

सूचना

सीमित निविदा

पाथ इन डिटेल्स : निविदा -----> शिप्बिल्डिंग -----> बाह्यस्रोत विभाग

विभाग :- बाह्यस्रोत विभाग

निविदा संख्या:- 60000008३७

कार्य का विवरण :-एपोइंटमेंट ऑफ़ औत्सोर्सिड एजेंसी फॉर देलिवेरिंग १०० ऑनलाइन प्लेटफार्म फॉर सिलेक्शन ऑफ़ ट्रेड अपरेंटिस अंडर अप्रेंटिस अंडर एकट १९६१, इन्टेक जून २०१७.

निविदा दिनांक :- ०६.०४.२०१७

निविदा भरने की अंतिम दिनांक :- 20.04.2017

निविदा भरने की अंतिम समय :- दोपहर ०३.०० बजे तक।

यह निविदा सबके लिए नहीं खुला है। यह सिर्फ सिमित बिदेर्स के लिए ही उपलब्ध है निविदा एमडीएल वैबसाइट पर सिर्फ जानकारी के लिए उपलब्ध की जा रही है।

अन्य इच्छुक बिदेर्स अपने को माझगांव डॉक में रजिस्टर कर के अगले बार के लिया निबेदन कर सकते है

कृपया उपर लिखी हुई लाइन लाल रंग और बड़े अक्षर मे अपलोड कीजिये।

धन्यवाद

सुरजीत सुर

मुख्य प्रबन्धक(ओ टी एस)

23763084



TENDER ENQUIRY
[LIMITED 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 : 6000000837
Purchasing Executive : Surjeet Sur
To

Department: OTS(OUTSOURCING DEPT.)
Purchasing Executive: Surjeet Sur
Telephone No:+91 23763084
Fax No:+91 23743198
Email ID: ssur@mazdock.com

Tender Number: 6000000837
Tender Date: 06.04.2017
Tender Closing Date 20.04.2017
Tender Closing Time 15:00:00
RFQ Number: 2110001062

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: 21.04.2017

Tender Opening Time: 15:30:00

Offer should be valid up to: 19.07.2017

Security Deposit: 5.00 % 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:- APPOINTMENT OF OUTSOURCED AGENCY FOR DELIVERING 100% ONLINE PLATFORM FOR SELECTION OF TRADE APPRENTICES UNDER APPRENTICES ACT 1961,INTAKE# JUNE 2017

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	Scope of Work for Appointment of Outsour Service Description :The Line Item 10 covers the follwoing services The Line item 00100 covers the following services	1 Activity unit	06.08.2017
0000000010	Service Number:- Short Description:- APPOINTMENT OF OUTSIDE AGENCY Service Details:- as per	5,000 Activity unit	

Tender Number:- 6000000837

Tender Date:- 06.04.2017

RFQ Number:- 2110001062

Sl. No.	Material/Service Details	Quantity/Unit	Delivery Date
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attached Scope of Work for Appointment of
Outsourced Agency for Developing 100% Online
Platform for Selection of Trade Apprentices under
Apprentices Act 1961, Intake - June - 2017

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 : C

1.1 The detailed scope of work is as per Enclosure-1.

2. PRE- QUALIFICATION CRITERIA: Not applicable.

3. **VALIDITY PERIOD:** Bids / Offers shall have the validity period of **90 Days** from the tender closing date.

4. **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)	Scanned image of Valid Service Tax registration certificate.
v)	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 <u>Note:- The printout of the blank Rate sheet can be taken & used for this purpose.</u>
vi)	Scanned Image of valid Registration or Approval certificates in case of Bidder’s/ firms registered with MDL/ NSIC/ Micro or Small Enterprises/Industries.
vii)	Scanned image of Vendor Declaration in bidder’s letterhead as per the format at Enclosure-4 .
viii)	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.

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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.**

5. Bid Rejection Criteria;

Following bid rejection criteria may render the bid 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 documents submitted which shall not however conflict with validity period.
- ii) Incomplete / misleading / ambiguous bids in the considered opinion of User Dept.
- iii) Bids with technical requirements and or terms not acceptable to MDL.
- iv) **The service provider not accepting the terms and conditions mentioned in the scope of work will not be considered for this tender.**

6. Bid Evaluation Criteria: Technically qualified overall lowest Offer (L1 Bidder) indicated in the price bid will be considered for awarding contract. The ranking of the price bid will be done on “all inclusive basis.”

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.

7. Contract Period : The job to be completed as per detail scope of work and as per instruction of user department.

8. PRICING: Bidder shall quote the prices of all items listed in the tender enquiry which will be inclusive of all costs such as labor, 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. Illustrated Rate sheet is attached at enclosure 2.

9. 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). The increase/decrease in the Tax structure which is statutory levy of Govt. during the tenure of contract will be paid/ deducted at actual by MDL.

10. TERMS OF PAYMENT: -

- a) Payment will be made between 25 to 30 days through NEFT/RTGS/ECS on submission of bills in triplicate to OTS dept. along with work completion certificate duly signed by CM or officer of above level of Admin. Dept. MDL.
- b) No advance will be paid in any manner against the Contract.

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- 11. SITE VISIT FOR QUOTING:** Prior to submission of your quotation, bidders are requested to have clarification if required. Bidders may contact Mr. V P Pai, DGM (ATS) on Tel no. 23764105, or Mr. Arunesh Mudgal, M(ATS), (Mobile- 8291995943) prior to quoting for the tender and submit duly filled Vendor declaration as per format at **Enclosure – 4** along with the offer.
- 12. 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.
- 13. INSPECTION:-** The work will be inspected and certified by CM or officer of above level of ATS Department of MDL.
- 14. Security Deposit:** The successful bidder shall submit a Security Deposit @ 5% of the value of the Order in the form of Demand Draft / Pay Order / Bank Guarantee in the prescribed format drawn in favour of MAZAGON DOCK LIMITED within 25 days from date of Order / Contract. The crossed DD / Pay Order / Bank Guarantee should be drawn on reputed Nationalized / Scheduled Banks excluding co-operative banks and shall be Payable at Mumbai. Any delay in this 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.
- 15. GUARANTEE/WARRANTY:** Not applicable.
- 16. LIQUIDATED DAMAGES:** Time is an essence of the contract therefore the job, as ordered, should be completed on the dates mutually agreed upon in accordance with the delivery schedule. In cases of delay not attributable to Purchaser the agreed schedule, the Service Provider shall pay liquidated damages, a sum representing 0.5% (Half per cent) per week or part thereof, subject to maximum of 5% of the final Order / Contract value.
- 17. 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.
- 18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

23.1 Submission of bids against e-Tenders: The bidder is required to quote online on the e-Procurement website (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).

23.2 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.

Tender No. 6000000837, dated 06.04.2017, due on 20.04.2017. 15:00:00 Hrs.

- 23.3** National Informatics Centre (NIC) have been appointed by MDL as the Application Service Provider (ASP).
- 23.4** In order 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.
- 23.5** Besides the training been 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.
- 23.6** 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 3250 or mobile: 9769327576, mskumbhare@mazdock.com
- 23.7** 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.
- 23.8** 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.
- 23.9** 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. Sur CM. (OTS), Tel. no. 23763084.
- 23.10** 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.mazdock.com Shipbuilding → Outsourcing→ Tenders.
- 23.11** 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).
- 23.12** Bids received against online participation shall only be accepted. Bids submitted in any other mode will not be considered.
- 23.13** 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>
- 23.14** 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.
- 23.15** The service provider/bidder shall hold harmless and keep the Purchaser indemnified against all claims arising as a result of infringement of any patent/copy rights on account of manufacture, sale or use of articles by the order.

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

Yours faithfully,
For Mazagon Dock Shipbuilders Limited,

Chief Manager (Outsourcing)

Tender No. 6000000837, dated 06.04.2017, due on 20.04.2017. 15:00:00 Hrs.

Enclosure -1	Scope of Work
Enclosure -2	Rate Sheet
Enclosure -3	RTGS/NEFT Form
Enclosure -4	Vendor Declaration
Enclosure -5	Tender Term Acceptance Form
Enclosure -6	GT&C Acceptance Format
Enclosure -7	STACs Acceptance Format

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→ Outsourcing1) OTS -F-07 Order acceptances Format.

Scope of work

Enclosure 1

Sub: Appointment of Outsourced Agency for Developing 100% Online Platform for Selection of Trade Apprentices under Apprentices Act 1961, Intake – June – 2017

Ref: PR. No. 1110020846 dated 10th March 2017

1. This is to inform that Mazagon Dock Shipbuilders Limited (Formerly known as Mazagon Dock Limited) – MDL is a Premier Ship Building Public Sector Undertaking (PSU) under the Ministry of Defence, Department of Defence Production.
2. MDL has an Apprentice Training School (ATS) and provides NCVT Certified vocational training to the Apprentices under Apprentices Act, 1961 in the following under Mentioned trades:

S. No.	Group	Trades	Minimum Qualification
1.	Group 'A'	Draughtsman (Mechanical)	10 th / SSC Passed
		Electrician	
		Fitter	
		Fitter Structural	
		Pipe Fitter	
2.	Group 'B'	Carpenter	I.T.I. Passed in the trade of Carpenter
		Electronic Mechanic	I.T.I. Passed in the trade of Electronic Mechanic
		Marine Painter / Painter (G)	I.T.I. Passed in the trade of Painter (General)
		Fitter Structural	I.T.I. Passed in the trade of Fitter
3.	Group 'C'	Rigger	Class 8 th Standard Passed under (10+2) System
		Welder (G&E)	

3. The procedure for Selection of Trade Apprentices is based on Merit marks of Written Test.
4. Thus Apprentice Training School of MDL is inviting Budgetary Quotations for Selection of Trade Apprentices in the Year 2017 (June) through Online Portal. Scope of Work is as mentioned below:

(A) Phase I - Posting of Advertisements / Vacancies Online:

(i) Agency shall **Develop an 100% Online Platform** to Advertise the Notification & Group Wise Vacancies, Rules Regulations, other related information etc regarding Selection of Trade Apprentices Intake 2017 June (on an all India basis)as per the instructions given, keeping ATS as administrator i.e. Apprentices shall be sought from all over India..

(ii). (a) Agency will also be required to arrange **informatory sessions (at least 3 to 4 sessions or as may be required)** in MDL Premises on Week Days , Saturdays / Sundays (if required) for enabling applicants familiarise with the Online Application System. Schedule will be discussed later with the appointed agency. For Which Agency shall depute their personnel to brief aspirants.

(b) Agency shall open an **helpline & online assistance window** to all aspirants from all over India to enable submit applications with ease.

(B) Phase II – Receipt of Applications & Application Fees through Online & Offline Mode:

- (i) Agency Will Develop an Online Platform to Receive the Group Wise Applications from all eligible aspirants with a valid registration of individuals through their Valid Email ID's , with a provision for uploading required documents i.e. Photographs, Minimum Qualification Documents etc & the detail of payment of Application fees via Online (i.e. through Debit/Credit Cards/Internet Banking) as well as pay in Offline (i.e. Bank Challan Form) Mode too,
- (ii) Also enable ATS administrator to send alerts / information if any to the registered applicants, at any point time.
- (iii). Documents uploaded by the candidates are to be stored in such a way that the same can be retrieved by MDL-ATS at later.

(C) Phase III – Applications Scrutiny and Generation of Call Letters:

- (i) Agency will be required to provide a necessary provision of initial group wise, category wise scrutiny pattern, keeping ATS as administrator for accepting/ rejecting / adding comments etc. The inputs regarding scrutiny will be given by ATS to agency later, Proper scrutiny of applications with eligibility criteria (as specified) at every stage shall be the total responsibility of the agency.
- (ii): Necessary provision to develop / Generate & Send Admit Cards cum Call Letters for Group Wise Eligible Candidates with venue details through their registered email ids. To enable Eligible Applicants to download Admit Cards online only.
- (ii). Eligible Applicants will be required to download the Call Letters / Admit Cards through Online Only, for which Agency will be required to make a provision to send information regarding Downloading of Admit Cards, Examination Dates and any other information to registered mobile numbers & email id's of the Eligible Applicants & taking their acknowledgement in e-mode & conveying to ATS.

(D)Phase IV – Conduct of Examinations (Group Wise) Online:

- (i)Agency shall decide a date of Online Examination (Tentatively in last week of July or 1st Week of August) & Venue (Initially Will be in South Mumbai Only) with due advance confirmation of date by DGM/OIC (ATS) with his explicit confirmation of test centers after generating group wise actual eligible candidates count, The mode of Conduct of Group Wise Examinations will be Online only, **reservations if any regarding examination venue shall be mentioned separately.**
- (ii) Agency shall be required to provide sample paper pattern & approval for the same from OIC/ DGM (ATS/MET) for the Group Wise Online Examinations prior to finalization of Online Examination date & venue confirmation, in advance & on all the arrangements etc.
- (iii) **Agency will also be required to provide a Audio – Visual Demo / Informatory Manual, Mock test before conduct of Online Examinations to allow applicants to understand the process to be followed.**
- (iv) Agency will be required to take the biometric attendance of the actual appeared candidates towards eligible candidates and share the same with MDL-ATS for verification for further process at later.

(E) Phase V – Declaration of Result:

: After conduct of Online Examinations Agency will be required to submit the Group Wise/Category Wise results to the DGM/OIC (ATS) within 05 Working Days.

(5) **Conduct of Online Tests:**

- (i) Fix the date and timings & venue with confirmation by DGM/OIC (ATS)-MDL for conduct of the Online tests. The tests are to be conducted and completed in one sitting for each group. The venue for the Online tests will be outside MDL & will be decided as per the number of candidates appearing for the Online Test by the agency at their cost.
- (ii) Arrangements shall be made for sufficient number of invigilators for the tests, at least in the ratio of two invigilator for 50 candidates by the agency/ to the satisfaction of OIC (ATS).

(iii) **Paper Setting Syllabus:**

Setting, designing and printing of objective type multiple choice question papers and corresponding answer sheets in Marathi/Hindi/English (all three Languages a must) as follows:

- a) **GROUP 'A'** : (Draftsman (Mech.), Fitter, Electrician, Pipe Fitter and Fitter Structural Trades) level of Question paper SSC (Maharashtra State Board Level)

One objective type question paper of 100 marks with multiple choice answers as follows:-

- | | | | |
|--------------------|---|-----------|----------------------------|
| (i) English & G.K. | - | 25 marks, | (iii) Chemistry - 25 marks |
| (ii) Physics | - | 25 marks, | (iv) Mathematics -25 marks |

b1) **GROUP 'B'** : (Fitter -ITI& Electronic Mechanic–ITI) SSC (Maharashtra State Board level)

One objective type question paper of 100 marks with multiple choice answers as follows:-

- | | | | | |
|-------|-------------------|------------|-----|---------------------------------|
| (i) | English & GK | -25 marks. | SSC | } Maharashtra State Board level |
| (ii) | Trade Theory | -25 marks | | |
| (iii) | Workshop Cal & Sc | -25 marks | | |
| (iv) | Engg. Drg. | - 25 marks | | |
- } Prescribed Maharashtra ITI Trade Syllabus of the respective Trades of: Fitter & Electronic Mechanic.-

b2) **GROUP 'B': Painter (General)- ITI** : Level of question paper 8th Standard of (10+2) system of Maharashtra State Board Level. One objective Question Paper of 100 marks with multiple choice answer as follows:-

- | | | | | |
|-------|--------------------------|---|----------|---|
| (i) | English & GK | - | 25 marks | } Prescribed Maharashtra ITI Trade Syllabus |
| (ii) | Trade Theory | - | 25 marks | |
| (iii) | Workshop Cal. & Science. | - | 25 marks | |
| (iv) | Engg. Drg. | - | 25 marks | |
- } 8th Standard of 10+2 system

b3) **GROUP 'B': (Carpenter – I.T.I.)**- Level of question paper 8th Standard of (10+2) system of Maharashtra State Board Level. One objective Question Paper of 100 marks with multiple choice answer as follows:-

- | | | | | |
|-------|------------------------|---|----------|---|
| (i) | English & GK | - | 25 marks | } Prescribed Maharashtra ITI Trade Syllabus |
| (ii) | Trade Theory | - | 25 marks | |
| (iii) | Workshop Cal & Science | - | 25 mark | |
| (iv) | Engg.Drg. | - | 25 marks | |
- } 8th Standard of 10+2 system

(C) GROUP 'C' (Rigger and Welder)

Level of paper: 8th Standard of (10+2) system of Maharashtra State Board Level One objective type question paper of 100 Marks with multiple Choice answer as follows:-

- | | | | |
|-------|----------------|---|----------|
| (i) | English & G.K. | - | 25 Marks |
| (ii) | Physics | - | 25 Marks |
| (iii) | Chemistry | - | 25 Marks |
| (iv) | Mathematics | - | 25 Marks |

IV) Examination (To be conducted in Mumbai) in Online Mode:

(i) Examination Duration shall be of 2 hrs **(excluding familiarization / acclimatization session of 20 minutes)**

(ii) Considering the educational levels of candidates appearing for Online Examinations i.e. 8th Standard, SSC & ITI passed. Question Paper setting & evaluation of answer sheets has to be designed suitable to the level of their education standards, as indicated above .

(iii) Question papers to be as per total numbers of eligible candidates (No. of Eligible candidates appeared in the year 2016 were 5500 nos. including Group A, B & C) are to be prepared in each language i.e. Marathi , Hindi & English in each group.

(iv) Necessary provision for developing different Examination Paper Sets shall be done & intimated separately to the OIC/DGM (ATS/MET)

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(v). It should be noted that both the sets are to be in subsets too i.e. A, B, C, D & E pattern, so distributed question papers should not be common for all. All the tenderer's explicit confirmation is requested on this condition.

V) Evaluation of Answer Sheets:-

Agency Shall Evaluate the answer sheets and prepare category wise, Merit list such as General, Scheduled Caste (SC), Scheduled Tribe (ST), OBC & PH in each Group. To print & provide this Data on hard & soft copy both to DGM/OIC (ATS/MET), MDL for short listing the candidates for further process.

VI) Time Schedule:-

(i) Within 5 working days of order placement the agency to come up with a plan to develop online Platform as mentioned above and approval of DGM/OIC (ATS/MET), to be obtained for Online Application Process , for approval and monitoring.

(ii) The Merit Evaluation work is to be executed on turnkey basis and shall be completed within a period of 05 working days from the date of written examinations by the agency.

(iii) Tentative date of written examinations shall be End July or 1st / 2nd week of August, 2017.

5). Important Note:

a). Number of ITI Trades may get Increased by another 4 to 5 nos. subject to Management Approval.

b). For any queries please contact Deputy General Manager (ATS/MET) Phone No. 23764150 / 23756844, before submitting the tender offers (two bid) .

c). All arrangements for the Online examinations shall be done by the chosen outside agency only at their cost & MDL – ATS shall be only coordinating the activities.

d). Security arrangements at the examination center shall be the responsibility of MDL.

e). The Agency shall obtain explicit written approval of the DGM /OIC (ATS/MET) for the venue of Online examinations centers So chosen , so as to be convenient to all candidates.

f). The Agency shall clearly mention the list of activities not covered exclusively in their final tender offers , along with the list of activities included, else it will be presumed as included in their scope of offer.

g). Quotations are invited for the above assignments on unit rate basis, which should be based on rate per eligible candidate Only. Lump sum offers will not be accepted .

h). Timely Delivery of the required fully Functional Online Platform being the essence of the contract i.e. the platform should be able to carry out trials immediately after order placement, as timely delivery is the essence . **The new online platform that is to be developed by the agency shall be fully operational by 15-6.2017 and offer trials when MDL ATS issues advertisements in media & website after Maharashtra SSC results. For tender offers with delivery periods longer than 4 weeks, OIC (ATS) reserves the right not to consider the tender offer / reject the offers in view of the urgency on timely implementation & timely conduct of the online recruitments test examinations from June 2017 session.**

(i) Delivery period for developing online platform shall be 4-5 weeks maximum with a float of another 4-5 weeks. Non fulfillment of this requirement will result into disqualification of bids

6) (1) Secrecy and confidentiality& Other Terms -

Under no circumstances shall any leakage of Test Papers and / or any breach of the confidentiality of data of the online registered applicants and results be acceptable to MDL. In the event of any such occurrence, MDL reserves the right to unilaterally cancel the Order without any compensation and withhold all payments besides initiating any other action (s) under the laws that MDL deems fit, specific confirmation is requested on this issue (Any breach shall invite actions like risk purchase clause & black listing of the firm).

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Neither setting up online application process system, nor paper setting nor conduct of the test nor evaluation of answer sheets shall be outsourced to a third party by the tenderer under any circumstances.

(2) Likely Order value –

(i). Online Tender offer shall be in two bids (technical bid + Price bid) **two bid tender offers** are invited for the above assignments on unit rate basis, which should be based on rate per eligible candidate Only to whom MDL-ATS will send call letters/ Admit Cards, online.

(ii). During the year 2016, number of eligible applicants to whom MDL-ATS sent call letters was 5500 nos. This Year the number of eligible candidates are estimated to be 5000 nos. which may increase or decrease by 15%. Quoted rate should be valid for this range.

If any Eligible candidate is found not eligible at later stage due to wrong scrutiny payment will be reduced accordingly.

(iii). Preferred Location of Venues for Conduct of Written online Examination shall be in South Mumbai, confirmation or otherwise reservations if any shall be highlighted in the quotation, clearly Venue of online examinations for all the eligible candidates shall be indicated in the technical bid only that shall be approved by OIC (ATS) before opening the price bids.

(3). Composite offers i.e. partly online & partly offline or lump sum quotations etc. are liable to be rejected summarily without any correspondence in this regard.

(4). Bid rejection criteria:

"The Service Provider not accepting the terms & condition mentioned in the Scope of Work will not be considered."

Rate Sheet

Enclosure 2

Sr.	Description of Service Items	Qty. (Nos.)	Unit Rate Per candidate. (Rs.)	Amount (Rs.)
1	Appointment of Outsourced Agency for developing 100% Online Platform for selection of Trade Apprentices - Intake - June 2017 for approximate 5000 nos. of eligible candidates	5000		
2	Sub Total			Rs.
3	Taxes and duties if any (please specify) a)% b).....%			Rs.
4	Grand Total including taxes:			Rs.

Note: 1. The above quoted rates are inclusive of labour charges, incidental expenses, etc (except taxes and duties). Applicable taxes, duties if any to be indicated separately as per Para – 3 above.

2. It is estimated that approx. 5000 eligible applications would be received. However it may Increase/decrease and shall be binding on you. Payment would be made for nos. of Candidates called for Online Examination.

**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**

ENCLOSURE- 4

VENDOR DECLARATION

Sub: Appointment of Outsourced Agency for Developing 100% Online Platform for Selection of Trade Apprentices under Apprentices Act 1961, Intake - June - 2017

1. 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 above scope of work.

M/s.....

SIGNATURE.....

NAME.....

DESIGNATION

STAMP

DATE:

MAZAGON DOCK SHIPBUILDERS LIMITED
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)

Name of Firm	Date of Remittance	UTR Number	MDL tender/PO. Ref No.	Nature of Remittance viz. EMD/SD etc.	Amount Remitted (in `)

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.

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 : C

1.1 The detailed scope of work is as per Enclosure-1.

2. PRE- QUALIFICATION CRITERIA: Not applicable.

3. **VALIDITY PERIOD:** Bids / Offers shall have the validity period of **90 Days** from the tender closing date.

4. **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)	Scanned image of Valid Service Tax registration certificate.
v)	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 <u>Note:- The printout of the blank Rate sheet can be taken & used for this purpose.</u>
vi)	Scanned Image of valid Registration or Approval certificates in case of Bidder’s/ firms registered with MDL/ NSIC/ Micro or Small Enterprises/Industries.
vii)	Scanned image of Vendor Declaration in bidder’s letterhead as per the format at Enclosure-4.
viii)	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.

Tender No. 6000000837, dated 06.04.2017, due on 20.04.2017. 15:00:00 Hrs.

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.**

5. Bid Rejection Criteria;

Following bid rejection criteria may render the bid 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 documents submitted which shall not however conflict with validity period.
- ii) Incomplete / misleading / ambiguous bids in the considered opinion of User Dept.
- iii) Bids with technical requirements and or terms not acceptable to MDL.
- iv) **The service provider not accepting the terms and conditions mentioned in the scope of work will not be considered for this tender.**

6. Bid Evaluation Criteria: Technically qualified overall lowest Offer (L1 Bidder) indicated in the price bid will be considered for awarding contract. The ranking of the price bid will be done on “all inclusive basis.”

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.

7. Contract Period : The job to be completed as per detail scope of work and as per instruction of user department.

8. PRICING: Bidder shall quote the prices of all items listed in the tender enquiry which will be inclusive of all costs such as labor, 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. Illustrated Rate sheet is attached at enclosure 2.

9. 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).

The increase/decrease in the Tax structure which is statutory levy of Govt. during the tenure of contract will be paid/ deducted at actual by MDL.

10. TERMS OF PAYMENT: -

- a) Payment will be made between 25 to 30 days through NEFT/RTGS/ECS on submission of bills in triplicate to OTS dept. along with work completion certificate duly signed by CM or officer of above level of Admin. Dept. MDL.
- b) No advance will be paid in any manner against the Contract.

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- 11. SITE VISIT FOR QUOTING:** Prior to submission of your quotation, bidders are requested to have clarification if required. Bidders may contact Mr. V P Pai, DGM (ATS) on Tel no. 23764105, or Mr. Arunesh Mudgal, M(ATS), (Mobile- 8291995943) prior to quoting for the tender and submit duly filled Vendor declaration as per format at **Enclosure – 4** along with the offer.
- 12. 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.
- 13. INSPECTION:-** The work will be inspected and certified by CM or officer of above level of ATS Department of MDL.
- 14. Security Deposit:** The successful bidder shall submit a Security Deposit @ 5% of the value of the Order in the form of Demand Draft / Pay Order / Bank Guarantee in the prescribed format drawn in favour of MAZAGON DOCK LIMITED within 25 days from date of Order / Contract. The crossed DD / Pay Order / Bank Guarantee should be drawn on reputed Nationalized / Scheduled Banks excluding co-operative banks and shall be Payable at Mumbai. Any delay in this 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.
- 15. GUARANTEE/WARRANTY:** Not applicable.
- 16. LIQUIDATED DAMAGES:** Time is an essence of the contract therefore the job, as ordered, should be completed on the dates mutually agreed upon in accordance with the delivery schedule. In cases of delay not attributable to Purchaser the agreed schedule, the Service Provider shall pay liquidated damages, a sum representing 0.5% (Half per cent) per week or part thereof, subject to maximum of 5% of the final Order / Contract value.
- 17. 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.

- 18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

23.1 Submission of bids against e-Tenders: The bidder is required to quote online on the e-Procurement website (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).

23.2 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.

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- 23.3** National Informatics Centre (NIC) have been appointed by MDL as the Application Service Provider (ASP).
- 23.4** In order 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.
- 23.5** Besides the training been 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.
- 23.6** 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 3250 or mobile: 9769327576, mskumbhare@mazdock.com
- 23.7** 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.
- 23.8** 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.
- 23.9** 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. Sur CM. (OTS), Tel. no. 23763084.
- 23.10** 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.mazdock.com Shipbuilding → Outsourcing→ Tenders.
- 23.11** 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).
- 23.12** Bids received against online participation shall only be accepted. Bids submitted in any other mode will not be considered.
- 23.13** 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>
- 23.14** 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.
- 23.15** The service provider/bidder shall hold harmless and keep the Purchaser indemnified against all claims arising as a result of infringement of any patent/copy rights on account of manufacture, sale or use of articles by the order.

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

Yours faithfully,
For Mazagon Dock Shipbuilders Limited,

Chief Manager (Outsourcing)

Tender No. 6000000837, dated 06.04.2017, due on 20.04.2017. 15:00:00 Hrs.

Enclosure -1	Scope of Work
Enclosure -2	Rate Sheet
Enclosure -3	RTGS/NEFT Form
Enclosure -4	Vendor Declaration
Enclosure -5	Tender Term Acceptance Form
Enclosure -6	GT&C Acceptance Format
Enclosure -7	STACs Acceptance Format

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→ Outsourcing1) OTS -F-07 Order acceptances Format.

Scope of work

Enclosure 1

Sub: Appointment of Outsourced Agency for Developing 100% Online Platform for Selection of Trade Apprentices under Apprentices Act 1961, Intake – June – 2017

Ref: PR. No. 1110020846 dated 10th March 2017

1. This is to inform that Mazagon Dock Shipbuilders Limited (Formerly known as Mazagon Dock Limited) – MDL is a Premier Ship Building Public Sector Undertaking (PSU) under the Ministry of Defence, Department of Defence Production.
2. MDL has an Apprentice Training School (ATS) and provides NCVT Certified vocational training to the Apprentices under Apprentices Act, 1961 in the following under Mentioned trades:

S. No.	Group	Trades	Minimum Qualification
1.	Group 'A'	Draughtsman (Mechanical)	10 th / SSC Passed
		Electrician	
		Fitter	
		Fitter Structural	
		Pipe Fitter	
2.	Group 'B'	Carpenter	I.T.I. Passed in the trade of Carpenter
		Electronic Mechanic	I.T.I. Passed in the trade of Electronic Mechanic
		Marine Painter / Painter (G)	I.T.I. Passed in the trade of Painter (General)
		Fitter Structural	I.T.I. Passed in the trade of Fitter
3.	Group 'C'	Rigger	Class 8 th Standard Passed under (10+2) System
		Welder (G&E)	

3. The procedure for Selection of Trade Apprentices is based on Merit marks of Written Test.
4. Thus Apprentice Training School of MDL is inviting Budgetary Quotations for Selection of Trade Apprentices in the Year 2017 (June) through Online Portal. Scope of Work is as mentioned below:

(A) Phase I - Posting of Advertisements / Vacancies Online:

(i) Agency shall **Develop an 100% Online Platform** to Advertise the Notification & Group Wise Vacancies, Rules Regulations, other related information etc regarding Selection of Trade Apprentices Intake 2017 June (on an all India basis)as per the instructions given, keeping ATS as administrator i.e. Apprentices shall be sought from all over India..

(ii). (a) Agency will also be required to arrange **informatory sessions (at least 3 to 4 sessions or as may be required)** in MDL Premises on Week Days , Saturdays / Sundays (if required) for enabling applicants familiarise with the Online Application System. Schedule will be discussed later with the appointed agency. For Which Agency shall depute their personnel to brief aspirants.

(b) Agency shall open an **helpline & online assistance window** to all aspirants from all over India to enable submit applications with ease.

(B) Phase II – Receipt of Applications & Application Fees through Online & Offline Mode:

- (i) Agency Will Develop an Online Platform to Receive the Group Wise Applications from all eligible aspirants with a valid registration of individuals through their Valid Email ID's , with a provision for uploading required documents i.e. Photographs, Minimum Qualification Documents etc & the detail of payment of Application fees via Online (i.e. through Debit/Credit Cards/Internet Banking) as well as pay in Offline (i.e. Bank Challan Form) Mode too,
- (ii) Also enable ATS administrator to send alerts / information if any to the registered applicants, at any point time.
- (iii). Documents uploaded by the candidates are to be stored in such a way that the same can be retrieved by MDL-ATS at later.

(C) Phase III – Applications Scrutiny and Generation of Call Letters:

- (i) Agency will be required to provide a necessary provision of initial group wise, category wise scrutiny pattern, keeping ATS as administrator for accepting/ rejecting / adding comments etc. The inputs regarding scrutiny will be given by ATS to agency later, Proper scrutiny of applications with eligibility criteria (as specified) at every stage shall be the total responsibility of the agency.
- (ii): Necessary provision to develop / Generate & Send Admit Cards cum Call Letters for Group Wise Eligible Candidates with venue details through their registered email ids. To enable Eligible Applicants to download Admit Cards online only.
- (ii). Eligible Applicants will be required to download the Call Letters / Admit Cards through Online Only, for which Agency will be required to make a provision to send information regarding Downloading of Admit Cards, Examination Dates and any other information to registered mobile numbers & email id's of the Eligible Applicants & taking their acknowledgement in e-mode & conveying to ATS.

(D)Phase IV – Conduct of Examinations (Group Wise) Online:

- (i)Agency shall decide a date of Online Examination (Tentatively in last week of July or 1st Week of August) & Venue (Initially Will be in South Mumbai Only) with due advance confirmation of date by DGM/OIC (ATS) with his explicit confirmation of test centers after generating group wise actual eligible candidates count, The mode of Conduct of Group Wise Examinations will be Online only, **reservations if any regarding examination venue shall be mentioned separately.**
- (ii) Agency shall be required to provide sample paper pattern & approval for the same from OIC/ DGM (ATS/MET) for the Group Wise Online Examinations prior to finalization of Online Examination date & venue confirmation, in advance & on all the arrangements etc.
- (iii) **Agency will also be required to provide a Audio – Visual Demo / Informatory Manual, Mock test before conduct of Online Examinations to allow applicants to understand the process to be followed.**
- (iv) Agency will be required to take the biometric attendance of the actual appeared candidates towards eligible candidates and share the same with MDL-ATS for verification for further process at later.

(E) Phase V – Declaration of Result:

: After conduct of Online Examinations Agency will be required to submit the Group Wise/Category Wise results to the DGM/OIC (ATS) within 05 Working Days.

(5) **Conduct of Online Tests:**

- (i) Fix the date and timings & venue with confirmation by DGM/OIC (ATS)-MDL for conduct of the Online tests. The tests are to be conducted and completed in one sitting for each group. The venue for the Online tests will be outside MDL & will be decided as per the number of candidates appearing for the Online Test by the agency at their cost.
- (ii) Arrangements shall be made for sufficient number of invigilators for the tests, at least in the ratio of two invigilator for 50 candidates by the agency/ to the satisfaction of OIC (ATS).

(iii) **Paper Setting Syllabus:**

Setting, designing and printing of objective type multiple choice question papers and corresponding answer sheets in Marathi/Hindi/English (all three Languages a must) as follows:

- a) **GROUP 'A'** : (Draftsman (Mech.), Fitter, Electrician, Pipe Fitter and Fitter Structural Trades) level of Question paper SSC (Maharashtra State Board Level)

One objective type question paper of 100 marks with multiple choice answers as follows:-

- | | | | |
|--------------------|---|-----------|----------------------------|
| (i) English & G.K. | - | 25 marks, | (iii) Chemistry - 25 marks |
| (ii) Physics | - | 25 marks, | (iv) Mathematics -25 marks |

b1) **GROUP 'B'** : (Fitter -ITI& Electronic Mechanic–ITI) SSC (Maharashtra State Board level)

One objective type question paper of 100 marks with multiple choice answers as follows:-

- | | | | | |
|-------|-------------------|------------|-----|---------------------------------|
| (i) | English & GK | -25 marks. | SSC | } Maharashtra State Board level |
| (ii) | Trade Theory | -25 marks | | |
| (iii) | Workshop Cal & Sc | -25 marks | | |
| (iv) | Engg. Drg. | - 25 marks | | |
- } Prescribed Maharashtra ITI Trade Syllabus of the respective Trades of: Fitter & Electronic Mechanic.-

b2) **GROUP 'B': Painter (General)- ITI** : Level of question paper 8th Standard of (10+2) system of Maharashtra State Board Level. One objective Question Paper of 100 marks with multiple choice answer as follows:-

- | | | | | |
|-------|--------------------------|---|----------|---|
| (i) | English & GK | - | 25 marks | } 8th Standard of 10+2 system |
| (ii) | Trade Theory | - | 25 marks | |
| (iii) | Workshop Cal. & Science. | - | 25 marks | } Prescribed Maharashtra ITI Trade Syllabus |
| (iv) | Engg. Drg. | - | 25 marks | |

b3) **GROUP 'B': (Carpenter – I.T.I.)**- Level of question paper 8th Standard of (10+2) system of Maharashtra State Board Level. One objective Question Paper of 100 marks with multiple choice answer as follows:-

- | | | | | |
|-------|------------------------|---|----------|---|
| (i) | English & GK | - | 25 marks | } 8th Standard of 10+2 system |
| (ii) | Trade Theory | - | 25 marks | |
| (iii) | Workshop Cal & Science | - | 25 mark | } Prescribed Maharashtra ITI Trade Syllabus |
| (iv) | Engg.Drg. | - | 25 marks | |

(C) GROUP 'C' (Rigger and Welder)

Level of paper: 8th Standard of (10+2) system of Maharashtra State Board Level One objective type question paper of 100 Marks with multiple Choice answer as follows:-

- | | | | |
|-------|----------------|---|----------|
| (i) | English & G.K. | - | 25 Marks |
| (ii) | Physics | - | 25 Marks |
| (iii) | Chemistry | - | 25 Marks |
| (iv) | Mathematics | - | 25 Marks |

IV) Examination (To be conducted in Mumbai) in Online Mode:

(i) Examination Duration shall be of 2 hrs **(excluding familiarization / acclimatization session of 20 minutes)**

(ii) Considering the educational levels of candidates appearing for Online Examinations i.e. 8th Standard, SSC & ITI passed. Question Paper setting & evaluation of answer sheets has to be designed suitable to the level of their education standards, as indicated above .

(iii) Question papers to be as per total numbers of eligible candidates (No. of Eligible candidates appeared in the year 2016 were 5500 nos. including Group A, B & C) are to be prepared in each language i.e. Marathi , Hindi & English in each group.

(iv) Necessary provision for developing different Examination Paper Sets shall be done & intimated separately to the OIC/DGM (ATS/MET)

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(v). It should be noted that both the sets are to be in subsets too i.e. A, B, C, D & E pattern, so distributed question papers should not be common for all. All the tenderer's explicit confirmation is requested on this condition.

V) Evaluation of Answer Sheets:-

Agency Shall Evaluate the answer sheets and prepare category wise, Merit list such as General, Scheduled Caste (SC), Scheduled Tribe (ST), OBC & PH in each Group. To print & provide this Data on hard & soft copy both to DGM/OIC (ATS/MET), MDL for short listing the candidates for further process.

VI) Time Schedule:-

(i) Within 5 working days of order placement the agency to come up with a plan to develop online Platform as mentioned above and approval of DGM/OIC (ATS/MET), to be obtained for Online Application Process , for approval and monitoring.

(ii) The Merit Evaluation work is to be executed on turnkey basis and shall be completed within a period of 05 working days from the date of written examinations by the agency.

(iii) Tentative date of written examinations shall be End July or 1st / 2nd week of August, 2017.

5). Important Note:

a). Number of ITI Trades may get Increased by another 4 to 5 nos. subject to Management Approval.

b). For any queries please contact Deputy General Manager (ATS/MET) Phone No. 23764150 / 23756844, before submitting the tender offers (two bid) .

c). All arrangements for the Online examinations shall be done by the chosen outside agency only at their cost & MDL – ATS shall be only coordinating the activities.

d). Security arrangements at the examination center shall be the responsibility of MDL.

e). The Agency shall obtain explicit written approval of the DGM /OIC (ATS/MET) for the venue of Online examinations centers So chosen , so as to be convenient to all candidates.

f). The Agency shall clearly mention the list of activities not covered exclusively in their final tender offers , along with the list of activities included, else it will be presumed as included in their scope of offer.

g). Quotations are invited for the above assignments on unit rate basis, which should be based on rate per eligible candidate Only. Lump sum offers will not be accepted .

h). Timely Delivery of the required fully Functional Online Platform being the essence of the contract i.e. the platform should be able to carry out trials immediately after order placement, as timely delivery is the essence . **The new online platform that is to be developed by the agency shall be fully operational by 15-6.2017 and offer trials when MDL ATS issues advertisements in media & website after Maharashtra SSC results. For tender offers with delivery periods longer than 4 weeks, OIC (ATS) reserves the right not to consider the tender offer / reject the offers in view of the urgency on timely implementation & timely conduct of the online recruitments test examinations from June 2017 session.**

(i) Delivery period for developing online platform shall be 4-5 weeks maximum with a float of another 4-5 weeks. Non fulfillment of this requirement will result into disqualification of bids

6) (1) Secrecy and confidentiality& Other Terms -

Under no circumstances shall any leakage of Test Papers and / or any breach of the confidentiality of data of the online registered applicants and results be acceptable to MDL. In the event of any such occurrence, MDL reserves the right to unilaterally cancel the Order without any compensation and withhold all payments besides initiating any other action (s) under the laws that MDL deems fit, specific confirmation is requested on this issue (Any breach shall invite actions like risk purchase clause & black listing of the firm).

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Neither setting up online application process system, nor paper setting nor conduct of the test nor evaluation of answer sheets shall be outsourced to a third party by the tenderer under any circumstances.

(2) Likely Order value –

(i). Online Tender offer shall be in two bids (technical bid + Price bid) **two bid tender offers** are invited for the above assignments on unit rate basis, which should be based on rate per eligible candidate Only to whom MDL-ATS will send call letters/ Admit Cards, online.

(ii). During the year 2016, number of eligible applicants to whom MDL-ATS sent call letters was 5500 nos. This Year the number of eligible candidates are estimated to be 5000 nos. which may increase or decrease by 15%. Quoted rate should be valid for this range.

If any Eligible candidate is found not eligible at later stage due to wrong scrutiny payment will be reduced accordingly.

(iii). Preferred Location of Venues for Conduct of Written online Examination shall be in South Mumbai, confirmation or otherwise reservations if any shall be highlighted in the quotation, clearly Venue of online examinations for all the eligible candidates shall be indicated in the technical bid only that shall be approved by OIC (ATS) before opening the price bids.

(3). Composite offers i.e. partly online & partly offline or lump sum quotations etc. are liable to be rejected summarily without any correspondence in this regard.

(4). Bid rejection criteria:

"The Service Provider not accepting the terms & condition mentioned in the Scope of Work will not be considered."

Rate Sheet

Enclosure 2

Sr.	Description of Service Items	Qty. (Nos.)	Unit Rate Per candidate. (Rs.)	Amount (Rs.)
1	Appointment of Outsourced Agency for developing 100% Online Platform for selection of Trade Apprentices - Intake - June 2017 for approximate 5000 nos. of eligible candidates	5000		
2	Sub Total			Rs.
3	Taxes and duties if any (please specify) a)% b).....%			Rs.
4	Grand Total including taxes:			Rs.

Note: 1. The above quoted rates are inclusive of labour charges, incidental expenses, etc (except taxes and duties). Applicable taxes, duties if any to be indicated separately as per Para – 3 above.

2. It is estimated that approx. 5000 eligible applications would be received. However it may Increase/decrease and shall be binding on you. Payment would be made for nos. of Candidates called for Online Examination.

**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**

ENCLOSURE- 4

VENDOR DECLARATION

Sub: Appointment of Outsourced Agency for Developing 100% Online Platform for Selection of Trade Apprentices under Apprentices Act 1961, Intake - June - 2017

1. 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 above scope of work.

M/s.....

SIGNATURE.....

NAME.....

DESIGNATION

STAMP

DATE:

MAZAGON DOCK SHIPBUILDERS LIMITED
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)

Name of Firm	Date of Remittance	UTR Number	MDL tender/PO. Ref No.	Nature of Remittance viz. EMD/SD etc.	Amount Remitted (in `)

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.

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 : Appointment of Outsourced Agency for Developing 100% Online Platform for Selection of Trade Apprentices under Apprentices Act 1961, Intake – June – 2017

1.1 The detailed scope of work is as per Enclosure-1.

2. PRE- QUALIFICATION CRITERIA: Not applicable.

3. VALIDITY PERIOD: Bids / Offers shall have the validity period of **90 Days** from the tender closing date.

4. 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)	Scanned image of Valid Service Tax registration certificate.
v)	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 Note:- The printout of the blank Rate sheet can be taken & used for this purpose.
vi)	Scanned Image of valid Registration or Approval certificates in case of Bidder’s/ firms registered with MDL/ NSIC/ Micro or Small Enterprises/Industries.
vii)	Scanned image of Vendor Declaration in bidder’s letterhead as per the format at Enclosure-4.
viii)	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.

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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.**

5. Bid Rejection Criteria;

Following bid rejection criteria may render the bid 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 documents submitted which shall not however conflict with validity period.
- ii) Incomplete / misleading / ambiguous bids in the considered opinion of User Dept.
- iii) Bids with technical requirements and or terms not acceptable to MDL.
- iv) **The service provider not accepting the terms and conditions mentioned in the scope of work will not be considered for this tender.**

6. Bid Evaluation Criteria: Technically qualified overall lowest Offer (L1 Bidder) indicated in the price bid will be considered for awarding contract. The ranking of the price bid will be done on “all inclusive basis.”

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.

7. Contract Period : The job to be completed as per detail scope of work and as per instruction of user department.

8. PRICING: Bidder shall quote the prices of all items listed in the tender enquiry which will be inclusive of all costs such as labor, 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. Illustrated Rate sheet is attached at enclosure 2.

9. 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). The increase/decrease in the Tax structure which is statutory levy of Govt. during the tenure of contract will be paid/ deducted at actual by MDL.

10. TERMS OF PAYMENT: -

- a) Payment will be made between 25 to 30 days through NEFT/RTGS/ECS on submission of bills in triplicate to OTS dept. along with work completion certificate duly signed by CM or officer of above level of Admin. Dept. MDL.
- b) No advance will be paid in any manner against the Contract.

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- 11. SITE VISIT FOR QUOTING:** Prior to submission of your quotation, bidders are requested to have clarification if required. Bidders may contact Mr. V P Pai, DGM (ATS) on Tel no. 23764105, or Mr. Arunesh Mudgal, M(ATS), (Mobile- 8291995943) prior to quoting for the tender and submit duly filled Vendor declaration as per format at **Enclosure – 4** along with the offer.
- 12. 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.
- 13. INSPECTION:-** The work will be inspected and certified by CM or officer of above level of ATS Department of MDL.
- 14. Security Deposit:** The successful bidder shall submit a Security Deposit @ 5% of the value of the Order in the form of Demand Draft / Pay Order / Bank Guarantee in the prescribed format drawn in favour of MAZAGON DOCK LIMITED within 25 days from date of Order / Contract. The crossed DD / Pay Order / Bank Guarantee should be drawn on reputed Nationalized / Scheduled Banks excluding co-operative banks and shall be Payable at Mumbai. Any delay in this 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.
- 15. GUARANTEE/WARRANTY:** Not applicable.
- 16. LIQUIDATED DAMAGES:** Time is an essence of the contract therefore the job, as ordered, should be completed on the dates mutually agreed upon in accordance with the delivery schedule. In cases of delay not attributable to Purchaser the agreed schedule, the Service Provider shall pay liquidated damages, a sum representing 0.5% (Half per cent) per week or part thereof, subject to maximum of 5% of the final Order / Contract value.
- 17. 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.
- 18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

23.1 Submission of bids against e-Tenders: The bidder is required to quote online on the e-Procurement website (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).

23.2 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.

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- 23.3** National Informatics Centre (NIC) have been appointed by MDL as the Application Service Provider (ASP).
- 23.4** In order 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.
- 23.5** Besides the training been 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.
- 23.6** 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 3250 or mobile: 9769327576, mskumbhare@mazdock.com
- 23.7** 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.
- 23.8** 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.
- 23.9** 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. Sur CM. (OTS), Tel. no. 23763084.
- 23.10** 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.mazdock.com Shipbuilding → Outsourcing→ Tenders.
- 23.11** 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).
- 23.12** Bids received against online participation shall only be accepted. Bids submitted in any other mode will not be considered.
- 23.13** 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>
- 23.14** 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.
- 23.15** The service provider/bidder shall hold harmless and keep the Purchaser indemnified against all claims arising as a result of infringement of any patent/copy rights on account of manufacture,sale or use of articles by the order.

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

Yours faithfully,
For Mazagon Dock Shipbuilders Limited,

Chief Manager (Outsourcing)

Tender No. 6000000837, dated 06.04.2017, due on 20.04.2017. 15:00:00 Hrs.

Enclosure -1	Scope of Work
Enclosure -2	Rate Sheet
Enclosure -3	RTGS/NEFT Form
Enclosure -4	Vendor Declaration
Enclosure -5	Tender Term Acceptance Form
Enclosure -6	GT&C Acceptance Format
Enclosure -7	STACs Acceptance Format

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→ Outsourcing1) OTS -F-07 Order acceptances Format.

Scope of work

Enclosure 1

Sub: Appointment of Outsourced Agency for Developing 100% Online Platform for Selection of Trade Apprentices under Apprentices Act 1961, Intake – June – 2017

Ref: PR. No. 1110020846 dated 10th March 2017

1. This is to inform that Mazagon Dock Shipbuilders Limited (Formerly known as Mazagon Dock Limited) – MDL is a Premier Ship Building Public Sector Undertaking (PSU) under the Ministry of Defence, Department of Defence Production.
2. MDL has an Apprentice Training School (ATS) and provides NCVT Certified vocational training to the Apprentices under Apprentices Act, 1961 in the following under Mentioned trades:

S. No.	Group	Trades	Minimum Qualification
1.	Group 'A'	Draughtsman (Mechanical)	10 th / SSC Passed
		Electrician	
		Fitter	
		Fitter Structural	
		Pipe Fitter	
2.	Group 'B'	Carpenter	I.T.I. Passed in the trade of Carpenter
		Electronic Mechanic	I.T.I. Passed in the trade of Electronic Mechanic
		Marine Painter / Painter (G)	I.T.I. Passed in the trade of Painter (General)
		Fitter Structural	I.T.I. Passed in the trade of Fitter
3.	Group 'C'	Rigger	Class 8 th Standard Passed under (10+2) System
		Welder (G&E)	

3. The procedure for Selection of Trade Apprentices is based on Merit marks of Written Test.
4. Thus Apprentice Training School of MDL is inviting Budgetary Quotations for Selection of Trade Apprentices in the Year 2017 (June) through Online Portal. Scope of Work is as mentioned below:

(A) Phase I - Posting of Advertisements / Vacancies Online:

(i) Agency shall **Develop an 100% Online Platform** to Advertise the Notification & Group Wise Vacancies, Rules Regulations, other related information etc regarding Selection of Trade Apprentices Intake 2017 June (on an all India basis)as per the instructions given, keeping ATS as administrator i.e. Apprentices shall be sought from all over India..

(ii). (a) Agency will also be required to arrange **informatory sessions (at least 3 to 4 sessions or as may be required)** in MDL Premises on Week Days , Saturdays / Sundays (if required) for enabling applicants familiarise with the Online Application System. Schedule will be discussed later with the appointed agency. For Which Agency shall depute their personnel to brief aspirants.

(b) Agency shall open an **helpline & online assistance window** to all aspirants from all over India to enable submit applications with ease.

(B) Phase II – Receipt of Applications & Application Fees through Online & Offline Mode:

- (i) Agency Will Develop an Online Platform to Receive the Group Wise Applications from all eligible aspirants with a valid registration of individuals through their Valid Email ID's , with a provision for uploading required documents i.e. Photographs, Minimum Qualification Documents etc & the detail of payment of Application fees via Online (i.e. through Debit/Credit Cards/Internet Banking) as well as pay in Offline (i.e. Bank Challan Form) Mode too,
- (ii) Also enable ATS administrator to send alerts / information if any to the registered applicants, at any point time.
- (iii). Documents uploaded by the candidates are to be stored in such a way that the same can be retrieved by MDL-ATS at later.

(C) Phase III – Applications Scrutiny and Generation of Call Letters:

- (i) Agency will be required to provide a necessary provision of initial group wise, category wise scrutiny pattern, keeping ATS as administrator for accepting/ rejecting / adding comments etc. The inputs regarding scrutiny will be given by ATS to agency later, Proper scrutiny of applications with eligibility criteria (as specified) at every stage shall be the total responsibility of the agency.
- (ii): Necessary provision to develop / Generate & Send Admit Cards cum Call Letters for Group Wise Eligible Candidates with venue details through their registered email ids. To enable Eligible Applicants to download Admit Cards online only.
- (ii). Eligible Applicants will be required to download the Call Letters / Admit Cards through Online Only, for which Agency will be required to make a provision to send information regarding Downloading of Admit Cards, Examination Dates and any other information to registered mobile numbers & email id's of the Eligible Applicants & taking their acknowledgement in e-mode & conveying to ATS.

(D)Phase IV – Conduct of Examinations (Group Wise) Online:

- (i)Agency shall decide a date of Online Examination (Tentatively in last week of July or 1st Week of August) & Venue (Initially Will be in South Mumbai Only) with due advance confirmation of date by DGM/OIC (ATS) with his explicit confirmation of test centers after generating group wise actual eligible candidates count, The mode of Conduct of Group Wise Examinations will be Online only, **reservations if any regarding examination venue shall be mentioned separately.**
- (ii) Agency shall be required to provide sample paper pattern & approval for the same from OIC/ DGM (ATS/MET) for the Group Wise Online Examinations prior to finalization of Online Examination date & venue confirmation, in advance & on all the arrangements etc.
- (iii) **Agency will also be required to provide a Audio – Visual Demo / Informatory Manual, Mock test before conduct of Online Examinations to allow applicants to understand the process to be followed.**
- (iv) Agency will be required to take the biometric attendance of the actual appeared candidates towards eligible candidates and share the same with MDL-ATS for verification for further process at later.

(E) Phase V – Declaration of Result:

: After conduct of Online Examinations Agency will be required to submit the Group Wise/Category Wise results to the DGM/OIC (ATS) within 05 Working Days.

(5) **Conduct of Online Tests:**

- (i) Fix the date and timings & venue with confirmation by DGM/OIC (ATS)-MDL for conduct of the Online tests. The tests are to be conducted and completed in one sitting for each group. The venue for the Online tests will be outside MDL & will be decided as per the number of candidates appearing for the Online Test by the agency at their cost.
- (ii) Arrangements shall be made for sufficient number of invigilators for the tests, at least in the ratio of two invigilator for 50 candidates by the agency/ to the satisfaction of OIC (ATS).

(iii) **Paper Setting Syllabus:**

Setting, designing and printing of objective type multiple choice question papers and corresponding answer sheets in Marathi/Hindi/English (all three Languages a must) as follows:

- a) **GROUP 'A'** : (Draftsman (Mech.), Fitter, Electrician, Pipe Fitter and Fitter Structural Trades) level of Question paper SSC (Maharashtra State Board Level)

One objective type question paper of 100 marks with multiple choice answers as follows:-

- | | | | |
|--------------------|---|-----------|----------------------------|
| (i) English & G.K. | - | 25 marks, | (iii) Chemistry - 25 marks |
| (ii) Physics | - | 25 marks, | (iv) Mathematics -25 marks |

b1) **GROUP 'B'** : (Fitter -ITI& Electronic Mechanic–ITI) SSC (Maharashtra State Board level)

One objective type question paper of 100 marks with multiple choice answers as follows:-

- | | | | | |
|-------|-------------------|------------|-----|---------------------------------|
| (i) | English & GK | -25 marks. | SSC | } Maharashtra State Board level |
| (ii) | Trade Theory | -25 marks | | |
| (iii) | Workshop Cal & Sc | -25 marks | | |
| (iv) | Engg. Drg. | - 25 marks | | |
- } Prescribed Maharashtra ITI Trade Syllabus of the respective Trades of: Fitter & Electronic Mechanic.-

b2) **GROUP 'B': Painter (General)- ITI** : Level of question paper 8th Standard of (10+2) system of Maharashtra State Board Level. One objective Question Paper of 100 marks with multiple choice answer as follows:-

- | | | | | |
|-------|--------------------------|---|----------|---|
| (i) | English & GK | - | 25 marks | } 8th Standard of 10+2 system |
| (ii) | Trade Theory | - | 25 marks | |
| (iii) | Workshop Cal. & Science. | - | 25 marks | } Prescribed Maharashtra ITI Trade Syllabus |
| (iv) | Engg. Drg. | - | 25 marks | |

b3) **GROUP 'B': (Carpenter – I.T.I.)**- Level of question paper 8th Standard of (10+2) system of Maharashtra State Board Level. One objective Question Paper of 100 marks with multiple choice answer as follows:-

- | | | | | |
|-------|------------------------|---|----------|---|
| (i) | English & GK | - | 25 marks | } 8th Standard of 10+2 system |
| (ii) | Trade Theory | - | 25 marks | |
| (iii) | Workshop Cal & Science | - | 25 mark | } Prescribed Maharashtra ITI Trade Syllabus |
| (iv) | Engg.Drg. | - | 25 marks | |

(C) GROUP 'C' (Rigger and Welder)

Level of paper: 8th Standard of (10+2) system of Maharashtra State Board Level One objective type question paper of 100 Marks with multiple Choice answer as follows:-

- | | | | |
|-------|----------------|---|----------|
| (i) | English & G.K. | - | 25 Marks |
| (ii) | Physics | - | 25 Marks |
| (iii) | Chemistry | - | 25 Marks |
| (iv) | Mathematics | - | 25 Marks |

IV) Examination (To be conducted in Mumbai) in Online Mode:

(i) Examination Duration shall be of 2 hrs **(excluding familiarization / acclimatization session of 20 minutes)**

(ii) Considering the educational levels of candidates appearing for Online Examinations i.e. 8th Standard, SSC & ITI passed. Question Paper setting & evaluation of answer sheets has to be designed suitable to the level of their education standards, as indicated above .

(iii) Question papers to be as per total numbers of eligible candidates (No. of Eligible candidates appeared in the year 2016 were 5500 nos. including Group A, B & C) are to be prepared in each language i.e. Marathi , Hindi & English in each group.

(iv) Necessary provision for developing different Examination Paper Sets shall be done & intimated separately to the OIC/DGM (ATS/MET)

Tender No. 6000000837, dated 06.04.2017, due on 20.04.2017. 15:00:00 Hrs.

(v). It should be noted that both the sets are to be in subsets too i.e. A, B, C, D & E pattern, so distributed question papers should not be common for all. All the tenderer's explicit confirmation is requested on this condition.

V) Evaluation of Answer Sheets:-

Agency Shall Evaluate the answer sheets and prepare category wise, Merit list such as General, Scheduled Caste (SC), Scheduled Tribe (ST), OBC & PH in each Group. To print & provide this Data on hard & soft copy both to DGM/OIC (ATS/MET), MDL for short listing the candidates for further process.

VI) Time Schedule:-

(i) Within 5 working days of order placement the agency to come up with a plan to develop online Platform as mentioned above and approval of DGM/OIC (ATS/MET), to be obtained for Online Application Process , for approval and monitoring.

(ii) The Merit Evaluation work is to be executed on turnkey basis and shall be completed within a period of 05 working days from the date of written examinations by the agency.

(iii) Tentative date of written examinations shall be End July or 1st / 2nd week of August, 2017.

5). Important Note:

a). Number of ITI Trades may get Increased by another 4 to 5 nos. subject to Management Approval.

b). For any queries please contact Deputy General Manager (ATS/MET) Phone No. 23764150 / 23756844, before submitting the tender offers (two bid) .

c). All arrangements for the Online examinations shall be done by the chosen outside agency only at their cost & MDL – ATS shall be only coordinating the activities.

d). Security arrangements at the examination center shall be the responsibility of MDL.

e). The Agency shall obtain explicit written approval of the DGM /OIC (ATS/MET) for the venue of Online examinations centers So chosen , so as to be convenient to all candidates.

f). The Agency shall clearly mention the list of activities not covered exclusively in their final tender offers , along with the list of activities included, else it will be presumed as included in their scope of offer.

g). Quotations are invited for the above assignments on unit rate basis, which should be based on rate per eligible candidate Only. Lump sum offers will not be accepted .

h). Timely Delivery of the required fully Functional Online Platform being the essence of the contract i.e. the platform should be able to carry out trials immediately after order placement, as timely delivery is the essence . **The new online platform that is to be developed by the agency shall be fully operational by 15-6.2017 and offer trials when MDL ATS issues advertisements in media & website after Maharashtra SSC results. For tender offers with delivery periods longer than 4 weeks, OIC (ATS) reserves the right not to consider the tender offer / reject the offers in view of the urgency on timely implementation & timely conduct of the online recruitments test examinations from June 2017 session.**

(i) Delivery period for developing online platform shall be 4-5 weeks maximum with a float of another 4-5 weeks. Non fulfillment of this requirement will result into disqualification of bids

6) (1) Secrecy and confidentiality& Other Terms -

Under no circumstances shall any leakage of Test Papers and / or any breach of the confidentiality of data of the online registered applicants and results be acceptable to MDL. In the event of any such occurrence, MDL reserves the right to unilaterally cancel the Order without any compensation and withhold all payments besides initiating any other action (s) under the laws that MDL deems fit, specific confirmation is requested on this issue (Any breach shall invite actions like risk purchase clause & black listing of the firm).

Tender No. 6000000837, dated 06.04.2017, due on 20.04.2017. 15:00:00 Hrs.

Neither setting up online application process system, nor paper setting nor conduct of the test nor evaluation of answer sheets shall be outsourced to a third party by the tenderer under any circumstances.

(2) Likely Order value –

(i). Online Tender offer shall be in two bids (technical bid + Price bid) **two bid tender offers** are invited for the above assignments on unit rate basis, which should be based on rate per eligible candidate Only to whom MDL-ATS will send call letters/ Admit Cards, online.

(ii). During the year 2016, number of eligible applicants to whom MDL-ATS sent call letters was 5500 nos. This Year the number of eligible candidates are estimated to be 5000 nos. which may increase or decrease by 15%. Quoted rate should be valid for this range.

If any Eligible candidate is found not eligible at later stage due to wrong scrutiny payment will be reduced accordingly.

(iii). Preferred Location of Venues for Conduct of Written online Examination shall be in South Mumbai, confirmation or otherwise reservations if any shall be highlighted in the quotation, clearly Venue of online examinations for all the eligible candidates shall be indicated in the technical bid only that shall be approved by OIC (ATS) before opening the price bids.

(3). Composite offers i.e. partly online & partly offline or lump sum quotations etc. are liable to be rejected summarily without any correspondence in this regard.

(4). Bid rejection criteria:

"The Service Provider not accepting the terms & condition mentioned in the Scope of Work will not be considered."

Rate Sheet

Enclosure 2

Sr.	Description of Service Items	Qty. (Nos.)	Unit Rate Per candidate. (Rs.)	Amount (Rs.)
1	Appointment of Outsourced Agency for developing 100% Online Platform for selection of Trade Apprentices - Intake - June 2017 for approximate 5000 nos. of eligible candidates	5000		
2	Sub Total			Rs.
3	Taxes and duties if any (please specify) a)% b).....%			Rs.
4	Grand Total including taxes:			Rs.

Note: 1. The above quoted rates are inclusive of labour charges, incidental expenses, etc (except taxes and duties). Applicable taxes, duties if any to be indicated separately as per Para – 3 above.

2. It is estimated that approx. 5000 eligible applications would be received. However it may Increase/decrease and shall be binding on you. Payment would be made for nos. of Candidates called for Online Examination.

**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**

ENCLOSURE- 4

VENDOR DECLARATION

Sub: Appointment of Outsourced Agency for Developing 100% Online Platform for Selection of Trade Apprentices under Apprentices Act 1961, Intake - June - 2017

1. 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 above scope of work.

M/s.....

SIGNATURE.....

NAME.....

DESIGNATION

STAMP

DATE:

MAZAGON DOCK SHIPBUILDERS LIMITED
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)

Name of Firm	Date of Remittance	UTR Number	MDL tender/PO. Ref No.	Nature of Remittance viz. EMD/SD etc.	Amount Remitted (in `)

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.