



TENDER ENQUIRY
[PRESS TENDER]

माझगांव डॉक शिपबिल्डर्स लिमिटेड
(भारत सरकार का उपक्रम)
MAZAGON DOCK SHIPBUILDERS LIMITED
(Formerly known as Mazagon Dock Limited)
(A Govt. of India Undertaking)
CIN: U35100MH1934GOI002079
Dockyard Road, Mumbai 400 010
Website- www.mazdock.com
Certified - ISO 9001: 2008 for Shipbuilding Division

Tender No : 6000000842
Purchasing Executive : C G JALGAONKAR
To

Department: OTS(OUTSOURCING DEPT.)
Purchasing Executive: C G JALGAONKAR
Telephone No:+91 23763084
Fax No:+91 23743198
Email ID: cgjalgaonkar@mazdock.com

Tender Number: 6000000842
Tender Date: 28.04.2017
Tender Closing Date 19.05.2017
Tender Closing Time 15:00:00
RFQ Number: 2110001067

Telephone No:
Fax No:
Email ID:

Tender Fee: Rs 0.00

EMD Amount: Rs 0.00

Pre Bid Meeting Date Pre Bid Meeting Time 00:00:00

Tender Opening Date: 19.05.2017 Tender Opening Time: 15:30:00

Offer should be valid up to: 26.08.2017

Security Deposit: 0.00 % of PO value Perf. Bank Guarantee: 0.00 % of PO value

(Kindly read and refer relevant terms & conditions for further details. Do ensure to Quote Department Name, Purchase Executive's Name, Tender Number, Closing date & time and RFQ Number in your Quotation & related correspondence)

Dear Sir / Madam ,

SUB:- NON COMPREHENSIVE BIENNIAL MAINTENANCE CONTRACT FOR SURARC MAKE WELDING MACHINES AND GOUGING RECTIFIER

Mazagon Dock Shipbuilders Limited (MDL) invites Competitive - Bid from reputed suppliers for the following in **TWO BID** system (Part I Techno-Commercial Bid & Part II - Price Bid).

Sl.No.	Material/Service Details	Quantity/Unit	Delivery Date
00100	BMC of welding machines & gouging rectif Service Description : SCOPE OF WORK : 1. SURARC MAKE T800 MODEL GAUSING MACHINE: A. Technical Details Of the Machine: (i) Input :	1 Activity unit	10.06.2017

Sl. No.	Material/Service Details	Quantity/Unit	Delivery Date
	<p>Input supply # 415V , + / - 10 % , 3 phase,50 Hz Primary current - 75 Amp Input power 54 KVA (ii) Output : Open Circuit Voltage (OCV) # 85 Volts Duty Cycle # 50 % Welding Range # Low 10 -300 Amp High - 50-800 Amp Load Voltage - 20-44 Volts.</p> <p>B. Identification Nos. Of Machines:</p> <p>Sr. No. Identification Nos. 1 T8 / 09 / 80014 2 T8 / 09 / 80015 3 T8 / 09 / 80016 4 T8 / 09 / 80017 5 T8 / 09 / 80018 6 T8 / 09 / 80019</p> <p>C. PREVENTIVE MAINTENANCE CHECKLIST (Frequency # Monthly) :</p> <p>(i) Overall Cleaning of the machine inside and outside. (ii) Check the Electrical and Electronic wiring connections inside the machine for any loose contact or malfunction and correct. (iii) Replace the faulty or malfunctioning components etc. (iv) After Power ON, check the input and output voltages and correct if required with reference to machine standards and model. (v) In presence of Deputed Welder , Take the actual welding trail with dummy piece and adjust the current /voltage if required. (vi) Handover the machine with good condition to the user and get sign the report from the maintenance.</p> <p>D. list of spares 1. PART LIST SURREAC T-800 As Per Enclouser 2B 2. WELDING MACHINE(arc star-350/400)</p> <p>A. Technical Details of the Machine:</p> <p>Input Supply # 415 V, 3 Phase, 50 Hz, Input power # 17.5 KVA Insulation Class # H DC Output - 10-350A / 5-400A</p>		

Sl. No.	Material/Service Details	Quantity/Unit	Delivery Date
<p>B. Identification Nos. Of Machine:</p>			
<p>Sr. No. Identification Nos. Of the Machine</p> <p>1 AS 4 / 06081 I# 1</p> <p>2 AS 4 / 06085 I - 2</p> <p>3 AS 4 / 06090 I - 3</p> <p>4 AS 4 / 06089 I - 4</p> <p>5 AS 4 / 06082 I - 5</p> <p>6 AS 4 / 07033 I - 6</p> <p>7 AS 4 / 07007 I - 7</p> <p>8 AS 4 / 06083 I - 8</p> <p>9 AS 4 / 06084 I - 9</p> <p>10 AS 4 / 07009 I - 10</p> <p>11 AS 4 / 06087 I - 11</p> <p>12 AS 4 / 07010 I - 12</p> <p>13 AS 4 / 07011 I - 13</p> <p>14 AS 4 / 07035 I - 14</p> <p>15 AS 4 / 06086 I - 15</p> <p>16 AS 4 / 07036 I - 16</p> <p>17 AS 4 / 07032 I - 17</p> <p>18 AS 4 / 07008 I - 18</p> <p>19 AS 4 / 07034 I - 19</p> <p>20 AS 4 / 06088 I - 20</p>			
<p>C. PREVENTIVE MAINTENANCE CHECKLIST(Frequency # Monthly) :</p> <p>(i) Cleaning of the machine from inside and outside by using soft brush and air.</p> <p>(ii) Check the Electrical and Electronic components.</p> <p>(iii) Switch on the Machine and check all the parameters i.e. input, open circuit voltage, welding current and adjust if required.</p> <p>(iv) Check for the actual welding in presence of user department (Welding dept.) representative.</p>			
<p>D. LIST OF SPARES</p> <p>PART LIST OF (ARC STAR-350/400 WELDING MACHINES)- AS PER ENCLOUSER 2A</p>			
<p>3. CALIBRATION (Frequency # Yearly) : (For both the above types of machines.)</p> <p>Calibration of the machine is to be carried out yearly indicating test results duly signed by competent person. Test certificate to be submitted should be traceable to NABL and valid up to one year.</p> <p>4. PAINTING:</p> <p>(i) Painting of each machine is to be carried out yearly. Firm has to use the paints as per existing colors of the machine e.g. Golden yellow, dark grey etc.</p> <p>(ii) Following procedure is to be followed for the painting.</p>			

Sl. No.	Material/Service Details	Quantity/Unit	Delivery Date
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- (a) Clean the machine externally.
- (b) Turpentine washing of the machine.
- (c) Painting as per the existing color scheme.

5. GENERAL :

- i. Preventive maintenance / service of all the machines should be carried out monthly, irrespective of breakdown repair done during the period.
- ii. Breakdown calls should be attended within 24 Hrs after intimation by phone or by email.
- iii. Firm has to quote separately for all spares which are likely to be replaced during BMC.
- iv. Firm has confirm the defective components and obtain prior approval from EY-Maintenance before replacement of any spares.
- v. Proper record of services and service reports should be maintained by the firm including breakdown call, spares used / consumed.
- vi. Necessary permanent entry passes to enter EY, NY, ALY and SY must be made by the firm through MDL security dept and to be renewed as and when necessary.
- vii. Water, electricity and compressed air will be provided by MDL on free of cost as and when needed.

6. Penalty : Please refer Tender clauses No. 17 for details

The Line item 00100 covers the following services

000000010	Service Number:- Short Description:- BMC of welding rectifiers(20 Nos.)	480 Number	
000000020	Service Number:- Short Description:- Calibration of welding rectifier(20 No.)	40 Number	
000000030	Service Number:- Short Description:- BMC of Gouging rectifiers(6 Nos.)	144 Number	
000000040	Service Number:- Short Description:- Calibration of Gouging rectifiers	12 Number	
000000050	Service Number:- Short Description:- painting of machines	52 Number	

Terms & Conditions as indicated in Part A of this tender and other enclosures / annexures form an integral part of this tender document. We look forward to receive your most competitive and reasonable offer against this Tender.

For Mazagon Dock Shipbuilders Ltd

Part-“A”

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: NON COMPREHENSIVE BIENNIAL MAINTENANCE CONTRACT OF SURARC MAKE WELDING RECTIFIERS - ARCSTAR 400 (20 NOS.) AND GOUGING RECTIFIERS T-800 (6 NOS.).

1.1 The detailed scope of work is as per **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 **31st March 2015, 2016 and 2017**. The average minimum turn over for 3 years should be at least **Rs. 3 Lakh**.
- iv) Bidder should have experience of having successfully completed similar works during last 7 years ending **30th August 2016** as stated below:
 - a) Three similar completed works each costing not less than **Rs 8 Lakh**.
OR
 - b) Two similar completed works each costing not less than **Rs. 10 Lakh**.
OR
 - c) One similar completed work costing not less than **Rs. 16 Lakh**.
OR
 - d) Jobs of similar nature completed in a span of 12 months not less than **Rs. 5 Lakhs**.

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

- e) Copies of contract to be submitted.

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.

3. EARNEST MONEY DEPOSIT (EMD)

3.1 Bidders shall furnish EMD of **Rs. 40,000/-** (Rupees Fourty 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. 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 original of the scanned copy of EMD enclosed in a envelop addressed to **HOD (Outsourcing), 6th floor, Service Block, North Yard, Mazagon Dock Shipbuilders Limited, Mumbai – 400 010**, superscribing 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.

3.5 Timely submission of the EMD is the responsibility of the bidders and no reasons / excuses in this regard will be entertained by MDL.

3.6 EMD of unsuccessful bidders will be returned after finalization of the tender and shall be interest free.

3.7 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)	All Micro & Small Enterprises subject to their submitting the Registration Certificate from the Competent Authority regarding their Micro/Small Industry status.

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 (GT&C), Standard Terms & Conditions (STACs) 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 Annexure-“A” / Bank Guarantee 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 https://eprocuremdl.nic.in .
vii)	Bidders / Vendors should upload scanned documents as per Para 2 in Part-A 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 Enclosure-4 .
x)	Scanned image of duly filled RTGS/NEFT as per Enclosure-3 .

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 to 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)	Bids received 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 https://eprocuremdl.nic.in
iv)	In case of e-tenders, if the date of remittance of EMD amount/issue of EMD 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 BG if received after seven days of the tender closing date.

7. Bid Evaluation Criteria: Technically qualified overall lowest offer (L1 bidder) considering 100% total rate for services (all inclusive basis) and 25% total rate for spares (all inclusive basis) 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 Two Years and may be extended for a further period of 03 months on MDL discretion on same rates and terms and conditions. However if the performance of contractor is not satisfactory then contract may be terminated with 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 mobilize 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 Govt. 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), log sheets etc duly signed by Chief Manager or officer of above level of Shipbuilding Maintenance dept.

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 **Mr. Ravindra Pednekar, DGM (SB-MTC)** on Telephone No.2376 3656 and submit duly filled Vendor declaration as per format at **Enclosure – 5** along with the offer.

14. Modifications to the Bids: -

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

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. Inspection:-

Final work completion certificate in respect of completion of work will be certified by MDL East Yard Maintenance dept. Any objection raised by MDL inspection team against quality of

material or workmanship shall be satisfactorily corrected by the Vendor at his expenses including replacement as may be required within shortest possible time within 7 days.

17. Liquidated Damages or Penalty :

I. Breakdown Maintenance:

Time is an important factor in the contract therefore the firm has to attend the breakdown call within 24 hours after intimation by phone or email. In case of delay beyond 24 hours not attributable to purchaser, the contractor shall pay

- i) Rs. 200 per day for 24-72 Hours.
- ii) Rs. 400 per day for 72-96 Hours.
- iii) Rs. 500 per day for 96 Hours onwards.

II. Supply of spares:

(i) If the defect rectification of machine involves supply of spares, then the firm has to supply the material within '7' working days, after intimation / PO for supply of spares. Any delay beyond this delivery period will attract a penalty of Rs. 200/- per day.

(ii) Since supply of spares is the firm's responsibility, firm has to supply the material within '7' working days and make the machines operational. If the machine is not made operational within '2' working days after receipt of the material, the contractor shall pay

- a) Rs. 200 per day for 24-72 Hours.
- b) Rs. 400 per day for 72-96 Hours.
- c) Rs. 500 per day for 96 Hours onwards.

III. Preventive Maintenance :

Firm has to carry out the preventive maintenance as per schedule. The schedule will be given by EY-MTC dept within '15' days after placement of order. If there is delay beyond the schedule, Firm shall pay penalty 0.5 % per week per machine or part thereof subject to maximum 5% of order value.

IV. Calibration :

Firm has to carry out the calibration as per schedule. The schedule will be given by EY-MTC dept within '15' days after placement of order. If there is delay beyond the schedule, Firm shall pay penalty 0.5 % of calibration charges per week per machine or part thereof subject to maximum 5% of calibration charges.

18. 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.

19.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 rates quoted are less than MDL estimates by 40% or so and if the difference in rate between L1 and L2 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.

20. 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.

21.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.

22. PUBLIC GRIEVANCE CELL: - A Public Grievance Cell headed by **Shri S. D. Kajawe, General Manager (F-Accounts)**, 3rd 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 House or send their complaints / grievances to him in writing for redressal. His Telephone No. is 23762184 or 23759793.

23. 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.

24. Instructions to the Bidders:

24.1 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.

24.2 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) 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.

24.3 National Informatics Centre (NIC) have been appointed by MDL as the Application Service Provider (ASP).

24.4 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.

24.5 For any further details of e tendering & digital signatures, please contact 0120- 4200462, 0120-4001002, 8826246593, eproc-support@gov.in OR Mr. M S Kumbhare DGM (C-MP) Phone - 2376 3252 or mobile: 9769327576, mskumbhare@mazagondock.gov.in

24.6 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.

24.7 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.

24.8 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. C G Jalgaonkar, M. (OTS), Tel. no. 23763310.

24.9 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 Shipbuilding → Outsourcing→ Tenders. A copy of same (11 pages) is attached herewith at Enclosure - 6.

24.10 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).

24.11 Bids received against online participation shall only be accepted. Bids submitted in any other mode will not be considered.

24.12 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>

24.13 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,

Manager (Outsourcing)
(CG Jalgaonkar)
022023763310

Annexure – “A” Earnest Money Deposit (EMD)/Security Deposit format

Enclosure –1	Scope of Work
Enclosure- 2A	List of Spares
Enclosure- 2B	List of Spares
Enclosure –3A	Illustrative Rate Sheet Format
Enclosure –3B	Illustrative Rate Sheet Format -Spares
Enclosure –3C	Illustrative Rate Sheet Format - Spares
Enclosure –4	RTGS/NEFT Form
Enclosure –5	Vendor Declaration
Enclosure –6	Procedure for Issue of Entry Passes

References: Terms & Conditions (Available on MDL Website - www.mazagondock.gov.in/

→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.mazagondock.gov.in/ →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

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)

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

Signature of Vendor/Representative

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

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

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

ENCLOSURE –1**SCOPE OF WORK****SCOPE OF WORK :****1. SURARC MAKE T800 MODEL GAUSING MACHINE:****A. Technical Details Of the Machine:****(i) Input :**

Input supply – 415V , + / - 10 % , 3 phase,50 Hz

Primary current - 75 Amp

Input power 54 KVA

(ii) Output :

Open Circuit Voltage (OCV) – 85 Volts

Duty Cycle – 50 %

Welding Range – Low 10 -300 Amp

High - 50-800 Amp

Load Voltage - 20-44 Volts.

B. Identification Nos. Of Machines:**Sr. No. Identification Nos.**

1 T8 / 09 / 80014

2 T8 / 09 / 80015

3 T8 / 09 / 80016

4 T8 / 09 / 80017

5 T8 / 09 / 80018

6 T8 / 09 / 80019

C. PREVENTIVE MAINTENANCE CHECKLIST (Frequency – Monthly) :

(i) Overall Cleaning of the machine inside and outside.

(ii) Check the Electrical and Electronic wiring connections inside the machine for any loose contact or malfunction and correct.

(iii) Replace the faulty or malfunctioning components etc.

(iv) After Power ON, check the input and output voltages and correct if required with reference to machine standards and model.

(v) In presence of Deputed Welder , Take the actual welding trail with dummy piece and adjust the current /voltage if required.

(vi) Handover the machine with good condition to the user and get sign the report from the maintenance.

D. LIST OF SPARES : PART LIST SURARC T800

SL.NO.	PART DESCRIPTION	PART NO.
1	Sub Assy. Castor Fork	101101366
2	Wheel, Nylon Dia 152	101101410
3	Wheel Assy (250mm) 10"	101101402
4	Output Terminal Assy	XRCP-12/5

5	Primary terminal Assy	101105011
6	Control Transformer	100105218
7	Control Transformer	10-1195-1
8	Main Transformer	T800-MTR
9	IPR T800-IPR	
10	DCR T800-DCR	
11	Toggle Switch QPDT (Local/Remote)	801101125
12	Toggle Switch (250/10A) SPST (High/Low)	HLS1-12AM
13	Toggle Switch (DP/DT) MMA/TIG	801101126
14	Toggle Switch (MOMENTARY)	801101127
15	Ammeter (Digital)	100000068
16	Voltmeter (Digital)	100000069
17	Shunt (800A@83Mv) for Ammeter	801104611
18	Thermostat T4-ELP-10	
19	Fan 18" 801101328	
20	Resistor 175W 801101206	
21	Potentiometer (current control/arc force control)	802005006
22	Light Emmiting Diode (Power ON) T4-ELP-13	
23	Light Emmiting Diode (Overhead) DB-4-1-BY	
24	Light Emmiting Diode (U/V & OV) DB-4-1-BY	
25	Fuse 5 Amp slow blow 5A-125V30	
26	Output Surge Supressor Assy TP-123-113	
27	Thyristor Module HTT162N60	
28	Main PCB T800-PCB-M	
29	PCB , Snubber T450PCB-S	
30	PCB, 24V Power Supply TP-123-1C	
31	Main Contactor 801101116	
32	Micro Switch for Power ON (Green) 20-5138-6	
33	Micro Switch for Power OFF (Red) 20-5138-2	
34	Under Voltage-Over Voltage Relay 100000078	

2. WELDING MACHINE(arc star-350/400)

A. Technical Details of the Machine:

Input Supply – 415 V, 3 Phase, 50 Hz,

Input power – 17.5 KVA

Insulation Class – H

DC Output - 10-350A / 5-400A

B. Identification Nos. Of Machine:

Sr. No. Identification Nos. Of the Machine

1 AS 4 / 06081 I – 1

2 AS 4 / 06085 I - 2

3 AS 4 / 06090 I - 3

4 AS 4 / 06089 I - 4

5 AS 4 / 06082 I - 5

6 AS 4 / 07033 I - 6

7 AS 4 / 07007 I - 7

8 AS 4 / 06083 I - 8

9 AS 4 / 06084 I - 9
 10 AS 4 / 07009 I - 10
 11 AS 4 / 06087 I - 11
 12 AS 4 / 07010 I - 12
 13 AS 4 / 07011 I - 13
 14 AS 4 / 07035 I - 14
 15 AS 4 / 06086 I - 15
 16 AS 4 / 07036 I - 16
 17 AS 4 / 07032 I - 17
 18 AS 4 / 07008 I - 18
 19 AS 4 / 07034 I - 19
 20 AS 4 / 06088 I - 20

C. PREVENTIVE MAINTENANCE CHECKLIST(Frequency – Monthly) :

- (i) Cleaning of the machine from inside and outside by using soft brush and air.
- (ii) Check the Electrical and Electronic components.
- (iii) Switch on the Machine and check all the parameters i.e. input, open circuit voltage, welding current and adjust if required.
- (iv) Check for the actual welding in presence of user department (Welding dept.) representative.

D. LIST OF SPARES :

Sr. No	PART DESCRIPTION	Part Code
1	MCB	AS4000008
2	Cooling fan	AS4000012
3	Main transformer	AS4000013
4	Rectifier Assembly - Main Rectifier Diode	AS4000014
5	Rectifier Assembly - Input Rectifier Diode	AS4000022
6	Rectifier Assembly - Freewheeling Diode	AS4000015
7	IGBT Assembly	AS4000016
8	Drive Board	AS4000002
9	Logic / Master Card	AS4000001
10	Shunt	AS4000023
11	Primary H. F. Capacitor	AS4000024
12	Main Current Potentiometer	AS4000006
13	Control Transformer	AS4000005
14	Relay Soft Charge	AS4000009
15	DC Bank Capacitor	AS4000011
16	RC suppressor	AS1600018
17	Indicating LED – Red	AS1600020
18	Indicating LED – Green	AS1600021
19	Output Terminal	AS12-499-1a
20	Thermal Trip	AS1400014
21	DC centre Tap Electrolytic Capacitor	AS4000019
22	DC Choke	AS4000016
23	Soft Charge resistance	AS4000017
24	Toggle switch -	
25	Ultra Fast Diode -	

26	Auxiliary Ultra Fast Diode -	
27	Board Short Circuit -	
28	Digital panel Meter -	
29	Wheel -	
30	Voltage Sensing Card	DTTSCOVSCD000001
31	AC/DC TIG 01 Card	DTTSCOACDC000001
32	250 T / GT Card	DTTSCOGTCD000001

3. CALIBRATION (Frequency – Yearly) : (For both the above types of machines.)

Calibration of the machine is to be carried out yearly indicating test results duly signed by competent person. Test certificate to be submitted should be traceable to NABL and valid up to one year.

4. PAINTING:

- (i) Painting of each machine is to be carried out yearly. Firm has to use the paints as per existing colors of the machine e.g. Golden yellow, dark grey etc.
- (ii) Following procedure is to be followed for the painting.
 - (a) Clean the machine externally.
 - (b) Turpentine washing of the machine.
 - (c) Painting as per the existing color scheme.

5. GENERAL :

- i. Preventive maintenance / service of all the machines should be carried out monthly, irrespective of breakdown repair done during the period.
- ii. Breakdown calls should be attended within 24 Hrs after intimation by phone or by email.
- iii. Firm has to quote separately for all spares which are likely to be replaced during BMC.
- iv. Firm has confirm the defective components and obtain prior approval from EY-Maintenance before replacement of any spares.
- v. Proper record of services and service reports should be maintained by the firm including breakdown call, spares used / consumed.
- vi. Necessary permanent entry passes to enter EY, NY, ALY and SY must be made by the firm through MDL security dept and to be renewed as and when necessary.
- vii. Water, electricity and compressed air will be provided by MDL on free of cost as and when needed.

6. Penalty : As per TEF Clause No.17

Enclosure-2A**List of Spares for ARCSTAR 350/400Welding Machine**

Sr. No	Description	Part no.
1	MCB	AS4000008
2	Cooling fan	AS4000012
3	Main transformer	AS4000013
4	Rectifier Assembly - Main Rectifier Diode	AS4000014
5	Rectifier Assembly - Input Rectifier Diode	AS4000022
6	Rectifier Assembly - Freewheeling Diode	AS4000015
7	IGBT Assembly	AS4000016
8	Drive Board	AS4000002
9	Logic / Master Card	AS4000001
10	Shunt	AS4000023
11	Primary H. F. Capacitor	AS4000024
12	Main Current Potentiometer	AS4000006
13	Control Transformer	AS4000005
14	Relay Soft Charge	AS4000009
15	DC Bank Capacitor	AS4000011
16	RC suppressor	AS1600018
17	Indicating LED- Red	AS1600020
18	Indicating LED - Green	AS1600021
19	Output Terminal	AS12-499-1a
20	Thermal Trip	AS1400014
21	DC centre Tap Electrolytic Capacitor	AS4000019
22	DC Choke	AS4000016
23	Soft Charge resistance	AS4000017
24	Toggle switch	-
25	Ultra Fast Diode	-
26	Auxillary Ultra Fast Diode	-
27	Board Short Circuit	-
28	Digital panel Meter	-
29	Wheel	-
30	Voltage Sensing Card	DTTSCOVSCD000001
31	AC/DC TIG 01 Card	DTTSCOACDC000001
32	250 T / GT Card	DTTSCOGTCD000001

Enclosure-2B**List of Spares for T800 Gouging Machine**

Sr. No	Description	Part no.
1	Sub Assy. Castor Fork	101101366
2	Wheel, Nylon Dia 152	101101410
3	Wheel Assy (250mm) 10"	101101402
4	Output Terminal Assy	XRCP-12/5
5	Primary terminal Assy	101105011
6	Control Transfomer	100105218
7	Control Transfomer	10-1195-1
8	Main Transformer	T800-MTR
9	IPR	T800-IPR
10	DCR	T800-DCR
11	Toggle Switch QPDT (Local/Remote)	801101125
12	Toggle Switch (250/10A) SPST (High/Low)	HLS1-12AM
13	Toggle Switch (DP/DT) MMA/TIG	801101126
14	Toggle Switch (MOMENTARY)	801101127
15	Ammeter (Digital)	100000068
16	Voltmeter (Digital)	100000069
17	Shunt (800A@83Mv) for Ammeter	801104611
18	Thermostat	T4-ELP-10
19	Fan 18"	801101328
20	Resistor 175W	801101206
21	Potentiometer (current control/arc force control)	802005006
22	Light Emmiting Diode (Power ON)	T4-ELP-13
23	Light Emmiting Diode (Overhead)	DB-4-1-BY
24	Light Emmiting Diode (U/V & OV)	DB-4-1-BY
25	Fuse 5 Amp slow blow	5A-125V30
26	Output Surge Supsressor Assy	TP-123-113
27	Thyristor Module	HTT162N60
28	Main PCB	T800-PCB-M
29	PCB , Snubber	T450PCB-S
30	PCB, 24V Power Supply	TP-123-1C
31	Main Contactor	801101116
32	Micro Switch for Power ON (Green)	20-5138-6
33	Micro Switch for Power OFF (Red)	20-5138-2
34	Under Voltage-Over Voltage Relay	100000078

ENCLOSURE –3A

RATE SHEET (Illustrative)

i) Welding Machines (ARCSTAR400):

Sr. No.	Activity / Service	Frequency of Service	Qty (in Nos.)	Total Services(Qty x No. of services for Two years) (A)	Unit Rate per service (Rs.) (B)	Total Value in Rs. (C) C = A X B
1	Preventive /Breakdown Maintenance	Monthly	20	480		
2	Calibration	Yearly	20	40		
Total						
Applicable taxes @%						

ii) Gouging Rectifiers (T-800):

Sr. No.	Activity / Service	Frequency of Service	Qty (in Nos.)	Total Services(Qty x No. of services for Two years) (A)	Unit Rate per service (Rs.) (B)	Total Value in Rs. (C) C = A X B
1	Preventive /Breakdown Maintenance	Monthly	6	144		
2	Calibration	Yearly	6	12		
Total						
Applicable taxes @%						

iii) Painting:

Sr. No.	Activity / Service	Frequency of Service	Qty (in Nos.)	Total Services (Qty X No. of services for Two years) (A)	Unit Rate per service (Rs.) (B)	Total Value in Rs. (C) C = A X B
1	Painting of welding (ARCSTAR400)	Yearly	20	40		
2	Painting of Gouging Machines (T-800)	Yearly	6	12		
Total						
Applicable taxes @%						

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

Note:-Technically qualified overall lowest offer (L1 bidder) considering 100% total rate for services (all inclusive basis) and 25% total rate for spares (all inclusive basis) will be consider for awarding the contract.

ENCLOSURE –3B**RATE SHEET (Illustrative) - Spares for ARCSTAR 350/400Welding Machine**

Sr. No	Description	Part no.	Qty (in Nos) (A)	Unit Rate in Rs (B)	Toat Amount (C) C = A*B
1	MCB	AS4000008	01		
2	Cooling fan	AS4000012	01		
3	Main transformer	AS4000013	01		
4	Rectifier Assembly - Main Rectifier Diode	AS4000014	01		
5	Rectifier Assembly - Input Rectifier Diode	AS4000022	01		
6	Rectifier Assembly - Freewheeling Diode	AS4000015	01		
7	IGBT Assembly	AS4000016	01		
8	Drive Board	AS4000002	01		
9	Logic / Master Card	AS4000001	01		
10	Shunt	AS4000023	01		
11	Primary H. F. Capacitor	AS4000024	01		
12	Main Current Potentiometer	AS4000006	01		
13	Control Transformer	AS4000005	01		
14	Relay Soft Charge	AS4000009	01		
15	DC Bank Capacitor	AS4000011	01		
16	RC suppressor	AS1600018	01		
17	Indicating LED– Red	AS1600020	01		
18	Indicating LED – Green	AS1600021	01		
19	Output Terminal	AS12-499-1a	01		
20	Thermal Trip	AS1400014	01		
21	DC centre Tap Electrolytic Capacitor	AS4000019	01		
22	DC Choke	AS4000016	01		
23	Soft Charge resistance	AS4000017	01		
24	Toggle switch	-	01		
25	Ultra Fast Diode	-	01		
26	Auxillary Ultra Fast Diode	-	01		
27	Board Short Circuit	-	01		
28	Digital panel Meter	-	01		
29	Wheel	-	01		
30	Voltage Sensing Card	DTTSCOVSCD00001	01		
31	AC/DC TIG 01 Card	DTTSCOACDC00001	01		
32	250 T / GT Card	DTTSCOGTCD00001	01		
Total					
Applicable Taxes@%					
Grand Total					

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

Note:-Technically qualified overall lowest offer (L1 bidder) considering 100% total rate for services (all inclusive basis) and 25% total rate for spares (all inclusive basis) will be consider for awarding the contract.

Enclosure-3C**RATE SHEET (Illustrative) - Spares for T800 Gouging Machine**

Sr. No	Description	Part no.	Qty (in Nos) (A)	Unit Rate in Rs (B)	Total Amount (C) C = A*B
1	Sub Assy. Castor Fork	101101366	01		
2	Wheel, Nylon Dia 152	101101410	01		
3	Wheel Assy (250mm) 10"	101101402	01		
4	Output Terminal Assy	XRCP-12/5	01		
5	Primary terminal Assy	101105011	01		
6	Control Transfomer	100105218	01		
7	Control Transfomer	10-1195-1	01		
8	Main Transformer	T800-MTR	01		
9	IPR	T800-IPR	01		
10	DCR	T800-DCR	01		
11	Toggle Switch QPDT (Local/Remote)	801101125	01		
12	Toggle Switch (250/10A) SPST (High/Low)	HLS1-12AM	01		
13	Toggle Switch (DP/DT) MMA/TIG	801101126	01		
14	Toggle Switch (MOMENTARY)	801101127	01		
15	Ammeter (Digital)	100000068	01		
16	Voltmeter (Digital)	100000069	01		
17	Shunt (800A@83Mv) for Ammeter	801104611	01		
18	Thermostat	T4-ELP-10	01		
19	Fan 18"	801101328	01		
20	Resistor 175W	801101206	01		
21	Potentiometer (current control/arc force control)	802005006	01		
22	Light Emmiting Diode (Power ON)	T4-ELP-13	01		
23	Light Emmiting Diode (Overhead)	DB-4-1-BY	01		
24	Light Emmiting Diode (U/V & OV)	DB-4-1-BY	01		
25	Fuse 5 Amp slow blow	5A-125V30	01		
26	Output Surge Supressor Assy	TP-123-113	01		
27	Thyristor Module	HTT162N60	01		
28	Main PCB	T800-PCB-M	01		
29	PCB , Snubber	T450PCB-S	01		
30	PCB, 24V Power Supply	TP-123-1C	01		
31	Main Contactor	801101116	01		
32	Micro Switch for Power ON (Green)	20-5138-6	01		
33	Micro Switch for Power OFF (Red)	20-5138-2	01		

34	Under Voltage-Over Voltage Relay	100000078	01		
Total					
Applicable Taxes@%					
Grand Total					

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

Note:-Technically qualified overall lowest offer (L1 bidder) considering 100% total rate for services (all inclusive basis) and 25% total rate for spares (all inclusive basis) will be consider for awarding the contract.

**MAZAGON DOCK SHIPBUILDERS 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**

VENDOR DECLARATION

Sub: NON COMPREHENSIVE BIENNIAL MAINTENANCE CONTRACT OF
SURARC MAKE WELDING RECTIFIERS - ARCSTAR 400 (20 NOS.) AND
GOUGING RECTIFIERS T-800 (6 NOS.).

We have visited your site and 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 above scope of work.

M/s.....

SIGNATURE.....

NAME.....

DESIGNATION

STAMP

DATE:

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.

I. Procedure incorporated below deals with various aspects of Entry process in MDL.

- 1. Casual Indian Visitors.**
- 2. Casual Foreign Visitors.**
- 3. Regular Foreign Visitors.**
- 4. Representatives of Various Govt. Organizations and Vendors / Regular suppliers.**
- 5. Sub-contract Labourers.**
- 6. Designated Gates for Entry / Exit with timings.**
- 7. Late Working & Holiday working.**
- 8. Material Movement.**
- 9. Renewal of Passes.**
- 10. Loss of Passes.**
- 11. Charges/Penalty for Issue/Renewal of Entry Passes:**
- 12. Return of Passes.**
- 13. Use of Mobile Phones without Camera.**

1. Casual Indian Visitors

All casual indian visitors such as suppliers, vendors, reps. of various agencies etc. visiting MDL are issued with computerised Visitors Photo Pass from MDL Security Reception Centre on receipt of prior intimation through MDL Intranet from concerned Departmental officers, on a day-to-day basis.

2. Casual Foreign Visitors:

All casual foreign visitors are issued with computerised Visitors Photo Pass from MDL Security Reception Centre on receipt of prior intimation through MDL Intranet from the concerned HODs on verification of documents such as passport, valid visa etc. The foreigners are also required to fill-up the details as per the format enclosed at **Annexure-1** before commencement of the visit.

Note:-

- a. The authority for issuing Entry Passes to all type of Visitors including Sub-contract labour rests with CSO, MDL.
- b. It is mandatory for all Visitors display the Visitors Identification Badge while in MDL premises.
- c. It is also mandatory for all Visitors to return the Visitors Identification Badge along with the Visitors Pass to Reception Centre after obtaining the signature and stamp on the Visitors Pass of the officer visited, before leaving the Yard.

3. Regular Foreign Visitors:

All foreign visitors visiting MDL and require to work on various projects for a short / long duration are required to adhere to the following procedure for issue of Photo Entry Pass.

- a) Letter of recommendation from concerned Project Superintendent / HOD along with prescribed format enclosed at **Annexure - 2** and copy of clearance from MOD / NHQ, is required to be submitted to CSO, MDL.
- b) Foreigners are to submit passport & visa for verification along with 2 xerox copies of the same and 2 passport size photograph with white background.
- c) On completion of above formalities, Photo Pass will be issued to the foreigners by OIC, Pass Issue Cell on the basis of visa validity or as per the recommendations by the Project Superintendent / HOD.

4. Reprs. of Various Govt. Organization and Vendors / Regular Suppliers.

The following procedure is to be followed for issue of Photo Entry Passes to the employees of various Government & Semi-government organizations and Vendors / Regular Suppliers.

- a. Application forms for issue of Photo Passes to be submitted to OIC, Pass Issue Cell with recommendation from HOD along with 2 passport size photographs with white background and h copy of LOI / Work Order.
- b. Applicant is also required to submit an Undertakig on their Compnay's letter-head as per the Format enclosed at **Annexure-3** to be endorsed by the concerned HOD.
- c. Ater due verification of application forms and documents, the Photo Entry Passes will be issued for a period of 3 months by OIC, Pass Issue Cell.

Note:-

- i) As regards Vendors / RegularSuppliers, it is mandatory to submit Police Verification Reports from concerned police authorities along with their application.
- ii) However, in case of Consultants, Govt. Auditors, Surveyors, OEM (Original Equipment Manufacturers), PSU Employees, State & Central Govt. employees, Faculties of Educational Institutions, they will be considered for issue of Entry Passes on production of valid Identity Card issued by their employers.

5. 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, sample attached at **Annexure-4** and ESIC Declaration Form, sample attached at **Annexure -5** 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, sample attached at **Annexure - 6**. The timings of Labour Consultant's office and the concerned Officer of Corporate Personnel Dept. are as below:

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

Office of Corporate Personnel Dept.: 1030 hrs. to 1130 hrs. & 1430 hrs. to 1530 hrs. on 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. A copy of sample format is enclosed at **Annexure-7**. 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.
- 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.

6. 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.

7. 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 enclosure at **Annexure - 8**.
- 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 as enclosed at **Annexure-9** 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.

8. Material Movement:

The contractors who are required to bring in their vehicles for delivery / collection of stores, due to emergency of work beyond 1830 hours, are required to obtain the recommendation from HODs of the User Department and subsequently permission will be granted by Commandant, CISF / CSO, MDL for their respective Yards.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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) Unauthorised 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.