

1. **Description of Work:** Emergency Procurement of Shamiyana & Related items on Occasion of Dr. Babasaheb Ambedkar Jayanti on 14.04.2017.
2. **Validity Period:** Bids / Offers shall be valid for **15 days** from date of tender closing.
3. **Submission of offer:** Offers must be submitted in a sealed envelope super scribing the tender no., due date and time, addressed to General manager/HOD (Outsourcing) ,6th floor, Service Block Building, North Yard, Mazagon Dock Ltd. The offer shall contain the following documents:
 - i) Rate sheet as per **(Encl-2)** duly filled in, signed and stamped (seal of the company).
 - ii) Acceptance on clauses of Tender Enquiry (TEF), General Terms & Conditions (GT&C) and Standard Terms & Conditions (STACS) in the Prescribed Formats duly stamped, signed & filled 'Accepted OR Not Accepted' as applicable for each of the clause.
 - iii) Vendor Declaration Format **(Encl.-7)** duly filled and signed.
 - iv) Bank details for payment by ECS / NEFT / RTGS in the format enclosed at **Enclosure -6**.

The envelope containing above mentioned documents securely closed (sealed) should be submitted or deposited at following place on or before due date and time:-

General Manager/HOD
Outsourcing Department
Mazagon Dock Shipbuilders Limited
Service Block Building, 6th floor, North Yard,
Dockyard Road, MUMBAI - 400 010.

4. **Bid Rejection Criteria;**
 - a. **Following bids shall be categorically rejected;**
 - i) The Bids received after tender closing date and time.
 - ii) Bids received without quotation for all items as per rate sheet at **enclosure -2**.
 - b. **Following bid rejection criteria shall also render the bids Liabile for Rejection.**
 - i) Bidder's failure to submit sufficient or complete details for evaluation of the bids within the given period which may be within one day depending on the deficiencies noticed in the documents submitted which shall not however conflict with validity period.
 - ii) Validity period indicated by bidders is shorter than that specified in the tender enquiry
 - iii) Incomplete / misleading / ambiguous bids in the considered opinion of User Dept.
 - iv) Bids with technical requirements and or terms not acceptable to MDL.
5. **Bid Evaluation Criteria:** Overall Lowest Bidder (L1) will be considered for the placement of order. The ranking of price bids will be done on the basis of "all inclusive of taxes, duties & levies".
6. **Period of contract:** You shall erect the Shamiyana and provide other arrangements as per scope of work at Encl.-1 and as per instructions of HOS(SB-HR &ER). by 5 p.m. positively on 13.04.2017 at designated place of MDL

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7. **Pricing:** You shall quote the prices of all items / services listed in the Rate Sheet Format of the tender enquiry (**Enclosure-2**). Your above quoted rates should be inclusive of all costs (Except taxes and duties), however applicable taxes, duties, VAT etc. to be indicated separately in the rate sheet. The prices quoted shall remain firm and fixed during the currency of the order / contract unless agreed otherwise by MDL.
 8. **Taxes & Duties:** Bidder shall quote applicable taxes separately in the rate sheet at **Enclosure-2**. 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
 9. **Inspection:** The work will be inspected and certified by CM or officer of above level of HOS(SB-HR-&ER) department of 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(SAP Service Entry Sheet copy), duly signed by CM or officer of above level of HOS (SB-HR-&ER) department of MDL.
 - b) No advance will be paid in any manner against the Contract.
 11. **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 schedule. In cases of delay not attributable to Purchaser beyond the agreed schedule, the Vendor / Contractor shall pay liquidated damages, a sum representing 0.5% (Half percent) per week or part thereof, subject to maximum of 5% of the final Order / Contract value.
 12. **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 utilise 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.
 13. **Public Grievance Cell:-** A Public Grievance Cell headed by Shri S D Kajwe ,GM (F-CA) 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. building or send their complaints / grievances to him in writing for redress.
 14. Prior to submission of your quotation, you are requested to visit the site and if any clarification is required you may contact HOS(SB- HR-&ER) department of MDL. on Telephone No. **237664120** or **Mob- 8879788186** and submit Vendor Declaration along with quote as per **Enclosure – 7**

Part-A Tender Reference: 6000000838, dated .2017, Due on 11.04.2017 15:00:00 hrs.

- 15** Bidder shall abide by General Terms & Conditions (GT&C), MDL Standard Terms & Conditions (STACs), and also abide statutory requirements, Official Secret Act 1923(Extract). Bidders are requested to download the terms and conditions from MDL website as per reference indicated below. Acceptance formats of TEF, GT&C and STACs as per **Enclosures- 3, 4 & 5** respectively should be properly filled & signed by the bidder and to be submitted along with bid.
- 16** MDL reserves the right to consider placement of Order / Contract in part or in full against the tendered quantity.

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

Yours faithfully,
For **MAZAGON DOCK LIMITED**,

Chief Manager
(Outsourcing)

- Enclosure –1 : Scope of work
- Enclosure –2 : Rate Sheet
- Enclosure –3 : Tender enquiry terms Acceptance Format
- Enclosure –4 : GT&C Acceptance Format
- Enclosure –5 : STACs Acceptance Format
- Enclosure –6 : RTGS / NEFT-Format
- Enclosure –7 : Vendor Declaration Format

Scope of Work

- i) You shall erect Sun proof side partition the outer of which should be covered by decorative Cloth. Size- (2400 sqft)
- ii) You shall arrange approx 250.sqft of Red Carpets for Walkway, Main Dias, under Shamiyana & Miscellaneous area approximately .
- iii) You shall arrange 250 Nos. Plastic chairs .
- iv) You shall arrange 3 Nos. Sofa Sets.
- v) You shall arrange 05 Nos Pedastal Fans.
- Vi) You shall erect the sunproof side partition alongwith decorative cover cloth by 1700 hrs positively on 13.04.2017 at fire Hut northyard of MDL and the same should be carted away after the function is over on 14.04.2017.(Evening).

Rate Sheet

Sr. No.	Description.		Quantity	Unit Rates (Rs.)	Total (Rs.)
1.	Sun Proof Side Partition :-	(Sq.ft)	2400		
2.	Red Carpets -	(Sq.ft.)	250		
3.	Plastic Chairs	(Nos.)	250		
4.	Sofa Sets	(Nos.)	03		
5.	Pedestal Fans	(Nos)	05		
6.	Sub Total Rs				
7.	Taxes if applicable %				
9.	Grand Total Rs				

Note: The above quoted rates are inclusive of labour charges, incidental expenses, tools machinery charges, transport etc.

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TEF Acceptance Format

To,
Mazagon Dock Limited

Tender Enquiry No..... Date :-.....

TEF Clause No.	Bidder's Remark	TEF Clause No.	Bidder's Remark	TEF Clause No.	Bidder's Remark
	Acc. / Dev.		Acc. / Dev.		Acc. / Dev.
1		12			
2		13			
3		14			
4		15			
5		16			
6					
7					
8					
9					
10					
11					

Company's Name & Address :

Signature :
Date :
Name :
Designation :
Bidder's Company Seal:

Notes :

1. Bidder should carefully read the Terms & Conditions of the Tender Enquiry Form (TEF) prior to filling up this acceptance format..
2. This format should be properly filled, signed and returned by the bidder(s) alongwith their technical offer for considering their Bid.
3. Bidder should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
4. Bidder to attach Separate Sheet indicating all relevant details such as Number & description of the Clause, Reasons for Deviation and Alternative suggested for any deviations taken by them.
5. Clause numbers shown in the above format also includes the sub-clauses under these clauses.

Acceptance Form for General Terms and Conditions

To,
Mazagon Dock Limited
Outsourcing Department

Tender Enquiry No..... Date :-.....

GT & C Clause No.	Bidder's Remark	GT & C Clause No.	Bidder's Remark	GT & C Clause No.	Bidder's Remark
	Acc. / Dev.		Acc. / Dev.		Acc. / Dev.
A-10		A-130			
A-20		A-140			
A-30		A-150			
A-40		A-160			
A-50		A-170			
A-60		A-180			
A-70		A-190			
A-80		A-200			
A-90					
A-100					

Company's Name & Address :

Signature :

Date :

Name :

Designation :

Bidder's Company Seal:

NOTES :

1. Bidder should carefully read the Terms & Conditions of the Tender Enquiry Form (TEF) prior to filling up this acceptance format..
2. This format should be properly filled, signed and returned by the bidder(s) alongwith their technical offer for considering their Bid.
3. Bidder should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
4. Bidder to attach Separate Sheet indicating all relevant details such as Number & description of the Clause, Reasons for Deviation and Alternative suggested for any deviations taken by them.
5. Clause numbers shown in the above format also includes the sub-clauses under these clauses.

STACS Acceptance Format

To,
Mazagon Dock Limited
Outsourcing Department

Tender Enquiry No..... Date :-.....

STACS Clause No.	Bidder's Remark	STACS Clause No.	Bidder's Remark	STACS Clause No.	Bidder's Remark
	Acc./ Dev		Acc./ Dev		Acc./ Dev
101		280		400	
102		290		410	
103		300		420	
120		310		430	
200		320		440	
210		330		450	
220		340			
230		350			

Company's Name & Address :

Signature :

Date :

Name :

Designation :

Bidder's Company Seal:

NOTES :

1. Bidder should carefully read the Standard Terms & Conditions (STACS) included in the tender prior to filling up this acceptance format.
2. This format should be properly filled, signed and returned by the bidder alongwith their technical offer for considering their Bid.
3. Bidder should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
4. Bidder to attach Separate Sheet indicating all relevant details such as Number & description of the Clause, Reasons for Deviation and Alternative suggested for any deviations taken by them.
5. STACS clause numbers shown in the above format also includes the sub-clauses under these clauses.

**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 Fax no. Telephone no.	:	
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 11 are correct as per our records.

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

Note: The Mandate form duly completed in supplier's letter head may be furnished to the Treasury Section

Vendor Declaration

Sub:

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: