



निविदा पूछताछ  
TENDER ENQUIRY

[वेब निविदा]  
[WEB 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](http://www.mazdock.com)  
Certified - ISO 9001: 2008 for Shipbuilding Division

निविदा सं./Tender No	6000000860	विभाग/Department	OTS(OUTSOURCING DEPT.)
क्रय अधिकारी/Purchase Exec.	S.N.BANOTH	क्रय अधिकारी/Purchase Exec.	S.N.BANOTH
सेवा में /To		दूरभाष सं./Telephone No	23763311
		फैक्स सं./Fax No	23743198
		ई-मेल/E-Mail	snbanoth@mazdock.com
दूरभाष सं./Telephone		निविदा सं./Tender No	6000000860
फैक्स सं./Fax		निविदा तिथि/ Tender Date	07.07.2017
ई-मेल/E-Mail		निविदा बंद की तिथि/Tender Closing Date	01.08.2017
		निविदा बंद होने का समय/Tender Closing Time	15:00:00
		आरएफक्यू सं./RFQ No	2110001086

निविदा शुल्क/Tender Fee	रु/Rs	0.00
बयाना राशि/EMD Amount	रु/Rs	38,000.00
पूर्व बिड बैठक तिथि और समय/Pre Bid Meeting Date & Time		,00:00:00
निविदा खोलने की तिथि और समय/Tender Opening Date & Time		01.08.2017,15:30:00
प्रस्ताव वैधता तिथि है/Offer should be valid up to		
सुरक्षा जमा/Security Deposit		0.00 %आदेश मूल्य का/PO value
वरीय बैंक जमानत /Perf. Bank Guarantee		0.00 %आदेश मूल्य का/PO value

( आगे के विवरण हेतु कृपया सम्बंधित नियम शर्तों को पढ़ें। सुनिश्चित करें कि कोटेशन और संबंधित पत्राचार के लिए विभाग का नाम, क्रय अधिकारी का नाम, निविदा संख्या, बंद होने का समय एवं तिथि एवं आरएफक्यू सं. अपने कोटेशनमें लिखें।  
Kindly read and refer relevant terms & conditions for further details. Do ensure to Quote Department Name, Purchase Executive & Name, Tender Number, closing date & time and RFQ Number in your Quotation & related correspondence )

प्रिय महोदय/महोदया  
Dear Sir / Madam ,

विषय /SUB:- BIENNIAL RATE CONTRACT FOR SECURITY SERVICES AT CBD BELAPUR AND GAVAN LAND

माझगांव डॉक शिपबिल्डर्स लिमिटेड प्रतिष्ठित/संभावित आपूर्तिकर्ताओं से निम्न हेतु, प्रतियोगितात्मक दो बोली प्रणाली में ( भाग -I तकनीकी - वाणिज्य बोली एवं भाग II मूल्य बोली ) बोली आमंत्रित करती है।  
Mazagon Dock Shipbuilders Limited (MDL) invites Competitive – Bid from reputed Supplier for the following in TWO BID system ( Part - I Techno - Commercial Bid & Part - II Price Bid ).

क्र सं. SL.No.	सामग्री / सेवा विवरण Material / Service Details	मात्रा / इकाई Quantity / unit	आपूर्ति तिथि Delivery Date
00100	HIRE OF SECURITY SERVICE Service Description : The Line item 00100 covers the following services	1 Activity unit	31.08.2019
000000001	सेवा सं./Service Number :-	1,460 Number	

क्र सं. SL.No.	सामग्री / सेवा विवरण Material / Service Details	मात्रा / इकाई Quantity / unit	आपूर्ति तिथि Delivery Date
0	संक्षिप्त वर्णन/Short Description :- HIRE OF SECURITY SERVICE		
00200	HIRE OF SECURITY SERVICE Service Description : <b>The Line item 00200 covers the following services</b>	1 Activity unit	31.08.2019
000000001	सेवा सं./Service Number :-	2,920 Number	
0	संक्षिप्त वर्णन/Short Description :- HIRE OF SECURITY SERVICE		

नियम और शर्तें : भाग ए में लिखी हुई और इतर संलग्नपत्रे इस निविदा एक अभिन्न अंग हैं। हमें आशा है कि, हमें प्रतियोगित्मिक और उचित प्रस्ताव इस निविदा के लिए प्राप्त होगा।  
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.

माझगाँव डॉक शिपबिल्डर्स लिमिटेड के लिए /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: BIENNIAL RATE CONTRACT FOR PROVISION OF SECURITY SERVICES AT GAVAN LAND & CBD BELAPUR.**

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

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

- i) Bidders Company Profile and Shop & Establishment registration certificate.
- ii) List of equipment held by them with model / year / working status along with details of their facilities and personnel with designation, qualification and experience to determine their capabilities.
- iii) Bidders Audited Balance sheets and Profit & Loss A/c of the company for last 3 financial years ending **31st March 2014, 2015 and 2016**. The average minimum turn over for 3 years should be at least **Rs. 2.85 Lakh**.
- iv) Bidder should have experience of having successfully completed similar works during last 7 years ending **May 2017** as stated below:
  - a) Three similar completed works each costing not less than **Rs. 7.60 Lakh**.  
OR
  - b) Two similar completed works each costing not less than **Rs. 9.50 Lakh**.  
OR
  - c) One similar completed work costing not less than **Rs. 15.20 Lakh**.

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

**NOTE:**

- 1) Sr. no. (i) and (ii) above not required for permanent registered vendors.
- 2) If any cash transaction included in turnover (statement of profit & loss) the same will not be considered for turnover value.
- 3) It is clarified that the work executed by the contractors for their in-house or capital use will not be considered for the purpose of bidders' experience of completion of similar works.
- 4) Bidders need to Upload supporting documentary evidence in support of the Pre-Qualification Criteria viz. **Work Order, Work Completion Certificate** issued by the party for whom the work is done. MDL has a right to verify / cross verification of authenticity of the said documents whenever felt necessary.

**3. EARNEST MONEY DEPOSIT (EMD)**

**3.1** Bidders shall furnish EMD of **Rs. 38,000/-**(Rupees Thirty Eight Thousand only) against this tender.

**3.2** The EMD can be remitted directly to MDL Bank Account as per details given in Annexure-“A” of this tender. **Further, the bidder should specifically mention the details of company name as well as nature of remittance, tender number/order number etc in the text/narration fields of Bank's NEFT remittance in order to identify the same.**

**3.3** EMD can also be submitted in the form of Bank Guarantee in the prescribed format drawn in favour of MAZAGON DOCK SHIPBUILDERS LIMITED payable at Mumbai. The format of Bank Guarantee for EMD is available on MDL Website. The bid bond / Bank Guarantee should be valid for 4 more weeks beyond the offer validity period indicated in the tender. Bank Guarantee should be drawn on reputed Nationalized / Scheduled Banks excluding co-operative banks. In case of BG, Bidders to advise their bank/banker to send original BG directly to OTS department in sealed envelope to dispense with additional step of verification of authenticity of signatories.

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

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

### **3.6 EXEMPTION FROM SUBMISSION OF EMD**

Following bidders shall be exempt from submission of EMD

- a) State & Central Government of India departments, Public Sector Undertakings.
- b) Firms registered with Mazagon Dock Shipbuilders Limited (MDL). (Exemption will apply only to items / services for which they are registered). To qualify for EMD exemption, firms should necessarily submit VALID copy of the Registration Certificate issued by MDL, for the items/services for which the offer is being submitted in Part-I offer/bid. Firms in the process of obtaining MDL registration will not be considered for EMD exemption.
- c) Firms registered with NSIC under its "Single Point Registration Scheme". (Exemption will apply only to items / services for which they are registered). To qualify for EMD exemption, firms should necessarily submit VALID copy of the Registration Certificate along with the list of items/services for which they are registered, as issued by NSIC, in Part-I offer / bid. Firms in the process of obtaining NSIC registration will not be considered for EMD exemption.
- d) All Micro & Small Enterprises subject to their submitting the Registration Certificate from the Competent Authority regarding their Micro/Small Industry status.

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

**5. ONLINE SUBMISSION OF OFFER IN TWO-BID SYSTEM:** Offer must be submitted in two parts, Part - I (Techno-Commercial Bid) & Part - II (Price Bid) on the MDL's e-Procurement website <https://eprocuremdl.nic.in>. **Offer in any other form will not be considered.**

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

i)	Online Acceptance on clauses of Tender Enquiry (TEF), General Terms & Conditions (GT&C), Standard Terms & Conditions (STACs) in the Prescribed Formats stating 'Accepted OR Deviation' as applicable for each of the clause.
ii)	Deviation sheet in case of any deviations from Terms, Conditions specified in the Standard Terms and Conditions, Tender Enquiry & General Terms & Conditions shall be uploaded online.
iii)	Any deviation with respect to Technical requirement shall be uploaded online by the bidder.
iv)	The scanned image of Annexure-"A" / Bank Guarantee towards Earnest Money Deposit (EMD) /

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

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

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

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

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

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

## 6. BID REJECTION CRITERIA:

### a. Following bids shall be categorically rejected:

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

iv)	In case of e-tenders, if the date of remittance of EMD amount/issue of EMD BG is later than the tender Closing date.
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**b. Following bid rejection criteria may render the bids Liable for Rejection.**

i)	Bidder's failure to submit sufficient or complete details for evaluation of the bids within the given period which may range in between two to three weeks depending on the deficiencies noticed in the drawings / technical data which shall not however conflict with validity period. However, over all time allowed in respect of normal procurement shall not exceed 3 weeks and one week in case of emergency procurement.
ii)	Incomplete / misleading / ambiguous bids in the considered opinion of TNC.
iii)	Bids with technical requirements and or terms not acceptable to MDL.
iv)	Bids received without scanned copies of pre-qualification documents wherever required as per the tender.
v)	Bids not meeting the pre-qualification parameters stipulated in the tender enquiry.
vi)	Validity period indicated by bidders is shorter than that specified in the tender enquiry.
vii)	Bidders not agreeing for <b>Guarantee/Warranty</b> or to furnish <b>Security Deposit / Performance Bank Guarantee</b> till completion of the supplies / services as per contract.
viii)	Bidders not submitting documents as per clause 5.
ix)	In case of e-tenders, the original of the uploaded copy of EMD BG if received after seven days of the tender closing date.
x)	Scanned image of Vendor Declaration in bidder's letterhead as per the format.

**7. Bid Evaluation Criteria:** Technically qualified item wise (L1 bidder) indicated against "Total Including Taxes" in the Price Bid on MDL's e-procurement portal will be considered for awarding the contract. The ranking of the price bid will be done on "all inclusive basis".

**Note:** In case of any discrepancies observed in any Rate Sheets, or against each item and / or in Grand total in the price bid, evaluation would be carried out by arriving on the grand total by considering the unit rate and quantity indicated in Rate sheets.

**8. Contract Period:** The Contract will be for a period of two years and may be extendable for further period of 03 months. However if the performance of contractor is not satisfactory then contract may be terminated with one month notice period by applying relevant clauses of contract such as Risk Purchase, forfeiture of Security deposit etc.

**9. Mobilization:** The successful bidders shall mobilize the required Manpower / Tools / Materials within 10 days from the placement of LOI/ Order whichever is earlier.

**10. PRICING:** Bidder shall quote the prices of all items listed in the tender enquiry which will be inclusive of all costs such as labour, transportation, 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.

Wages payable to guard shall be adjustable as per minimum wages declared by Government from time to time for respective area.

**11. TAXES & DUTIES:** Bidder shall indicate separately the percentage of the applicable taxes and Govt. levies in blank Price Bid submitted in Part I (Techno Commercial Bid) as well as in Part II Price Bid. Bidder may please note that GST will be applicable w.e.f.01.07.2017.

**12. TERMS OF PAYMENT: -**

- a) Payment will be made on monthly basis through NEFT/RTGS/ECS within 25 to 30 days on submission of bills in triplicate to Invoice Receipt Section along with work completion certificate (SAP Service Entry Sheet copy), log sheets etc. duly signed by Chief Manager or officer of above level of Security Dept.
- b) No advance will be paid in any manner against the Contract.

**13. SITE VISIT FOR QUOTING:** Prior to submission of your quotation, bidders are requested to visit the site and if any clarification is required bidders may contact **Cdr. Sudhir Dixit, Chief Security Officer (CSO)** on Telephone No. 2372 7108 or on 2376 3355 and submit duly filled Vendor declaration as per format at **Enclosure – 3** along with the offer.

**14. Modifications to the Bids: -**

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

**15. SECURITY DEPOSIT (SD):** The successful bidder shall submit a Security Deposit @ 5% of the value of the Order within 25 days from date of Order / Contract. The SD can be remitted directly to MDL Bank Account as per details given in **Annexure-“A”** of this tender. **Further, the bidder should specifically mention the details of company name as well as nature of remittance, tender number/order number etc in the text/narration fields of Bank’s NEFT remittance in order to identify the same.** The duly filled & signed copy of **Annexure-“A”** is to be submitted to OTS Department. SD can also be submitted in the form of Bank Guarantee in the prescribed format drawn in favour of MAZAGON DOCK SHIPBUILDERS LIMITED & the same should be drawn on reputed Nationalized / Scheduled Banks excluding co-operative banks. The format of Bank Guarantee for SD is available on MDL Website. Any delay in submission of SD shall result into charging of interest by MDL on the contract @ prevailing PLR of SBI + 2% on the security deposit amount for the delayed period. The Security Deposit will be returned only after the successful execution of the order / contract. Refund of Security Deposit whenever considered admissible by MDL, shall be without interest only. In case of BG, Bidders to advise their bank/banker to send the BG directly to OTS department in sealed envelope to dispense with additional step of verification of authenticity of signatories.

**16. Liquidated Damages or Penalty:** Following Penalty will be implemented for deviations from the conditions:

- a) Poor turnout: Rs. 100 /- for each incidence.
- b) Slackness on duty: Rs. 100 /- for each incidence.
- c) Non maintenance of records: Rs. 500/- For each observed incidence.
- d) Penalty for any absentism in any shift will be Rs. 200 /- per person.

**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 these 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. 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.

22.1 Submission of bids against e-Tenders: The bidder is required to quote online on the e-Procurement website ([www.eprocuremdl.nic.in](http://www.eprocuremdl.nic.in)) by the deadline, by submitting the Techno-commercial Bid & Price Bid in Electronic format only. The prices/quotes & a few declarations shall have to be entered/uploaded by the bidder online in the Tender's entry forms & other bid documents' scanned / soft copies shall have to be uploaded as part of the bid. All bids should be digitally signed using DSC (as explained below).

22.2 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.

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



22.4 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.

22.5 Besides the training being 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.

22.6 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 3252 or mobile: 9769327576, mskumbhare@mazdock.com

22.7 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.

22.8 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.

22.9 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 N Banoth, AM. (OTS), Tel. no. 23763337.

22.10 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](http://www.mazdock.com) Shipbuilding → Outsourcing → Tenders.

22.11 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).

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

22.13 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>

22.14 MDL reserves the right to consider placement of Order / Contract in part or in full against the tendered quantity or reject any or all tenders without assigning any reason.

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

Yours faithfully,  
For MAZAGON DOCK SHIPBUILDERS LIMITED,

AM (OUTSOURCING)

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

Enclosure –1	Scope of Work
Enclosure –2	Illustration of Rate Sheet Format
Enclosure –3	TEF Acceptance format
Enclosure –4	GT & C Acceptance format
Enclosure –5	STACS Acceptance format
Enclosure –6	RTGS/NEFT Form
Enclosure –7	Vendor Declaration

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

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

**Formats:** Available on MDL Website - [www.mazdock.gov.in/](http://www.mazdock.gov.in/) →Tenders →Shipbuilding→ Outsourcing

- 1) OTS -F-05 Bank Guarantee for E.M.D.
- 2) OTS -F-07 Order acceptances Format.
- 3) OTS -F-08 Bank Guarantee for Security Deposit.

MAZAGON DOCK SHIPBUILDERS LTD  
DOCKYARD ROAD  
MUMBAI 400010

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**ANNEXURE "A"**

1. **MDL'S BANK ACCOUNT DETAILS:**

NAME OF BANK A/C HOLDER: MAZAGON DOCK SHIPBUILDERS LTD

BANK AND BRANCH: STATE BANK OF INDIA, MAZAGON BRANCH, MUMBAI

BANK ACCOUNT NO: 10005255246

IFSC CODE : SBIN0009054

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

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

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

**Signature of Vendor/Representative**

3. **SAP Parked document No:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

**ENCLOSURE –1**

**SCOPE OF WORK AT GAVAN LAND& CBD BELAPUR**

Security Services Required at Gavan Land by Deploying 2(two) Security Guards in each shift of 12 hours - total 4 nos. & Required at CBD Belapur by deploying 1(one) security guard in each shift of 12 hours -total 2 nos.

Scope Of Work For Gavan Land & CBD Belapur

1. Contractor has to supply security personnel as per our requirement for Gavan land& CBD Belapur.
2. All the Security personnel should be provided with uniform, safety shoes and monsoon gears.
3. The Security personnel shall be in neat and clean uniforms while on duty at all times.
4. The guards must be able to communicate either in Hindi, English or Marathi (Read, Write & Speak).
5. The guards should be trained on basic fire fighting and first aid. The guards and security supervisor must carry a whistle, baton, torch (at night) and a mode of communication at the guard post whilst on duty. These materials (whistle, baton, torch) shall be in contractor scope.
6. They should be physically fit & not suffering from any contagious diseases to support which a medical fitness certificate from government approved Medical Practioner should be submitted.
7. You shall ensure that the person or persons appointed or to be appointed by them do not suffer from any legal disqualification for service by reason of his/their age or any law or statute in force from time to time or any other reason whatsoever.
8. You shall submit Police Verification Reports of all Security Personnel to be deployed at Gavan Land for obtaining MDL Passes.
9. List of all guards, alongwith their address (local and permanent) and mobile number shall be submitted to Chief Security Officer and updated from time to time.
10. You shall protect Gavan land& CBD residents by deploying the security guards day and night on all days throughout the contract period irrespective of Sundays, National Holidays etc. from encroachment, trespassing, dumping of materials and also against theft of MDL material.
11. Contractor has to provide services/duties of security personnel (Supervisors, Guard) at Gavan land for all two shifts. No security post shall be left unattended at any given time. Contractor has to keep additional personnel on their role for absentism/leave. In case of sudden absentism of any security personnel ( Guard) contractor may keep or retain the Supervisors or Guard of previous shift on overtime. However no guard or supervisor should be on continuous duty for more than 16 hours including overtime & contractor has to bear the OT allowances or expenses.MDL will not pay any additional OT allowance to the contractor. While doing so, contractor also has to comply with the various act indicated at Para 33 below:

12. The contractor has to provide weekly off to all security personnel complying with the regulations & various applicable Laws & Acts in force.
13. Penalty Clause: Following penalty will be implemented for deviations from the conditons:
  - (a) Poor Turnout: Rs.100/- for each incidence.
  - (b) Slackness on duty: Rs.100/- for each observed incidence.
  - (c) Non maintenance of records: Rs.500/- for each observed incidence.
  - (d) Penalty for any absentism in any shift will be Rs 200/- per person.
14. Security Supervisor has to make a report with the help of mobile or telephone to the Alcock Yard Control room after joining on the duty in every shift. The cost of handset/valid SIM card and its billing will be part of the contractor scope.
15. He should allow only authorized persons inside the yard after inquiry & keep record of people visiting the Gavan Land Belapur from time to time.
16. Record of movement of all material, suported with relevant gate pass/authority has to be maintained.
17. In case of occurrence of any untoward incidents, which needs MDL intervention, the contractor should contact the Chief Security Officer, MDL immediately.
18. Security guard must have contact number of Alcock Control Room, Contractor office, Local Police Station & MDL security officers mobile number with him to contact in case of emergency.
19. Security guard should not leave the duty place without informing Alcock Yard Control room.
20. The security personnel deployed on duty shall be liable to be inspected by the Companys Security Officers or any other Administrative Officers of the Company and shall have to strictly observe the Companys direction relating to cleanliness, wearing of identification badges etc. and the security regulations in force as intimated by the MDL Security Officers.
21. If MDL is not satisfied with the service or conduct of any of the Security Guards for any reason whatsoever, the contractor shall remove such employees from the Companies premises forthwith.
22. The contractor shall be responsible for complying with all the requirements of law in respect of the contract employees.
23. The contractor shall be responsible for his employees mischief, including malpractice or deliberately damaging the Companies property and involvement in any criminal offences.
24. The contractor shall follow the instructions regarding daily attendance muster sheet etc. given by MDL/CSO.
25. Daily attendance sheet of the Security Guard shall be certified by the Security Officer of the contractor.

26. Daily report about the Security aspects and Security deployment shall be submitted to MDL Security dept. by 0900 hours on the next day.
27. Contractor shall possess copy of certificate issued by Competent Authority for providing security services.
28. In case of any accident necessitating medical assistance / first aid and other statutory formalities, for which expenses and legal liabilities arise, if any shall be the sole responsibility of the contractor. Any incident of breach of security should be immediately reported to the Security Officer, Incharge for CBD Belapur/Chief Security Officer and followed up with relevant remedial action.
29. You shall distribute the monthly wages as per the relevant Minimum Wages Act 1948 on or before 07th of the following month.
30. You shall comply with, without any reservation all administrative instructions issued by the Chief Security Officer of MDL.
31. You shall submit a copy of wage sheet, ESIC/Group Insurance, PF Challan copies to CR-P & IR Dept. on the following month (before 25th)
32. You shall be responsible for complying with all the requirements of law in respect of the contract employees and in particular the provisions of :
- i) Private Security Agencies (Regulation) Act 2005 (PSARA) and associated rules/acts of Government of Maharashtra.
  - ii) The Contract Labour (R&A) Act 1970
  - iii) The Minimum Wages Act, 1948
  - iv) The Provident Fund Act, 1952.
  - v) The Employees State Insurance Act 1948.
  - vi) The Factories Act, 1948.
  - vii) The Payment of Bonus Act, 1965.
  - viii) Child Labour (Protection & Resolution) Act 1986,
  - ix) Bombay Shops & Establishment Act 1948.
  - x) Industrial Dispute Act, 1947
  - xi) Partnership Act, 1932
  - xii) Environmental Protection Act, 1986
33. In case of any persistent failure on the part of contractor to comply with any of the provisions of Contract Labour (Regulation & Abolition) Act, PF, FPF, Deposit Linked Insurance or ESI Acts, contract is liable to be terminated at your cost and MDL reserves the right to recover consequential damages from you on account of premature termination of the contract.
34. Contractor shall possess copy of certificate issued by competent authority(Police Dept) for providing security service

## ENCLOSURE -2

## PRICE BID – PART II (Illustrative)

RATE SHEET FOR HIRE OF SECURITY SERVICE AT GALAN LAND& CBD BELAPUR

	A	B	C	D	E	F	G
Sr.no	Description	unit	Quantity	Unit rate towards wages payable to Guards by contractor	Service Charges of Contractor	Applicable Taxes	Total
1	Hiring of 2 nos. Security guard at GAVAN LAND per shift basis and 2 shifts per day for two years(2 Guard per shift X 2 shifts X 730 days= 2920	Shift (Single Person)	2920				
2	Hiring of 1 nos. Security guard at CBD BELAPUR per shift basis and 2 shifts per day for two years (1 Guard per shift X 2 shifts X 730 days= 1460	Shift (Single Person)	1460				

- Note:** 1) The minimum wages are applicable as per location wise. Quote at 'D' above shall not be less than minimum wages prevailing in June 2017.
- 2) Wages payable to guard shall be adjustable as per minimum wages declared by Government. from time to time for respective area.

**TEF Acceptance Format**

To,  
Mazagon Dock Shipbuilders 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		17			
7		18			
8		19			
9		20			
10		21			
11		22			

Company's Name &Address :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature :

Date :

Name :

Designation :

Bidder's Company Seal:

**NOTES :**

- Bidders should carefully read the Terms & Conditions of the Tender Enquiry Form (TEF) prior to filling up this acceptance format.
- This format should be properly filled, signed and returned by the bidder(s) along with their technical offer for considering their Bid.
- Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
- Bidder(s) 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.
- 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 Shipbuilders Limited

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					
A-110					
A-120					

Company's Name &Address :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature :

Date :

Name :

Designation :

Bidder's Company Seal:

**NOTES :**

- Bidders should carefully read the Terms & Conditions of the Tender Enquiry Form (TEF) prior to filling up this acceptance format..
- This format should be properly filled, signed and returned by the bidder(s) alongwiththeir technical offer for considering their Bid.
- Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
- Bidder(s) 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.
- Clause numbers shown in the above format also includes the sub-clauses under these clauses.

**Enclosure- 5****STACS Acceptance Format**

To,  
Mazagon Dock Shipbuilders Limited

**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		290		410	
102		300		420	
103		310		430	
120		320		440	
200		330		450	
210		340			
230		350			
240		360			
250		370			
260		380			
270		390			
280		400			

Company's Name &Address :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature :

Date :

Name :

Designation :

Bidder's Company Seal:

**NOTES :**

- Bidder(s) should carefully read the Standard Terms & Conditions (STACS) included in the tender prior to filling up this acceptance format.
- This format should be properly filled, signed and returned by the bidder(s) alongwith their technical offer for considering their Bid.
- Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
- Bidder(s) 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.
- STACS clause numbers shown in the above format also includes the sub-clauses under these clauses.

**ENCLOSURE –6**

**MAZAGON DOCK SHIPBUILDERS LIMITED  
DOCKYARD ROAD,  
MUMBAI – 400 010  
RTGS / NEFT – Mandate Authorisation Form**

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

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed for reason of incomplete or incorrect information, we would not hold MDL responsible.

**Date****Suppliers Seal****Authorised Signature of the suppliers**

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

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

**VENDOR DECLARATION**

**Sub:** Biennial Rate Contract For Provision Of Security Services at Gavan Land & CBD Belapur.

We have visited your site and understood the Scope of Work and requirement given in the tender, discussed with Security Dept. 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:**