

**MAZAGON DOCK SHIPBUILDERS LIMITED****(A Govt. of India Undertaking)**

Dockyard Road, Mazagaon, Mumbai-400 010, INDIA.

Certified – ISO 9001 : 2008 For Shipbuilding Division

CIN :U35100MH1934GOI002079

**OUTSOURCING  
DEPARTMENT  
E-PROC/WEB-TENDER**

Tel. No.: 2376 2000 / 3000 / 4000 Ext. 3067

Fax No.: (022) 23743198

E-Mail [skkarpe@mazdock.com](mailto:skkarpe@mazdock.com)Website : [www.mazdock.com](http://www.mazdock.com)Ref  
No.**Tender No.600000844/2110001069 dated 19.04,2017, Closing on 15.05.2017,15.00 Hours****Sub.:** Monsoon Repair to various Building, Workshops, Sheds etc in MDL at Alcock Yard, East Yard, Anik Chembur Yard & Sewri Yard.

**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 our e-procurement portal <https://eprocuremdl.nic.in> for the following Scope of Work / Supplies, terms and conditions:

**1. Description of work / Supplies /Services:** Monsoon repair to various Building, Workshop, Sheds etc. in MDL at Alcock yard, East Yard , Anik Chembur Yard and Sewri yard.

1.1 The detailed scope of work is attached as **Enclosure-1**

**2. Pre-Qualification Criteria:** List of following scanned image of documents to be uploaded by Bidders along with their offer:

- i) Bidders Company Profile and Shop & Establishment registration certificate.
- ii) 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
- iii) Bidders Audited Balance sheets and Profit & Loss A/c of the company for last 3 financial years ending **31<sup>st</sup> March 2013, 2014 and 2015**. The average turnover for 3 years should be at least **Rs. 5.55 Lakhs**.
- iii) Bidder should have experience of having successfully completed similar works during last 7 years ending **31<sup>st</sup> March 2017** as stated below:
  - a) Three similar completed works each costing not less than **Rs 7.40 Lakhs**.  
OR
  - b) Two similar completed works each costing not less than **Rs. 9.25 Lakhs**.  
OR
  - c) One similar completed work costing not less than **Rs. 14.80 Lakh**.

**Note:** (i) Similar completed works referred above means each work and not all works put together.

(ii) The bidders have to submit documents in support of above mentioned work as per **Enclosure-5**.

**Note:**

- 1) Sr. no. (i) and (ii) above not required for permanent registered vendors.
- 2) If any cash transaction included in turnover (statement of profit & loss) the same will not be considered for turnover value.
- 3) It is clarified that the work executed by the contractors for their in-house or capital use will not be considered for the purpose of bidders' experience of completion of similar works.

4) Bidders need to Upload supporting documentary evidence in support of the Pre-Qualification Criteria viz. **Work Order, Work Completion Certificate** issued by the party for whom the work is done. MDL has a right to verify / cross verification of authenticity of the said documents whenever felt necessary.

### **Earnest Money Deposit (EMD)**

**3.1** Bidders shall furnish EMD of **Rs. 37,000/-** (Rupees Thirty Seven Thousand only) against this tender.

**3.2** The EMD can be remitted directly to MDL Bank Account as per details given in Annexure- "A" 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**

**3.3** EMD can also be submitted in the form of Bank Guarantee 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. 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.

**3.4** Bidders are requested to upload the scanned image of EMD i.e. Annexure-A/Bank Guarantee online along with the bid.

**3.5** EMD of unsuccessful bidders will be returned after finalization of the tender and shall be interest free. If bidders are submitting the Bank Guarantee, they are requested to inform us the address, Tel. No., Fax No. of the issuing Bank.

### **3.6 Exemption from Submission of EMD**

Following bidders shall be exempt from submission of EMD:

a)	State & Central Government of India departments, Public Sector Undertakings.
b)	Firms registered with Mazagon Dock Shipbuilders Limited (MDL). (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 issued by MDL, for the items for which the offer being submitted, in Part-I offer/bid. Firms in the process of obtaining MDL registration will not be considered for EMD exemption.
c)	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. Firms in the process of obtaining NSIC registration will not be considered for EMD exemption.
d)	Micro & Small Enterprises subject to their submitting the Registration Certificate from the Competent Authority regarding their Micro/Small Industry status. (Exemption will apply only to items/services for which they are registered)

**4. Validity Period:** Bids / Offers shall have the validity period of **120 Days** from the tender closing date.

**5. Online Submission Of Offer in Two Bid System:** offer Must be Submitted in two parts, Part –I ( Techno-commercial Bid) & Part-II (Price Bid) on the MDL's e-Procurement website **<https://eprocuremdl.nic.in> Offer in any other form will not be considered.**

**Techno-Commercial Bid Part-I :** This part should contain the following :

i)	Online Acceptance on clauses of Tender Enquiry, General Terms & Conditions ( <b>GT&amp;C</b> ), Standard Terms & Conditions ( <b>STACs</b> ) in the Prescribed Formats stating 'Accepted OR Deviation' as applicable for each of the clause.
ii)	Deviation sheet in case of any deviations from Terms, Conditions specified in the Standard Terms and Conditions, Tender Enquiry & General Terms & Conditions shall be uploaded online.
iii)	Any deviation with respect to Technical requirement shall be uploaded online by the bidder.

iv)	The scanned image of DD / BG towards Earnest Money Deposit (EMD) / BID BOND as stipulated in TEF clause no. 3 shall be uploaded.
v)	Scanned image of Valid Service Tax registration certificate.
vi)	Price schedule BLANKING the PRICES but clearly indicating ‘QUOTED / UNQUOTED’, also indicating the % of actual taxes/ duties applicable, in the prescribed format available on MDL’s e-Procurement website <a href="https://eprocuremdl.nic.in">https://eprocuremdl.nic.in</a>
vii)	Bidders / Vendors should upload scanned documents as per <b>Para 2 in Part-A</b> of the tender.
viii)	Scanned Image of valid Registration or Approval certificates in case of Bidder’s/ firms registered with MDL/ NSIC/ Micro or Small Enterprises/Industries.
ix)	Scanned Image of Vendor Declaration in bidder’s letterhead as per the format at <b>Enclosure-4</b> .
x)	Scanned Image of duly filled RTGS/NEFT as per <b>Enclosure-3</b> .

**Note:**

i) MDL has a right to verify / cross verification of authenticity of the scanned documents with respect to original submitted against this tender.

ii) The bidder is requested to **ensure that all the documents asked for are submitted** and are clear, legible & duly signed (i.e. self-attested), as it would save considerable time without necessitating the need for furnishing of the documents again by them. The bidder is also requested **not to submit unnecessary documents not asked for**, like signed & stamped copy of this Tender document, etc.

iii) The bidder is required to compulsorily select “ACCEPTED” or “DEVIATION” from the drop-down field choices available against the relevant Para no./Clause no. of TEF/STACS/GT&C (as applicable). In case “DEVIATION” is selected against a particular Para no./Clause no., it would be mandatory to explain the deviation proposed by the bidder in the adjoining text field. Any deviation (s) mentioned elsewhere in the Offer/Bid, other than in the said forms, will not be considered.

iv) Blank Rate Sheet form is required to be filled-up by the bidder online by selecting “QUOTED” or “NOT QUOTED” from the drop-down field choices available, depending upon whether the bidder has quoted for the particular Service/Item tendered. Therein, the bidder is also required to specify the Taxes & duties (if any) quoted & the rate of the Taxes/Duties.

**Part-II:** In this part bidders are requested fill the PRICES for each of the listed items strictly in the prescribed format/ Rate sheet provided in E-Procurement Portal. **Offer in any other form shall not be considered.**

**6. Bid Rejection Criteria:****a. Following bids shall be categorically rejected:**

i)	The Bids received after tender closing date and time.
ii)	Bidders receive without EMD (other than those who are exempted from payment of EMD), as specified in the tender.
iii)	Bidders not quoting for all the items in the Rate Sheet in the prescribed format available on MDL’s e-Procurement website <a href="https://eprocuremdl.nic.in">https://eprocuremdl.nic.in</a>
iv)	In case of e-tenders, if the date of issue of EMD (DD/BG) is later than the tender closing date.

**b. Following bid rejection criteria may render the bids Liable for Rejection.**

i)	Bidder’s failure to submit sufficient or complete details for evaluation of the bids within the given period which may range in between two to three weeks depending on the deficiencies noticed in the drawings / technical data which shall not however conflict with validity period. However, over all time allowed in respect of normal procurement shall not exceed 3 weeks and one week in case of emergency procurement.
ii)	Incomplete / misleading / ambiguous bids in the considered opinion of TNC.
iii)	Bids with technical requirements and or terms not acceptable to MDL.

iv)	Bids received without scanned copies of pre-qualification documents wherever required as per the tender.
v)	Bids not meeting the pre-qualification parameters stipulated in the tender enquiry.
vi)	Validity period indicated by bidders is shorter than that specified in the tender enquiry.
vii)	Bidders not agreeing for Guarantee/Warranty or to furnish Security Deposit / Performance Bank Guarantee till completion of the supplies / services as per contract.
viii)	Bidders not submitting documents as per clause 5.
ix)	In case of e-tenders, the original of the uploaded copy of EMD (DD/BG) if received after seven days of the tender closing date.

7. **Bid Evaluation Criteria:** Technically qualified overall lowest offer (L1 bidder) indicated in the Price Bid on MDL's e-procurement portal will be considered for awarding the contract. The ranking of the price bid will be done on "all inclusive basis" including taxes, duties, loading parameters etc as per rate sheet.  
**Note:** In case of any discrepancies observed in any Rate Sheets, or against each item and / or in Grand total in the price bid, evaluation would be carried out by arriving on the grand total by considering the unit rate and quantity indicated in Rate sheets.
8. **Contract Period:** The Contract will be for a period of One Year and may be extendable for further period of 03 months on MDL discretion on same rates and terms and conditions. However if the performance of the contractor is not satisfactory then contract may be terminated in one month notice period by applying relevant clauses of contract such as Risk Purchase, Forfeiture of Security deposit etc.
9. **Mobilization:** The Successful bidders shall mobilized the required Manpower / Tools / Materials within 10 days from the placement of LOI/Order whichever is earlier
10. **Pricing:** Bidder shall quote the prices of all items listed in the tender enquiry which will be inclusive of all costs such as labour, material, packing charges, transportation, all incidental expenses etc. However the applicable taxes/duties & levies will be indicated separately in the rate sheet. The prices quoted shall remain firm and fixed during the currency of the order/contract.  
MDL shall not be bound by any printed conditions or provisions in the bidder's bid forms or acknowledgement of Order/Contract, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to Order/Contract.
11. **Taxes & Duties:** Bidder shall indicate separately the percentage of the applicable taxes and Government levies in blank price bid submitted in Part-I (Techno commercial bid) as well as in Part-II Price Bid.
12. **Terms of payment: -**  
a) Payment will be made on Monthly basis through NEFT/RTGS within 25 to 30 days on submission of Bills in triplicate to Invoice Receipt Section along with work completion certificate.(SAP Service Entry Sheet copy),c duly signed by Chief Manager or Executive of above level of user department (SB-MTC, Anik Store , EY-MTC and Sewri-Store )..  
b) No advance will be paid in any manner against the Contract.
13. **Site Visit for Quoting: Prior to submission of your quotation, bidders are requested** to visit the site and if any clarification is required bidders may contact CM (Anik Store) - Mr. D.S. Fulzele, CM (SB-MTC) - Mr. V.R.Damodare , M(EY-MTC)-Mr. Durgesh Rai & DGM(Sewri-Store)-Mr. Vidya S.M and submit duly filled Vendor Declaration as per format at **Enclosure-4** along with the offer.
14. **Modification to the bids:-**  
Bidders will not be allowed to bid after the closing time is over. Bidder can change the submitted bid any time till the closing time through e-portal only and the last changed bid will be considered for ranking of the bid.

- 15. Security Deposit (SD):** The successful bidder shall submit a Security Deposit @ 5% of the value of the Order within 25 days from date of Order / Contract. The SD can be remitted directly to MDL Bank Account as per details given in **Annexure-“A”** 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.** The duly filled & signed copy of **Annexure- “A”** is to be submitted to OTS Department. SD can also be submitted in the form of Bank Guarantee in the prescribed format drawn in favour of MAZAGON DOCK SHIPBUILDERS LIMITED & the same should be drawn on reputed Nationalized / Scheduled Banks excluding co-operative banks. The format of Bank Guarantee for SD is available on MDL Website. Any delay in submission of SD shall result into charging of interest by MDL on the contract @ prevailing PLR of SBI + 2% on the security deposit amount for the delayed period. The Security Deposit will be returned only after the successful execution of the order / contract. Refund of Security Deposit whenever considered admissible by MDL, shall be without interest only. In case of BG, Bidders to advise their bank/banker to send the BG directly to OTS department in sealed envelope to dispense with additional step of verification of authenticity of signatories.
- 16. Guarantee/Warranty:** Equipment/Material/Item supplied/work executed shall be guaranteed/warranted for satisfactory performance for a period of 12 months from the date of installation and commissioning. Any consequential damage/defect or loss of items due to poor workmanship/poor material quality/negligence etc. attribute to the bidder to be rectified/replaced by the bidder free of cost  
Note: During the warranty period, all visits by the Firm’s technicians, for breakdown/ maintenance work /rectification work will be on Non-chargeable basis.
- 17. Inspection/ Witness:** - Quality and quantity of work will be checked and inspected by East Yard Maintenance, Sewri Store, SB-Maintenance & Anik-Store of MDL. Bidders shall carry out the work as per instruction as per HOS of the concerned department.
- 18. Liquidated Damages/Penalty:** 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. In case of delay not attributable to purchaser beyond the agreed schedule, the supplier / contractor shall pay liquidated damages, a sum representing 0.5% (half per cent) per week or part thereof, subject to maximum of 5% on the value of delayed job.
- 19. Loading Criteria:** Deviations sought by the bidder in respect of Payment terms and delivery period shall be loaded on the bidder/s quoted prices during price evaluation by MDL as per MDL Norms. It is desirable that the bidder accepts the Payment Terms indicated by the company in the Tender document. Varied payment terms quoted by bidders as compared to the terms stated in the Tender document shall be normalized by loading the Prime Lending Rate of State Bank of India plus 2% on the quoted price.  
Note: Online ranking visible to bidders after opening part II price bids is without loading parameters. However the L1 bidder will be evaluated offline by applying all applicable loading parameters as mentioned in the tender document.
- 20. Freak Low Quotes:** 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 EMD shall be forfeited and firm may be given tender holiday including intimation to other PSUs. If the rate quoted are less than the MDL estimates by 40% or so and if the difference in rate between L-1 and L-2 is 30% or more then the firm will have to give additional BG of 20% of the PO value as additional security. Bank charges for this additional BG shall be borne by MDL and reimbursed against proof of payment.
- 21. Hindrance Register:** All hindrances with date of occurrences and removal shall be noted in the Hindrance Register. The Hindrance Register shall be signed by the reps of both MDL as well as Contractor.
- 22. Risk Purchase:** If the article / service or any portion thereof be not delivered / performed by the scheduled delivery date / period, any stoppage or discontinuation of ordered supply / awarded contract without written consent by Purchaser or not meeting the required quality standards the

Purchaser shall be at liberty, without prejudice to the right of the Purchaser to recover Liquidated Damages / penalty as provided for in these conditions or to any other remedy for breach of contract, to terminate the contract either wholly or to the extent of such default. Amounts advanced or part thereof corresponding to the undelivered supply shall be recoverable from the Contractor / Bidder at the prevailing bank rate of interest.

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

- 23. Public Grievance Cell :** A Public Grievance Cell headed by **Shri S. D. Kajawe, General Manager (F-Accounts)**, 3<sup>rd</sup> floor, Mazdock House has been set up in the Company. Members of public having complaints or grievances are advised to contact him on Wednesday between 10.00 hours and 12.30 hours in his office on 3rd floor, Mazdock or send their complaints / grievances to him in writing for redressal. His Telephone No. is 23762184 or 23759793.
- 24. Working on MDL Holidays:** Request for permission for working on Saturday / Sunday / holidays if required, should be submitted 3 working days prior to the date of holiday, to Personnel department and Security through concerned Dept.
- 25. Instructions to the Bidders:**  
*Note: Before quoting against this Tender, the prospective bidder is requested to go through the Tender Enquiry document (& Annexes, if any) thoroughly & carefully. Deviations to the Terms & Conditions of the Tender are highly discouraged. Therefore, any doubts arising in respect of any of the Terms & Conditions stipulated, Qualification Criteria, Eligibility for exemption from submission of EMD, clarification if any w.r.t Documentation / Procedural requirements, etc. shall get clarified by the prospective bidder through the Dealing Executive invariably before the submission of the Bid.*
- 25.1 Submission of bids against e-Tenders:** The bidder is required to quote online on the e-Procurement website ([www.eprocuremdl.nic.in](http://www.eprocuremdl.nic.in)) by the deadline, by submitting the Techno-commercial Bid & Price Bid in Electronic format only. The prices/quotes & a few declarations shall have to be entered/uploaded by the bidder online in the Tender's entry forms & other bid documents' scanned /soft copies shall have to be uploaded as part of the bid. All bids should be digitally signed using DSC (as explained below).
- 25.2** To be able to participate in e-Tender (s), every bidder must register themselves on the ASP's website (*registration is free of cost*) & must possess a legally valid Class-IIB or above Digital Signature Certificate (DSC) (*also known as Class-II B or above DSC with encryption& signing authority*) as per IT Act-2000, using which they can sign their electronic bids. The DSC can be procured from any Certifying Authority (CA) authorized by Controller of Certifying Authorities (CCA) of Govt. of India.
- 25.3** National Informatics Centre (NIC) have been appointed by MDL as the Application Service Provider (ASP).
- 25.4** Inorder to familiarize prospective bidders to e-tendering / e-procurements other aspects, etc., regular orientation training programs {of two(2) hours duration} are being organized at MDL. The interested bidders are requested to get themselves acquainted with all the requisite aspects & be prepared by attending the training by conducting the ASP/MDL official(s). The firms may nominate only one representative from their organization to attend such training. Training shall be conducted every Friday between 2 & 4 PM in MDL.
- 25.5** Besides the training bein organized, Online User Manual is available on the website for the guidance of users & for participating in the e-Procurement/ e-Tendering, the bidder must ensure having the requisite (IT) infrastructure at their office premises.
- 25.6** For any further details of e tendering & digital signatures, please contact 0120- 4200462, 0120-4001002, 8826246593, [eproc-support@gov.in](mailto:eproc-support@gov.in) OR Mr M S Kumbhare DGM (C-MP) Phone - 2376 3252 or mobile: 9769327576, [mskumbhare@mazagondock.gov.in](mailto:mskumbhare@mazagondock.gov.in)

- 25.7** Bidders in their own interest are requested to upload their bids well in advance of tender closing date to avoid the last minute difficulties in uploading the bids. Request for extension, if at all to be made, shall be forwarded at least 3 working days in advance to the tender closing date / time with proper reasoning. MDL reserves all rights in this regard & decision of MDL shall be binding to the applicant. Problems in hardware/software, internet connectivity, system configurations, Browser setting etc, for whatsoever reason shall not be considered for extension of tender closing date and time.
- 25.8** 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.
- 25.9** All bidders are requested to get their technical queries, if any, clarified in advance (3 days in advance to tender closing date) before bidding to avoid last minute delay. For any technical clarification, bidders are requested to contact Mr. S.K.Karpe CM. (OTS), Tel. no. 23763067.
- 25.10** 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.mazagondock.gov.in](http://www.mazagondock.gov.in) Shipbuilding → Outsourcing→ Tenders. A copy of same (11 pages) is attached herewith at Enclosure -
- 25.11** Bidders can participate in online bidding
- By registering with <https://eprocuremdl.nic.in> for User ID and password.
  - By obtaining class IIB or above DSC (Digital Signature Certificate) with encryption & signing authority (for secured bidding).
- 25.12** Bids received against online participation shall only be accepted. Bids submitted in any other mode will not be considered.
- 25.13** MDL bidder’s earlier quoted for MDL tender on website <https://mdl.eprocure.in> have to register again (free of cost) on website <https://eprocuremdl.nic.in>
- 25.14** MDL reserves the right to consider placement of Order / Contract in part or in full against the tendered quantity or reject any or all tenders without assigning any reason.

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

Yours faithfully,

For MAZAGON DOCK SHIPBUILDERS LIMITED,

CHIEF MANAGER (OUTSOURCING)

Annexure – “A”	Earnest Money Deposit (EMD)/Security Deposit format
Enclosure –1	Scope of Work
Enclosure –2	Illustration Rate sheet format
Enclosure –3	RTGS/NEFT Form
Enclosure –4	Vendor Declaration

**References:** Terms & Conditions (Available on MDL Website - [www.mazdock.com](http://www.mazdock.com) →Tenders →Shipbuilding→ Outsourcing

- (1) Standard Terms & Conditions (STACS)
- (2) General Terms And Conditions while executing work.
- (3) Official Secrets Act 1923 (Extract).

**Formats:** (Available on MDL Website - [www.mazdock.com](http://www.mazdock.com) →Tenders →Shipbuilding→ Outsourcing  
 (1) OTS -F-05 Bank Guarantee for E.M.D.(2) OTS -F-07 Order acceptances Format. (3) OTS -F-08 Bank Guarantee for Security Deposit.

MAZAGON DOCK SHIPBUILDERS LTD  
DOCKYARD ROAD  
MUMBAI 400010

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**ANNEXURE “A”**

1. **MDL’S BANK ACCOUNT DETAILS:**

NAME OF BANK A/C HOLDER: **MAZAGON DOCK SHIPBUILDERS LTD**  
 BANK AND BRANCH: **STATE BANK OF INDIA, MAZAGON BRANCH, MUMBAI**  
 BANK ACCOUNT NO: **10005255246**  
 IFSC CODE : **SBIN0009054**

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

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

<b>Date of Remittance</b>	<b>Name of Firm</b>	<b>Vendor Code</b>	<b>MDL tender/PO. Ref No.</b>	<b>Nature of Remittance viz. EMD/SD etc.</b>	<b>Amount Remitted (Rs.)</b>

**Signature of Vendor/Representative**

3. **SAP Parked document No:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (To be filled in by MDL’s Commercial Executive)

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



**SCOPE OF WORK****MONSOON REPAIR WORK AT MDL NORTH YARD, SOUTH YARD, RESIDENTIAL AREA, EAST YARD , ALCOCK YARD (ALY), ANIK STORES ETC.**

Sr No	Scope of Work	Unit	Approx. Quantity				
			EY-MTC	Sewri	ANIK	ALY	Total
1	Applying two coats of bitumen hot or cold and one layer of Hessian based bitumen felt as a leak proof treatment on the existing AC sheets / RCC roofs cracked at the ridge portion and sloping part and also nut and bolt holes provided along with the joints isolated cracks and patch repairs of identical nature including necessary cleaning of the surfaces, scaffolding with all lifts and leads, all complete.	Sq.M	100	0	200	3000	3300
2	Applying two coats of Bitumen hot for leak proof treatment on the existing A.C. sheets / Roofs cracks / G. I. sheets, Ridge and leakage without felt.	Sq.M	0	0	200	0	200
3	Dismantling carefully existing broken damaged A.C. sheets from roof, side cladding, gable end etc, providing and fixing new A.C. sheets 6mm thick with end overlap of 150 mm and side overlap of one and half corrugation at the same place with necessary 8mm dia G.1 1 or 1 hooks, bolts and nut, bitumen washers in any height including necessary scaffolding with all lifts and leads, etc, all complete and measurement as per laid area after completion of work.	Sq.M	100	0	320	0	420
4	Removing existing broken/damaged north light glasses and providing and fixing new 5/6 mm thick wired/reinforced glass neatly secured to the glazing frame etc; all complete, including scaffolding.	Sq.M	25	0	0	0	25
5	Cleaning of MS/GI roofs, eve valley gutters of round rectangular section manually with broom etc all complete as directed.	RM	800	0	0	1000	1800
6	Removing of chokage to the rain water pipes of dia 75mm,100 mm &150 mm by using manual rodding with flushing of water including opening cleaning, removal of debris and refitting etc all complete as directed.	Nos	00	00	0	100	100
7	Providing and fixing 4" dia PVC drainage pipe including dismantling the damaged pipe if any, from roof gutter/roof level to ground level with proper joint sealing including all fitting likes bend, Y etc if required, all complete as directed.	RM	00	00	100	0	100
8	Providing and fixing 6" dia PVC drainage pipe including dismantling the damaged pipe if any, from roof gutter/roof level to ground level with proper joint sealing including all fitting likes bend, Y etc if required, all complete as directed.	RM	00	00	100	0	100
9	Providing & fixing PVC pipes 160 mm dia with all pipe fittings, hardwares, clamps etc. including necessary cleaning of the surfaces, scaffolding with all lifts and leads, all complete	RM	75	00	0	0	75
10	Replacement of broken FRP Sheet Size 10 Ft x 3Ft and 2mm thick in roofs and side cladding with necessary GI Hooks Nuts & Bolts Washers etc all complete	Sq.M	90	0	0	0	90
11	Providing and Fixing cup & elbow section of Gutters.	Nos.	30	0	0	0	30
12	Cleaning of MS /GI / A.C roofs, terrace slabs, balconies, chajjas etc manually with broom etc all complete as directed	Sq.M	00	0	26000	300	26300
13	Providing & fixing PVC pipes 110 mm dia with all pipe fittings, hardwares, clamps etc. including necessary cleaning of the surfaces, scaffolding with all lifts and leads , all complete.	RM	75	0	0	0	75

Sr No	Scope of Work	Unit	Approx. Quantity				
			EY-MTC	Sewri	ANIK	ALY	Total
14	Dismantling carefully existing broken damaged sheet and supply & fixing of G.I. Colour Coated Trapezoidal Silicon Modified High Durable Polyester Roofing Sheets of 0.70 mm TCT. Top Coat 18 to 20 micron over Epoxy Primer of 5 to 7 micron, Back Coat 5 to 7 micron epoxy primer sheets having 120 GSM zinc coating for East Yard, including packing, transportations, necessary required hardware, i.e. self tapping and drilling screws as per AS 3566 including stitching of vertical (side lap) joints with special double action aluminum roofing rivets (4.2 / 16 mm) and washers at approx. 500mm distance including wastage, overlap complete. Measurement as per laid area after completion of work to roof, side, gable end. Supply width of sheet should have minimum 6 corrugation with anti capillary groove return lag and two stitching + Rib in between each corrugation.	Sq.M	200	0	0	0	200
15	Dismantling carefully existing broken damaged sheet and providing and fixing 2mm thick Polycarbonate Translucent Roof Sheets to match with new roofing sheets including lapping, wastage, transportation, labour with hardware etc. all complete. (covered area of sheeting as fixed in position will be measured.)	Sq.M	210	0	0	0	210
16	Dismantling the existing damaged, corroded G.I sheets outside cladding rows on either side of sheds. Providing and fixing new G.I. Sheets 20/22 gauge thick with appropriate clamping arrangements including all arrangements for dismantling the existing sheets.	Sq. M	0	100	400	300	800
17	Providing Roof Gutter of 16 gauge, 10 inch width X 6 inch Depth with required supporting structures	M	0	0	400	0	400
18	Removing of existing damaged Galvalum color coded sheets. Providing & fixing new sheets with required fasteners (Max. Height of shed is 18 Mtrs.).	Sq. M	0	0	250	0	250
19	Removing of existing damaged FRP sheets, providing and fixing of Fibre Glass Reinforced Polyester (FRP) Sheeting 2 mm thick to match with existing A.C sheeting including fixing in sloping roof with 8mm dia galvanized J or L hook bolts, galvanized square or nut, Bitumen washers, necessary lapping etc	Sq. M	0	20	200	0	220
20	Providing and fitment of central ridge for roof, providing and fitment with necessary bolts, nuts etc. All complete.	RM	0	0	0	200	200
21	Providing and fitment of side gutters for roofs from plain G.I. sheets with necessary bolts, nuts clamps etc. all complete.	RM	0	0	0	350	350
22	Providing unskilled labour for cleaning choked rain water open drain and roof gutters during the rainy season on running length basis.	RM	0	0	2000	0	2000

**NOTE: The quantities mentioned are indicative and may increase or decrease.**

**PRICE BID (PART-II)**  
**RATE SHEET**  
**(Illustrative)**

**Sub: Monsoon repair to various Workshops, Sheds etc. in MDL at North Yard, Alcock yard, East Yard , Anik Chembur Yard and Sewri Yard..**

<b><u>Location of work : North Yard, South Yard Annex, Residential Area, Alcock Yard &amp; East Yard.</u></b>					
Sr. No.	Description	Unit	Approx Qty.	Unit Rate in Rs	Total Value in Rs.
1	Applying two coats of bitumen hot or cold and one layer of Hessian based bitumen felt as a leak proof treatment on the existing AC sheets / RCC roofs cracked at the ridge portion and sloping part and also nut and bolt holes provided along with the joints isolated cracks and patch repairs of identical nature including necessary cleaning of the surfaces, scaffolding with all lifts and leads, all complete.	Sq.M	3300		
2	Applying two coats of Bitumen hot for leak proof treatment on the existing A.C. sheets / Roofs cracks / G. I. sheets, Ridge and leakage without felt.	Sq.M	200		
3	Dismantling carefully existing broken damaged A.C. sheets from roof, side cladding, gable end etc, providing and fixing new A.C. sheets 6mm thick with end overlap of 150 mm and side overlap of one and half corrugation at the same place with necessary 8mm dia G.I 1 or 1 hooks, bolts and nut, bitumen washers in any height including necessary scaffolding with all lifts and leads, etc, all complete and measurement as per laid area after completion of work.	Sq.M	420		
4	Removing existing broken/damaged north light glasses and providing and fixing new 5/6 mm thick plain glass neatly secured to the glazing frame etc; all complete, including scaffolding	Sq.M	25		
5	Cleaning of MS/GI roofs, eve valley gutters of round rectangular section manually with broom etc all complete as directed.	RM	1800		
6	Removing of chokage to the rain water pipes of dia 75mm,100 mm &150 mm by using manual rodding with flushing of water including opening cleaning, removal of debris and refitting etc all complete as directed.	Nos	100		
7	Providing and fixing 4" dia PVC drainage pipe including dismantling the damaged pipe if any, from roof gutter/roof level to ground level with proper joint sealing including all fitting likes bend, Y etc if required, all complete as directed.	RM	100		
8	Providing and fixing 6" dia PVC drainage pipe including dismantling the damaged pipe if any, from roof gutter/roof level to ground level with proper joint sealing including all fitting likes bend, Y etc if required, all complete as directed.	RM	100		
9	Providing & fixing PVC pipes 160 mm dia with all pipe fittings, hardwares, clamps etc. including necessary cleaning of the surfaces, scaffolding with all lifts and leads, all complete	RM	75		
10	Replacement of broken FRP Sheet Size 10 Ft x 3Ft and 2mm thick in roofs and side cladding with necessary GI Hooks Nuts & Bolts Washers etc all complete	Sq.M	90		
11	Providing and Fixing cup & elbow section of Gutters.	Nos.	30		
12	Cleaning of MS /GI / A.C roofs, terrace slabs, balconies, chajjas etc manually with broom etc all complete as directed	Sq.M	26300		
13	Providing & fixing PVC pipes 110 mm dia with all pipe fittings, hardwares, clamps etc. including necessary cleaning of the surfaces, scaffolding with all lifts and leads , all complete.	RM	75		

14	Dismantling carefully existing broken damaged sheet and supply & fixing of G.I. Colour Coated Trapezoidal Silicon Modified High Durable Polyester Roofing Sheets of 0.70 mm TCT. Top Coat 18 to 20 micron over Epoxy Primer of 5 to 7 micron, Back Coat 5 to 7 micron epoxy primer sheets having 120 GSM zinc coating for East Yard, including packing, transportations, necessary required hardware, i.e. self tapping and drilling screws as per AS 3566 including stitching of vertical (side lap) joints with special double action aluminum roofing rivets (4.2 / 16 mm) and washers at approx. 500mm distance including wastage, overlap complete, Measurement as per laid area after completion of work to roof, side, gable end. Supply width of sheet should have minimum 6 corrugation with anti capillary groove return lag and two stitching + Rib in between each corrugation.	Sq.M	200		
15	Dismantling carefully existing broken damaged sheet and providing and fixing 2mm thick Polycarbonate Translucent Roof Sheets to match with new roofing sheets including lapping, wastage, transportation, labour with hardware etc. all complete. (covered area of sheeting as fixed in position will be measured.)	Sq.M	210		
16	Dismantling the existing damaged, corroded G.I sheets outside cladding rows on either side of sheds. Providing and fixing new G.I. Sheets 20/22 gauge thick with appropriate clamping arrangements including all arrangements for dismantling the existing sheets.	Sq. M	800		
17	Providing Roof Gutter of 16 gauge, 10 inch width X 6 inch Depth with required supporting structures	M	400		
18	Removing of existing damaged Galvalum color coded sheets. Providing & fixing new sheets with required fasteners (Max. Height of shed is 18 Mtrs.).	Sq. M	250		
19	Removing of existing damaged FRP sheets, providing and fixing of Fibre Glass Reinforced Polyester (FRP) Sheeting 2 mm thick to match with existing A.C sheeting including fixing in sloping roof with 8mm dia galvanized J or L hook bolts, galvanized square or nut, Bitumen washers, necessary lapping etc	Sq.M	220		
20	Providing and fitment of central ridge for roof, providing and fitment with necessary bolts, nuts etc. All complete.	RM	200		
21	Providing and fitment of side gutters for roofs from plain G.I. sheets with necessary bolts, nuts clamps etc. all complete.	RM	350		
22	Providing unskilled labour for cleaning choked rain water open drain and roof gutters during the rainy season on running length basis.	RM	2000		
	<b>Total</b>				
	<b>Applicable Taxes .....</b> %				
	<b>Grand Total inclusive of Taxes</b>				

**Note: The above quoted rates should be inclusive of labour charges, incidental expenses, tools and machinery required etc. however, applicable taxes, duties to be indicated separately as per above .**

**MAZAGON DOCK LIMITED  
DOCKYARD ROAD,  
MUMBAI – 400 010**

**RTGS / NEFT – Mandate Authorisation Form**

1.	VENDOR NAME	
2.	PAN No.	
3.	VENDOR ADDRESS	
4.	VENDOR'S TELEPHONE	
5.	E-MAIL ADDRESS	
6.	BANK NAME	
7.	BANK ADDRESS	
8.	ACCOUNT NO.	
9.	ACCOUNT TYPE	
10.	NEFT CODE	
11.	RTGS CODE	
12.	MICR NO	
13.	VAT NO.	
14.	CST NO.	
15.	EXCISE NO.	
16.	SERVICE TAX 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**                      **Authorised Signature of the suppliers**

**Certified that the particular as per Serial No. 1 & 6 to 12 are correct as per our records.**

**Date**                      **Bank's Stamp**                      **Authorised Signatories of Bank Officers**

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**VENDOR DECLARATION**

**Sub:** Monsoon repair to various Building, Workshop, Sheds etc. in MDL at Alcock yard, East Yard , Anik Chembur Yard and Sewri yard.

We have understood the Scope of work and requirement given in the tender. We also confirm herewith that our quoted price / rates are in line with the scope of work of the tender.

**M/s.** .....

**SIGNATURE** .....

**NAME** .....

**DESIGNATION**

**STAMP**

**DATE:**

**Detail of prequalification documents**  
(To be submitted on company letter head only)

We hereby are submitting the following order copies of work executed in the last seven years **ending on 31.03.2017** strictly in line with prequalification criteria mentioned in Part-A Clause 2 (iii) of the tender enquiry.

Clause 2 (iii) (a): Three similar completed works costing not less than **Rs.7,40,000/-**.

Sr. No.	PO no & Date	PO Value / Executed value	WCC certificate (submitted / not submitted)
1			
2			
3			
<b>Total</b>			

**OR**

Clause 2 (iii) (b): Two similar completed works costing not less than ` **Rs. 9,25,000/-**

Sr. No.	PO no & Date	PO Value / Executed value	WCC certificate (submitted / not submitted)
1			
2			
<b>Total</b>			

**OR**

Clause 2 (iii) (c): One similar completed works costing not less than ` **Rs. 14,80,000/-**

Sr. No.	PO no & Date	PO Value / Executed value	WCC certificate (submitted / not submitted)
1			
<b>Total</b>			

Note:

Bidder has to fill up any of the above given option for which vendor has uploaded the PO copies with WCC along with part-1 bid for qualification.

**Procedure for Issue of Entry Passes to Casual Indian Visitors, Foreign Visitors and Subcontractors for entering the premises of MDL.**

**Important Note:**

*Procedure / guidelines promulgated herewith are subject to changes as and when required on instructions of Government or when necessitated. MDL reserves the right of change.*

**Sub-Contract Labourers:**

**(a) Pre-requisites:**

The contractor has to fulfill statutory obligations towards Provident Fund (PF), ESIC (ESI), Labour Licence and all Labour Laws as applicable and amended from time to time. In addition, contractor has to get all his employees verified by Police Authorities as mentioned at Sl.5 (e).

**(b) ESI.**

All employees of the contractor must have their own ESIC Registration Code Number and individual ESIC A/C. No. of the labourers. In case of newly joined employees, contractor has to fill-up a RDF Form and ESIC Declaration Form and submit it to ESIC's local office and obtain their acknowledgement on the copy of RDF Form before deploying the labourers. The above mentioned blank forms are also available with our Labour Consultant's office, situated in South Yard near Scindia Bldg. EPABX Tel. No.3441. In case contractors do not have their own ESI Code No., as a special case they may be allowed to use MDL ESI Code No. against a written request, for recovery of contributions. However, this facility may be allowed only for a period of 30 days, by which time the contractor must obtain his own ESI Code No. In such cases, contractor may collect the Forms from our Consultant's office, fill it up and then get them signed by the concerned officer of MDL Corporate Personnel Dept. situated on the second floor of Mazdock House, having EPABX Tel No.3121. Then the contractor has to submit these forms to ESIC's local office and obtain acknowledgement which needs to be attached with Labour Challan. The timings of Labour Consultant's office and the concerned Officer of Corporate Personnel Dept. are as below:

Labour Consultant's office : 0930 hrs. to 1230 hrs. & 1330 hrs. to 1630 hrs. on all Working days, except the holidays.

Office of Corporate : 1030 hrs. to 1130 hrs. & 1430 hrs. to 1530 hrs. on Personnel Dept. all working days, except holidays. In case of Non-availability of the concerned officer, AGM (CR-P&IR) may be contacted on Phone No.23714909.

Note:- In case contractor's employees are out of ESI Coverage, they are required to be covered under a Group Insurance Policy linked with Workmen's Compensation.

**(c) Provident Fund (PF):**

The contractor is required to have his own PF Code No. and fulfill all obligations under the Provident Fund Act. As a very special case, where contractor does not have a PF Code No., he may be allowed against a written request to use MDL PF Code No. In any case this facility will not be extended to the contractor for more than 30 days by which time he should obtain his own PF Code No.



**(d) Labour Licence:**

Contractor deploying 20 or more employees to execute an Order will have to obtain Labour Licence from the Office of the Labour Commissioner situated at Sion, Mumbai. He has to get Labour Licence for the no. of employees deployed. Address of the Labour Commissioner is given below:

Labour Officer,  
Office of the Labour Commissioner,  
Shram Raksha Bhavan, Sion,  
Mumbai - 400 022.

**(e) Police Verification:**

Contractors are required to get their employees police verified from the concerned police authorities of the respective zones depending upon the place of residence of the employee. Relevant address of Police Commissionerate Offices are as given below:

Mumbai Zone : Commissioner of Police, SB-1, G Branch, Gymnasium Road, Mumbai-400 001.  
Tel. No.22620347.

Thane City : Commissioner of Police, Court Naka, Old Police Lane, Thane (W).  
Tel. No.25349008.

Thane Rural : Superintendent of Police, Thane Rural, Court Naka, Thane(W).  
Tel. No.25343223.

Navi Mumbai Zone: Commissioner of Police, Sector - 10, CBD, Belapur, Navi Mumbai.  
Tel. No.27572209.

The contractor has to make an application on Contractor's letter-head to the concerned office for Police Verification Report (PVR), attaching personal particulars of each employee, in the prescribed form, to be obtained from respective zonal offices given above. The sub-contractor has to fulfill the requirement of documents mentioned on the personal particular form. It normally takes one month time to get the Police Verification done from the Police Department. However, an acknowledgement slip of submitting the application, issued by the Police Department will be useful for getting Entry Passes for the first month from MDL.

**(f) Various Stages of General Procedure:**

i) The contractor has to fill up Labour Challan and it should be attached with LOI or Work Order issued by MDL. Efforts are in hand to put up these forms on MDL Website which can be downloaded by the contractor.

Blank forms are also available with MDL Labour Consultant's office.

ii) Contractor has to get these forms endorsed by the relevant Commercial Department confirming that the contract is in force.

iii) Contractor has to submit these forms to Labour Consultant's office for scrutiny and endorsement.

iv) The forms subsequently are to be submitted to CM (CR-P&IR), MDL, during the timings mentioned above, whose endorsement will be obtained immediately. In case of any difficulty, AGM (CR-P&IR) is to be contacted.

v) The contractor has to then approach OIC, Pass Issue Cell, situated in the ground floor of Scindia House, South Yard between 0930 hrs. to 1030 hours and 1400 to 1500 hours. Contractor has to submit the Labour Challan along with two passport size photographs (with white background) of

each employee & police verification report of all his employees or the Acknowledgement slip issued by the Police Dept.

vi) On satisfying the above prescribed conditions by the contractor, the contractor has to fill up a Register maintained by Pass Issue Cell and collect blank passes, on written request, duly recommended by respective Commercial Dept. The contractor has to fill up the blank passes and get it signed by OIC, Pass Issue Cell.

vii) In case Police Verification Report is not there, OIC, Pass Issue Cell will carry out interviews between 0930 to 1030 hours on all working days and verify one of the following documents for the authenticity of individual contract labour.

- a) Ration Card.
- b) School Leaving Certificate.
- c) Election Card or
- d) Driving Licence or
- e) Photo Identity Card issued by State / Central / Education Institution etc.
- f) PAN Card.

viii) Before appearing for interview, contractor has to give an undertaking in the Undertaking Format, copy enclosed at Annexure - 3, for the employees who do not have PVR. This Declaration Form is to be endorsed by the concerned Commercial Department and also to be supported by an Acknowledgement Slip of application made for PVR. After interview, if an employee is found to be suitable, he will be cleared for issue of Entry Pass.

ix) Contractors are advised to simultaneously take action on PVR, ESI & PF to save time. It is intended that the formalities with Labour Consultant's Office and Corporate Personnel Department will be completed in a day and formalities at Pass Issue Cell of Security Dept. will be completed in a day.

x) A day's Visitor Pass will be issued for new Sub-contract Labourers by CSO on the recommendation of Commercial Department for carrying out the formalities at the offices of Labour Consultant's office and CR - P&IR.

xi) Sub-contractor Labours who are having PVR, need not be present in person while rep. of contractor goes to Pass Issue Cell. Sub-contract labours who are not having PVR have to remain present as they have to be interviewed.

Note:-

- Sub-contract labours who do not have PVR, will initially issued Entry Passes for a maximum period of one month to facilitate them to complete PVR formalities on production of receipt from police authorities for having submitted the documents for police verification.
- In case of adverse remarks from the Police Department, Entry Passes issued will be withdrawn immediately.
- In case of any difficulty in issue of Entry Passes from Pass Issue Cell, Chief Security Officer (EPABX Phone 3850) is to be contacted.
- Contractors are issued Entry Passes of 'Green' colour for all Yards other than East Yard. 'Yellow' colour Entry Passes are issued for East Yard. A person holding Entry Pass of East Yard is permitted to work in all other Yards of MDL but not vice-versa.

xii) **Issue of Entry Passes to the employees of contractor for a short period of 10 days or less:**

Any contractor(s) having MDL Contract work of '10 days or less' are required to comply with ESIC / PF formalities and for such contractor employees, no Police Verification Report (PVR) is required. However, Undertaking on Letterhead is necessary. The Entry Passes of such subcontractors employees are stamped as "Non-Police Verified". For such non-police verified contractor employees, Site Engineer / Supervisor of the contractor is required to escort their employees to the work site and escort them at the end of the day. At the end of the day, the Site Engineer / Supervisor of the contractor has to collect the Passes from their employees and deposit the same with the duty security staff in the Pass Issue Cell. If the contractor labour are not covered under ESIC Act, then they are required to produce Group Insurance Policy linked with Workmen's Compensation.

## **2. Designated Gates for Entry / Exit with Timings:**

**With a view to streamline the entry / exit of personnel of different categories to different yards in MDL, Wicket Gates have been earmarked as given below:**

### **North Yard:**

- Wicket Gate No. NY/4 : Visitors, Vendors, Casual Visitors, Foreigners, Proprietors, OEM rep./Consultant etc.
- Wicket Gate No. NY/13 : Sub-contract labourers.

### **South Yard:**

- Wicket Gate No.SY/2 : For MDL Officers, Staff, Visitors, Vendors, Casual Visitors, Foreigners, Proprietors, OEM Rep/Consultant etc.
- Wicket Gate No.SY/9 : Sub-contract labourers.

### **East Yard:**

- Wicket Gate No.EY/1 : For MDL Officers, Staff, Operatives, Visitors, Vendors, Casual Visitors, Foreigners, Proprietors, OEM Rep/Consultant etc.
- Wicket Gate No.EY/2 : Sub-contract labourers.

### **Alcock Yard:**

- Wicket Gate No.AY/7 : For MDL officers, staff, Visitors, Vendors, Casual Visitors, Foreigners, Proprietors, OEM Rep/Consultant etc.

## **3. Late Working & Holiday Working:**

The following procedure is to be adhered to for extended working hours, night working, Saturdays/Sundays & Holidays.

- i) Normal working timings for contractors' workers is from 0700 to 1830 hours. Any contractor desire to deploy their workmen beyond their working hours, due to emergency, the

requirement is to be endorsed for such working by HODs of User Department in the prescribed format.

ii) If the contractor is required to employ their workmen on Saturdays, Sundays & General Holidays, they have to make an application in the prescribed format with recommendation from concerned HOD and in case of Sundays/Holidays, request has to be sent to Corporate Personnel Department two days in advance.

iii) For all such extended working hours, the concerned contractor has to obtain permission from Sr. Commandant, CISF / Chief Security Officer, MDL, respectively.

#### **4. Renewal of Passes:**

The following procedure is to be adhered to by the contractors for renewal of passes of their employees:

i) The Entry Passes of contractor employees, working on regular basis, having Police Verification Reports, are renewed on completion of ESIC/PF formalities upto a period of one month.

ii) The contractor employees who are not police verified and required to work upto 10 days, the Passes of such employees are not renewed any further.

iii) The passes of reps. of various organizations are renewed on need basis on the recommendation of respective HODs. However, such Entry Passes are renewed upto a maximum period of three months.

iv) The Entry Passes issued to foreign nationals are renewed subject to verification of documents and recommendations of respective HODs.

#### **5. Loss of Passes:**

The following procedure is to be adhered to by the contractors for loss of passes of their employees:

i) As soon as contractor employee losses the Entry Pass, he is required to report the loss to the nearest Police Station under whose jurisdiction the Pass is reported to have been lost and obtain a copy of Police Certificate.

ii) The loss of Pass will then be reported to Chief Security Officer, MDL, along with a letter from the contractor duly recommended by OIC, User Department and original copy of police certificate.

iii) The Entry Pass will be issued to the contractor employee after due verification of the Labour Challan for the particular month.

#### **6. Charges / Penalty for Issue / Renewal of Entry Pass:**

All contractor employees are charged Rs.10/- per Entry Card and on renewal no charges are levied and subsequent reissue of Entry Pass due to loss will be charged Rs.25/- In case of any suspicion exists regarding loss of Pass by the contractor employee, the matter will be investigated by the Chief Security Officer, MDL, to rule out the possibility of any foul play.

#### **7. Return of Passes:**

The following procedure is to be adhered to by the contractors for return of Entry Passes of their employees:

i) On completion of contract work / period of registration or termination of services of any person employed by the contractor and on expiry of date of any Pass (which is not required for any further renewal), the contractors are required to return all the Passes to the OIC, Pass Issue Cell for cancellation. Failure in this regard will invite action in terms of Indian Officials Secrets Act, 1923. The sponsoring authorities are to pursue the concerned contractors to surrender their Passes when these are not needed anymore. The Chief Security Officer, MDL, may take up the matter with

Civil Police for retrieval of passes from the defaulting individuals / contractors as and when required.

ii) It is mandatory for the contractors to obtain NOC from Chief Security Officer, MDL, for having returned all the Entry Passes issued to them for final settlement of the contract.

iii) Security Deposit of the contractor will not be released unless & until the NOC is produced.

Note: - Transfer / Misuse of MDL Photo Entry Pass is strictly prohibited & shall attract action as per the provisions of Indian Official Secrets Act 1923.

#### **8. Use of Mobile Phone without Camera.**

i) Supervisors, Site In Charge, Engineers of contractors and representatives of various organizations may be permitted to use Mobile Phone without Camera within the MDL premises after obtaining a Mobile Phone permit from OIC, Pass Issue Cell.

ii) Application form for mobile phone permit is to be obtained from Chief Security Officer, MDL, through an application recommended by concerned Commercial Department. These Permit application forms are to be endorsed by concerned HODs (in case of subcontractors, the relevant Commercial Department) and submitted to OIC, Pass Issue Cell, for obtaining Mobile Permit along with mobile phone for inspection.

iii) Unauthorized use of Mobile Phone by any sub-contractors employee shall invite strict action to the extent of confiscation of mobile phone in addition to the cancellation of Entry Pass.

***Note: Prescribed format mentioned above may be collected from OTS/Security/Personnel Dept. of MDL***