Yard Mumbai, MPA Mumbai, Naval Dock Mumbai, Naval Dock Visakhapatnam and HSL Visakhapatnam and shall submit a declaration in the technical bid on their letter head, stating their readiness to supply Gas Cutters who have experience in steel fabrication / piping fabrication work involving manual gas cutting, at various locations mentioned above.

## 3. SCOPE OF REQUIREMENTS:

- 3.1. There is a requirement of approximately 20 equipped gas cutters per day to work on-board ships, slipways, dry docks, workshops at MDL Mumbai, Nhava Yard Mumbai, MPA Mumbai, Naval Dock Mumbai, Naval Dock Visakhapatnam and HSL Visakhapatnam etc.
- 3.2. While working in the confined space / tanks / at heights, gas cutter should be accompanied by helper / Mazdoor for safety reasons while working on board.
- 3.3. Contractor needs to depute qualified supervisor for operational and safety supervision for each shift.
- 3.4. Gas hoses, blow pipes, pressure regulators as Gas Supply System, safety devices & equipment, accessories and consumables are in contractor's scope. MDL will provide the Gas for gas cutting in cylinders / through gas line,
- 3.5. MDL User and contractor shall signoff a sub order before starting the job work with mutual agreement on completion period of the job call. contractors are requested to complete the job including deployment of equipment, accessories and operators, completion of the job, self-inspection of job executed within the agreed time period. Delay further shall attract LD as per MDL Tender term for LD. Work release note (Illustrative format) is placed at Annexure IV.
- 3.6. A hindrance register in the prescribed format is to be maintained by the contractor and kept at each site office which mentions the cause of delay and work attributable to either MDL or contractor. The hindrance register should be updated and signed by MDL User Executive and contractor at regular basis with mutual consent.
- 3.7. If any material issued by MDL to the contractor is found 'damaged / lost' / is not usable further, cost of the material plus overhead charges will be recovered from contractor as per the costing done by MDL Estimate Section. The recovery charges will be evaluated and communicated by MDL User Site Executives to OTS Dept.
- 3.8. Daily labour challan should be submitted to Ship Manager/ his representative and log book to be maintained.

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- 3.9. Job to be carried out in shifts. One shift (1<sup>st</sup> Shift) is of 9½ hours (including 30 min lunch break). Shift pattern will be mutually agreed upon by contractor and user as per user requirement. The shift timing is 7:30 hrs to 17.00 pm for first shift.
- 3.10. Payment for working less than one shift for reasons attributable to contractor's employee will be paid on pro-rata basis of Shift Charges at actual certified by the user. i.e. working for less than 8 hrs but more than 4 hrs will be paid for half shift and additional hours on prorate basis.
- 3.11. The contractor shall be prepared to work in 2<sup>nd</sup> Shift from 1600 hrs to 2400 hrs also.
- 3.12. In case of any emergency, MDL reserves the right to call the equipped gas cutters on Saturdays, Sundays, holidays and in 3<sup>rd</sup> shift. The same will be conveyed by MDL User to the contractor in prior and all necessary formalities will also be complied with.
- 3.13. The contractor shall ensure that only medically fit personnel are deployed for the work and employees with contagious diseases and unhygienic / unhealthy habits are not deployed.
- 3.14. Contractor needs to ensure the availability of gas cutters - who can take, handle, operate & execute the required gas cutting jobs, supervisors - for operational and safety supervision with requisite equipment like gas hoses, blow pipes, pressure regulators, Flashback arrester and protective equipment like goggles, visors, spectacles, face screens, hand shield, fixed shield (such as screen), facemasks, aprons, gloves, gauntlets, safety shoes, spats, respirators (contractor must ensure that the worker is physically fit before working with a respirator) on board ships as per job call per day basis.
- 3.15. Whenever additional work arises, two days' advance notice will be given to the contractor by MDL User for supplying the equipped manpower. In case Contractor fails to supply, manpower will be hired from other sources / open market and the prevailing rates of those workers will be debited from payment.
- 3.16. Contractors should ensure that training is imparted to the operatives related to fire hazard.
- 3.17. Contractor shall be fully responsible for the safety/security of drawings and other confidential material issued to him from time to time. All documents / material issued by MDL to be properly recorded and returned after completion of work to MDL User.
- 3.18. The order shall be operated by MDL User Department.
- 3.19. Contractor is also responsible for the following:
  - 3.19.1. Comply with all Central, State and Local laws, ordinances, rules and regulations applicable to the work and shall be responsible for any costs arising from violation of the same.
  - 3.19.2. Observe all applicable MDL accepted Industry Safety Practice and in addition, all Governmental Regulations as appropriate for this work. Comply with applicable Codes and Standards of Safety.
  - 3.19.3. Comply with the requirements of applicable laws and governmental regulations.
- 3.20. The contractor has to obtain Permanent Gate passes for its employees/workforce to get entry inside MDL; no excuse for delay in commencing the work on this account will be entertained. Following minimum documents are required to obtain a gate pass:
  - 3.20.1. Identity Proof
  - 3.20.2. Police Verification
  - 3.20.3. ESIC/ PF/ WC Policy
  - 3.20.4. Undertaking from firm etc.
  - 3.20.5. Any other documents required by HR Dept. / Pass Issue Cell of MDL.
- 3.21. Date of commencement: Within two weeks from date of placement of order

**4. WORK DESCRIPTION:**



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- 4.1. Cutting of minor and major bulkheads, seats, side shells, scrap material, temporary supports, removal of cleats and slugs, cutting of MS galvanized plates of lower thickness and all other gas cutting work related to shipbuilding activities as and when required.
- 4.2. Edge preparation (Bevelling, chamfering) of structure required for alignment, units, blocks, major & minor seats, bulkheads.
- 4.3. Gas cutting of MS pipes, pipe supports, bevelling for welding.
- 4.4. The gas cutting work is to be done at various Yards of Projects or at any other location in MDL premises.
- 4.5. All the above gas cutting work needs to be carried out in open as well as confined / constrained areas like double bottom tanks, at heights and in different positions including overhead position and in different thickness of plates ranging from 3.15 mm to 24 mm. The material will be DMR249A (high tensile steel).
- 4.6. Any rectification work on account of poor workmanship will have to be carried out by the contractor at no extra cost.
- 4.7. Bidder shall have capacity to deploy manpower as mentioned in this SoW.
- 4.8. The quantities indicated are tentative; the actual requirement may vary as per User Dept. requirement and the contractor will be paid as per WDC / Service Entry done by MDL User.
- 4.9. Monthly requirement of number of gas cutters, helper / Mazdoor, supervisor will be intimated to contractor by OIC / Ship Manager / MDL User, one week in advance.
- 4.10. Separate Supervisor has to be deployed at all locations of work happening on various Yards / locations.
- 4.11. Completion period per job call shall be mutually defined, agreed, and recorded by MDL User Dept. and contractor. Delay attributable to bidder over the defined completion period, delay beyond week per part thereof shall attract LD as per MDL tender terms.
- 4.12. In case of short-supply of gas cutters against the informed requirement on any day to the satisfaction of MDL User, penalty of Rs 200/per person/per day shall be imposed and the penalty will be recovered from monthly running bills of contractor.
- 4.13. Further, Non-providing or absence of required supervisor will attract penalty of ₹ 250/per day /supervisor.
- 4.14. MDL's hindrance register system shall be implemented to account the responsibilities in case of delay.

## **5. SAFETY**

### **5.1. Equipment Safety**

The contractor must ensure the following:

- 5.1.1. The Workmanship and the equipment, accessories, etc. used must be of good quality and to the entire satisfaction of MDL. In case of defects / deficiencies, if any, the same shall be rectified / made good by the firm without any extra cost to MDL.
- 5.1.2. All portable machines, if any used by the contractor shall be of 110V supply.
- 5.1.3. All Electrical connections to portable machines must be from plug points; no loose connections or direct wires allowed.

### **5.2. Personal Safety**

Safety of personnel is of prime importance.

- 5.2.1. The contractor shall ensure that its personnel use safety gears i.e. Personnel Protective Equipment (PPEs like Helmets, Hand Gloves, Eye protection Shields, Ear Muffs, Safety Belts, Safety Shoes etc.) while working at MDL work site.
- 5.2.2. For the purpose of easy identification all the operatives belonging to contractor shall wear sensible working clothes i.e. a unique uniform of same colour and that is different from the uniform of other Contractors / MDL employees; the uniform must also bear

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a logo or name, initials or any other identification indicating the contractor's firm. Wearing of MDL operatives' boiler suit by contractor personnel is strictly prohibited.

- 5.2.3. Air fed hood/mask or respirator in confined spaces must be used.
- 5.2.4. Safe access and adequate lighting must be ensured.
- 5.2.5. Tidying up, as work proceeds, must be followed - good housekeeping contributes to safety.
- 5.2.6. Yard safety regulations must be respected and followed.

**5.3. Job Site Safety.**

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

- 5.3.1. Tidy and clean surfaces in general.
- 5.3.2. Immediate removal of scrap. Good housekeeping standards must be maintained at all times.
- 5.3.3. Contractor has to ensure that Supervisor having safety knowledge is appointed and available at site during the working period. If the operators are working in multiple shifts, then Supervisor shall be made available for each shift.
- 5.3.4. MDL Site in Charge/Safety Dept. has the authority to stop the work at any point of time if the contractor is found violating safety norms during the operation of the contract.
- 5.3.5. Contractor has to obtain prior permission in the format provided by Safety Department while working at heights (more than three feet).
- 5.3.6. For any job above 1.5 meter or more height, the contractor must ensure fall prevention, fall protection, supervision and provide proper personal protective equipment and training to their employees.
- 5.3.7. While working in the confined space / tanks, contractor to ensure that gas cutter should be accompanied by helper / Mazdoor for safety reasons.
- 5.3.8. The contractor must ensure that the power / gas / air supply to its machines and equipment are turned off at source before leaving for the day.

**5.4. Fire and other Hazards**

- 5.4.1. Flammable material, matches, cigarettes etc. are not allowed at any work places in MDL.
- 5.4.2. The contractor shall take all appropriate steps to minimise noise, air pollution, ambient discomfort, poor lighting, hazards and other undesirable effects and conditions

**6. MDL SCOPE OF SUPPLY:**

MDL User shall release the work on daily basis. Daily job released should be mutually defined, agreed between MDL User department and contractor. Delay attributable to contractor shall attract Liquidated Damages (LD) as per tender clause for LD.

**6.1. Material**

- 6.1.1. MDL user department shall provide the Gas for gas cutting in cylinders / through gas line, however transportation of Gas cylinders will be in the contractor's scope from parent department / stores to ship / site. Contractor shall project his requirement 2 days in advance.
- 6.1.2. MDL User department shall also arrange required platform / table / staging & other holding accessories on board for operational set up.
- 6.1.3. MDL will do marking for the gas cutting whenever required and the job is to be carried as per the mutual agreement.

**6.2. Yard Facilities**

- 6.2.1. Drinking water points.
- 6.2.2. Facilities such as crane with crane operator etc. shall be made available in order to insure the set up and space required for maximum accessibility.
- 6.2.3. MDL shall provide space for the Site office / Porta Cabin subject to availability.



6.2.4. MDL shall provide Temporary lighting supply points on job site and scaffolding based on requirement.

6.2.5. MDL Safety Department will provide an initial training to all the employees of the contractor and MDL Fire Brigade Section will provide Initial training in Fire Fighting to all the employees of the contractor.

## 7. CONTRACTOR'S SCOPE

### 7.1. Manpower

- 7.1.1. In the event of temporary absence of any type of job supervisor viz, safety, quality or production, during any shift, the site in-charge or project manager of the contractor i.e. a superior to take over functional responsibility during the intervening time.
- 7.1.2. No work shall be allowed to be carried out without the supervisor's presence at site. Work for the day/shift shall not commence till the job supervisors arrive.
- 7.1.3. As per the requirement of MDL User, Contractor must promptly work additional time over regular hours, including Saturdays, Sundays and holidays; supply additional workmen; revise its operational procedures; or take such other steps as may be required to bring Work on, and, as per schedule, without additional cost or expense to MDL.
- 7.1.4. The contractor shall follow yard calendar and timings. In the event the contractor desires/is required to work on Saturdays/Sundays/Holidays or beyond normal working hours, prior approval needs to be obtained. Job supervisors shall remain present during these extended hours/holidays. In no case any job will be allowed to be carried out in absence of job supervisors.
- 7.1.5. A list of dedicated managers, supervisors and workmen shall be furnished before start of work/work mobilisation for review and approval. Gate Passes shall be issued to this approved personnel list. No appointment, substitution or reassignment of the Supervisory Job-Site Staff shall be made by the Contractor without prior written consent of MDL User, unless such personnel leaves the employment of the Contractor. Any proposed appointment, substitution or reassignment, the Contractor shall submit to MDL User a detailed justification supported by the qualifications of any proposed individual.
- 7.1.6. The contractor to ensure that adequate number of qualified gas cutters are deployed for the jobs.
- 7.1.7. The contractor shall fill up the hot work form before commencement of work as a step towards safety and accountability as and when promulgated by the Ship Manager / MDL User depending on the phase of the construction of the ship.
- 7.1.8. Following are the responsibilities of the contractors' supervisors and operatives:
  - 7.1.8.1. Understanding and acting in accordance with the safety rules, safe working procedures and emergency response procedures.
  - 7.1.8.2. Making full use of the safety equipment and personal protective equipment necessary to perform the assigned task, and reporting all equipment defects to their firm / MDL User immediately.
  - 7.1.8.3. Providing feedback on effectiveness of safety measures and emergency response plans and
  - 7.1.8.4. Reporting to their firm / MDL User all hazards or defects observed during daily operation, injury, accident or incidents at work.
- 7.1.9. The contractor is expected to depute its workforce with all items like gas hoses, blow pipes, pressure regulators, Flashback arrester, PPE on daily basis.

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- 7.1.10. Contractor shall depute competent persons who can handle, operate & execute the required gas cutting jobs with requisite gas cutting equipment with safety devices and PPEs on board ships as per job call per day basis.
- 7.1.11. Contractor needs to depute qualified supervisor for operational and safety supervision for each shift. Supervisor shall be responsible for ensuring quality work without hindrance and accidents. Separate supervisors are required for work happening at various Yards / locations.
- 7.1.12. Before mobilization, Contractors should give undertaking to provide the requisite skilled operators (along with skill matrix) with minimum three years of hands on experience in gas cutting as Indicated in the work quantum.

**7.2. Machine**

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

- 7.2.1. Gas hoses, blow pipes, calibrated and in proper working condition pressure regulators as Gas Supply System.
- 7.2.2. A non-return valve at each gas inlet of the blowpipe to prevent back-feeding of oxidant gas to the fuel gas line, vent and purge device and vice versa.
- 7.2.3. Flashback arrester (also known as flame arrester) incorporating pressure or temperature cut-off valve to prevent propagation of flashback from the blowpipe and gas supply lines into the cylinders at the cylinder side and at the blow pipe as per IS standard IS 11006-2011(Latest revision).
- 7.2.4. Cutting nozzles should be selected based on the thickness of the plates.
- 7.2.5. Only lighter should be used for ignition of the cutting torch.
- 7.2.6. Colour coding of the hose should be followed i.e. Red for fuel gas hose and blue for oxygen gas hose.
- 7.2.7. Machines, Equipment and tools proposed by the Contractor for use in connection with the Work shall be subject to MDL User approval. The Contractor shall submit written requests for such approval. Requests for approval shall indicate technical data or technical brochure indicating machine information wherever applicable.
- 7.2.8. The Workmanship and the equipment, accessories, etc. used must be of good quality and to the entire satisfaction of MDL. In case of defects / deficiencies, if any, the same shall be rectified / made good by the firm without any extra cost to MDL.
- 7.2.9. Ventilation / exhaust / fume extractor equipment to be arranged by the contractor wherever required.
- 7.2.10. Any other material, tool, machine and equipment, gadget, etc. incidental to, and not mentioned herein, shall be in the scope of the contractor.

**7.3. Material**

- 7.3.1. Contractors need to ensure the availability of personal protective equipment like goggles, visors, spectacles, face screens, hand shield, fixed shield (such as screen), facemasks, aprons, gloves, gauntlets, safety shoes, spats, respirators (contractor must ensure that the worker is physically fit before working with a respirator) for all his operators in order to comply with safety measures while working at various work site.
- 7.3.2. Site office / porta cabins for storing equipment, accessories and consumables to be arranged by the contractor at his own cost at the space allotted, if any.

**7.4. Services**

- 7.4.1. Cleanliness of work place is essential for safe work environment. Thus cleaning must be carried out on daily basis. It is the responsibility of the contractor to shift all the rubbish and metal scrap to the designated bins. If the workplace is found to be unclean, work will be mandatorily paused till cleanliness is restored.



7.4.2. Transportation of gas cylinders and manpower to collect and return gas cylinders from parent department / stores to ship / work site and vice versa will be in contractor's scope.

**7.5. Contractor Project Management**

7.5.1. Contractor shall keep MDL User informed regarding the progress of work throughout the entire contact period. Contractor shall submit weekly progress report to MDL.

7.5.2. There shall be a single point contact from the contractor for MDL site in charge to interact with regarding Progress review, safety, quality and other related issues.

7.5.3. The Contractor will be responsible for timely completion of job and for clearance from MDL User Department. Supervisors are required to be present at all times, as long as his workmen are at site. They must coordinate with MDL Executives and be accountable for timely completion of job strictly as per schedule.

7.5.4. MDL shall not be responsible to supervise or direct the work or the activities of contractor's employees.

7.5.5. Contractor has to submit the Daily Manpower Allocation to the SM / Executive nominated by SM for certification on daily basis before the start of the shift. In addition, following records to be maintained at site.

7.5.5.1. Consolidated list of gas cutters, supervisors.

7.5.5.2. Gas cutters, supervisors' traceability register, daily attendance sheet.

7.5.5.3. Daily allocation of operatives with ticket number and name.

7.5.5.4. Any other requirements indicated by MDL.

**8. WORK DONE CERTIFICATE (WDC):**

8.1.1. WDC shall be prepared on monthly basis by the contractor within 02 days from the date of completion of tasks and shall be certified by the concerned OIC of User Department (not below the rank of Chief Manager). Payment shall be made as per the quantities certified in WDC.

8.1.2. The WDC shall include cumulative statement of jobs carried out till last WDC. The WDC must clearly mention the scheduled dates for starting & completion/delivery of the jobs as mutually agreed between MDL User Dept. & contractor and the actual dates of start & completion.

8.1.3. 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.

8.1.4. 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 contractor's invoice. An illustrative format of Work Done Certificate is placed at Annexure V.

**9. IDLE TIME COMPENSATION:**

9.1. The contractor acknowledges and accepts the fact that there could be periods of lean work and sometimes periods of sufficient and extensive work loads. Accordingly, the work load may vary. The workforce must be sufficient enough to commensurate with the work load. The contractor shall make no claim on MDL for idle and wasted manpower.

9.2. Addition or deletion of requirement if any will be intimated to the Contractor one week in advance by Ship Managers / User Dept.

9.3. MDL will not pay any compensation for any idle time claimed by the contractor for their workforce.

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**10. SITE VISIT DECLARATION:**

Bidder shall, if required, visit the job locations other than Ship before submitting their offer to get to know the location for deploying suitable personnel for these works & understanding the scope of work; document certifying the visit needs to be uploaded in bid documents as per the format placed as Annexure - 1. In case the bidder is not uploading the Site Visit declaration, it will be construed that the bidder is fully aware of the situation for deploying suitable personnel for these works & understand the scope of work.

**11. CONTRACT PERIOD AND VALIDITY:**

The contract period will be approximately 2 (two) years and may be extendable on same terms and conditions for further Three (03) months with mutual agreement. The contract & rates shall remain valid till completion of allocated work.

**12. MOBILIZATION:**

- 11.1 Contractor has to mobilize manpower within 10 days from the date of placement of order, failing to which LD will be applicable.
- 11.2 Before mobilization, Contractors should give undertaking to fulfil the requirement as Indicated in the scope / as per the requirement of User Dept.

**13. NON-DISCLOSURE AGREEMENT (NDA):**

NDA is not required for bidding purpose. However, it shall be submitted by the successful bidder prior to placement of Purchase Order.

**14. IMPORTANT NOTES:**

- 14.1 The scope of work specified above is only illustrative and are not exhaustive. Hence works related to above scope informed by User Department needs to be carried out by the contractor.
- 14.2 MDL assistance given, if any, shall not absolve the contractor of his responsibility to complete the work as per requirements.
- 14.3 During the contractual period, if the contractor is unable to meet targets required by MDL and/or quality of work is substandard, the performance of the firm is not found to be satisfactory at any point of time, MDL reserves the right to cancel the contract as per contract terms and the work will be get done through other sources at the risk and cost of the contractor.
- 14.4 Contractor will indemnify the MDL from any risks and costs arising out of any accidents, leading to total or partial loss to the persons or property during execution of work in his scope particularly arising out of non-compliance of rules and regulations of any statutory or government bodies.
- 14.5 The contractor while executing work in / on board ships / at site / area of work should be governed by Official Secret Act and also shall observe all necessary security rules and will be subject to security checks as per rules and regulations in force from time to time.
- 14.6 Provisions of Labour Laws to be taken into account by Contractor.



Annexure-I

**SITE VISIT DECLARATION FORM**

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

Ref:

Tender No.: \_\_\_\_\_

Tender Description: \_\_\_\_\_

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

COMPANY NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

SEAL OF THE COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

*Handwritten signatures and initials in blue ink.*



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Annexure-II

**RATE SHEET**

Sr No	Work Description	Unit	Quantity	Unit Rate INR
1)	Requirement equipped Gas Cutters for working at MDL Mumbai, Nhava Yard Mumbai, MPA Mumbai, Naval Dock Mumbai.			
i	Equipped Gas Cutters for work in shift	Man-days		
ii	Equipped Gas Cutters for work on extended hours	Hrs.		
iii	Equipped Gas Cutters for work on Sat/Sun/Holiday	Man-days		
iv	Supervisor for Gas Cutting work in shift	Man-days		
v	Supervisor for Gas Cutting work on extended hours	Hrs.		
vi	Supervisor for Gas Cutting work on Sat/Sun/Holiday	Man-days		
vii	Helper / Mazdoor for work in shift	Man-days		
viii	Helper / Mazdoor for work on extended hours	Hrs.		
ix	Helper / Mazdoor for work on Sat/Sun/Holiday	Man-days		
2)	Requirement equipped Gas Cutters for working at Naval Dock Visakhapatnam and HSL Visakhapatnam.			
i	Equipped Gas Cutters for work in shift	Man-days		
ii	Equipped Gas Cutters for work on extended hours	Hrs.		
iii	Equipped Gas Cutters for work on Sat/Sun/Holiday	Man-days		
iv	Supervisor for Gas Cutting work in shift	Man-days		
v	Supervisor for Gas Cutting work on extended hours	Hrs.		
vi	Supervisor for Gas Cutting work on Sat/Sun/Holiday	Man-days		
vii	Helper / Mazdoor for work in shift	Man-days		
viii	Helper / Mazdoor for work on extended hours	Hrs.		
ix	Helper / Mazdoor for work on Sat/Sun/Holiday	Man-days		

**Note:**

The requirement is for working at various locations i.e. at MDL Mumbai, Nhava Yard Mumbai, MPA Mumbai, Naval Dock Mumbai, Naval Dock Visakhapatnam and HSL Visakhapatnam.

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PROJECT MANAGEMENT TEAM: P17A  
SCOPE OF WORK (SoW) FOR HIRING SERVICES OF GAS CUTTERS

Document No: PMT/P17A/SoW/GAS CUTTER/BRC/2026-27

Version 00

Annexure-III

**RESPONSIBILITY MATRIX**

Sr no	Activity Description	MDL Scope	Contractors Scope
a	Raising job call on daily basis	User Dept.	
b	Handing over of the job to be executed	User Dept.	
c	Provision of table / platform, holding device, crane, on board fixture support, power with connection, scaffolding (Including erection) for set up and operation.	User Dept.	
d	Definition of Work schedule & signoff a sub order with mutual agreement of contractor	User Dept.	Contractor
e	To & fro transportation of Gas cylinders from parent department / stores to ship / work site		Contractor
f	Release of WDC / work completion certificate.	User Dept.	
g	Suitable gas cutting equipment along with accessories, consumables and competent operators/persons for operation on call.		Contractor
h	Mobilization of resources (hoses, blow pipes, pressure regulators, Flashback arrester, PPE, etc and Manpower with relevant insurance) within 3 days.		Contractor
i	Personal protective equipment (goggles, visors, spectacles, face screens, hand shield, fixed shield (such as screen), facemasks, aprons, gloves, gauntlets, safety shoes, spats, respirators).		Contractor
j	Special PPE (if any)		Contractor
k	Set up of machine on site, inspection desired by MDL & packing up of machine.		Contractor
l	Follow of mutually agreed schedule for execution of the task.		Contractor
m	Raising and Collection of authorized reports and Work Completion certificate.		Contractor
n	Requirement of ID proof/Police verification report of operators etc. for security formalities.		Contractor
o	Cleanliness of work place is essential for safe work environment. Thus cleaning must be carried out on daily basis. If the workplace is found to be unclean, work will be mandatorily paused till cleanliness is restored. It is the responsibility of the contractor to shift all the rubbish and metal scrap to the designated bins.		Contractor

*Examine* *Thmm* *SM*





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Annexure-IV

**WORK RELEASE NOTE**

(Illustrative format)

PO:		FIRM	:		
YARD:		DATE			
Gas Cutting Services					
Sl. No.	Name	Time In:	Time Out:	Signature	
				MDL Production Officer	Firm Supervisor

Work Assigned:

- 1.
- 2.
- 3.
- 4.
- 5.

Completed Date and Time:

User Dept. Executive

  

**WORK DONE CERTIFICATE**

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

WDC Ref. no. \_\_\_\_\_ WDC date: \_\_\_\_\_

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

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

PO Line item No.	Service No.	Line item work description.	Line item - PO Qty.	Line item Qty. certified up to previous WDC	Line item Qty. - certified through this WDC	Mutually agreed completion schedule		Actual work done schedule		LD applicable (Yes/No) & if yes, no. of delayed days.	Service Entry Sheet no.	Yard No.
						Start Date	End Date	Start Date	End Date			

Amount claimed up to previous WDC: (exclusive taxes) \_\_\_\_\_

Amount claimed under this WDC: (exclusive taxes) \_\_\_\_\_

Cumulative amount claimed as on date: (exclusive taxes) \_\_\_\_\_

Order value: ` (exclusive taxes) \_\_\_\_\_

From Contractor

From MDL

Signature &amp; stamp of Contractor.

Signature & stamp of WDC issuing authority.  
(Not below the rank of Chief Manager)

Date:

Date:

