



**TENDER ENQUIRY**  
**[ PRESS TENDER ]**

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

Tender No : 6000000834  
Purchasing Executive : Ramesh Mourya  
To

Department: OTS(OUTSOURCING DEPT.)  
Purchasing Executive: Ramesh Mourya  
Telephone No:+91 23763086  
Fax No:+91 23743198  
Email ID: rmourya@mazdock.com

Tender Number: 6000000834  
Tender Date: 05.05.2017  
Tender Closing Date 12.06.2017  
Tender Closing Time 15:00:00  
RFQ Number: 2110001059

Telephone No:  
Fax No:  
Email ID:

Tender Fee: Rs 0.00  
EMD Amount: Rs 150,000.00

Pre Bid Meeting Date Pre Bid Meeting Time 00:00:00  
Tender Opening Date: 13.06.2017 Tender Opening Time: 15:30:00

Offer should be valid up to:

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:- ANNUAL RATE CONTRACT (ARC) FOR gHIRING SERVICES FOR TYRE MOUNTED MOBILE CRANE WITH LIFTING CAPACITY OF 8 TONS @ 42 METERS RADIUS FOR PROJECT-P75.h

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      | Hiring of Crane<br><b>The Line item 00100 covers the following services</b>   | 1 Activity unit   | 30.04.2018    |
| 0000000030 | Service Number:-<br>Short Description:- Hiring of crane<br>Service Details:- Hiring suitable Tyre Mounted Mobile Crane with lifting capacity 8 Tons at 42 mtrs radius | 180 8 HOURS SHIFT |               |
| 0000000040 | Service Number:-  | 60 Number         |               |

Tender Number:- 6000000834

Tender Date:- 05.05.2017

RFQ Number:- 2110001059

| <b>Sl. No.</b> | <b>Material/Service Details</b> | <b>Quantity/Unit</b> | <b>Delivery Date</b> |
|----------------|---------------------------------|----------------------|----------------------|
|----------------|---------------------------------|----------------------|----------------------|

Short Description:- Mobilisation of crane

Service Details:- Mobilisation of crane . mobilisation of crane stand for Mobilisation of Crane to the place of work from contractor premises and vice versa.

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: Annual Rate Contract (ARC) for "Hiring services for Tyre Mounted Mobile Crane with lifting capacity of 8 Tons @ 42 meters radius for Project-P75."**

1.1 The detailed scope of work and terms and conditions is as per **Enclosure-1**

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

- i) Bidders Company Profile and Shop & Establishment registration certificate.
- ii) List of machineries/ equipments held by bidder 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. 22.5 Lakhs**.
- iv) Bidder should have experience of having successfully completed similar works during last 7 years ending **March, 2017** as stated below:
  - a) Three similar completed works each costing not less than **Rs 30 Lakhs**.  
OR
  - b) Two similar completed works each costing not less than **Rs. 37.5 Lakhs**.  
OR
  - c) One similar completed work costing not less than **Rs. 60Lakhs**.  
OR
  - d) Similar job completed in span of 12 months not less than **Rs. 37.5 Lakhs**

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

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

- v) The bidders should have at least 01 no crane in his name or company name. Bidder should also undertake to supply more than one cranes as and when required basis by MDL, undertaking to be submitted alongwith technical bid. Also submit copies of valid documents like RC, TC, Insurance, Fitness Certificate and legible copies of load lifting capacities-chart clearly indicating load lifting curves i.e. load (in Ton) on 'Y' axis and radius (in meter) on 'X' axis, the same is required at the time of work execution.

**Note:** (a) Sr. no. (i) and (ii) above not required for permanent registered vendors.

(b) If any cash transaction included in turnover (statement of profit & loss) the same will not be considered for turnover value.

(c) 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.

(d) 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.1,50, 000/-** (Rupees One Lakh Fifty Thousand only) against this tender.

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

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

**3.4** Bidders are requested to upload the scanned image of EMD i.e. Annexure-A/Bank Guarantee online along with the bid. If bidders are submitting the Bank Guarantee, they are requested to inform us the address, Tel. No., Fax No. of the issuing Bank and forward the original of the scanned copy of EMD enclosed in a envelop addressed to HOD (Outsourcing),6th floor, Service Block, North Yard, Mazagon Dock Shipbuilders Limited, Mumbai-400010, superscribing Tender No & Tender date by Speed Post/Registered Post/Courier Service/Hand Delivery to reach the office of HOD(Outsourcing)within **seven days** from the Tender closing date.

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

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

**3.7 EXEMPTION FROM SUBMISSION OF EMD**

Following bidders shall be exempt from submission of EMD:

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

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

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

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

|     |  |
|-----|--|
| i)  | Online Acceptance on clauses of Tender Enquiry, General Terms & Conditions ( <b>GT&amp;C</b> ), Standard Terms & Conditions ( <b>STACs</b> ) in the Prescribed Formats stating ‘Accepted OR Deviation’ as applicable for each of the clause. |
| ii) | Deviation sheet in case of any deviations from Terms, Conditions specified in the Standard Terms   |

|       |   |
|-------|---|
|       | and Conditions, Tender Enquiry & General Terms & Conditions shall be uploaded online.   |
| iii)  | Any deviation with respect to Technical requirement shall be uploaded online by the bidder.   |
| iv)   | The scanned image of Annexure-“A” / Bank Guarantee towards Earnest Money Deposit (EMD) / BID BOND as stipulated in TEF clause no. 3 above shall be uploaded.                                  |
| v)    | Scanned image of valid Service Tax Registration Certificate.  |
| vi)   | Price schedule BLANKING the PRICES but clearly indicating ‘ <b>QUOTED / UNQUOTED</b> ’, also indicating the % of actual taxes/ duties applicable, in the prescribed format <b>Enclosure-2</b> |
| 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) | In case of e-tenders, if the date of remittance of EMD amount/issue of EMD BG is later than the tender Closing date. |

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

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

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

**7. Bid Evaluation Criteria:** Technically qualified overall lowest offer indicated in the Price Bid on MDL's e-procurement portal will be considered for awarding the contract.

The ranking of the price bid will be done on "all inclusive basis" including taxes, duties, loading parameters etc as per rate sheet as applicable on the date of tender closing.

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

**8. Contract Period:** The Contract will be for a period of One Year and may be extendable for further period of 03 months on MDL discretion on same rates and terms and conditions. However if the performance of 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 crane within 10 days from the placement of LOI/ order.

**10. Pricing:** Bidder shall quote the price in the tender enquiry which will be inclusive of all costs such as operator charges, material, fuel charges, 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. Illustration of Rate sheet format is as per **Enclosure-2**

MDL shall not be bound by any printed conditions or provisions in the bidder's bid forms or acknowledgement of Order/Contract, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to Order/Contract.

**11. Taxes & Duties:** Bidder shall indicate separately the percentage of the applicable taxes and Govt. levies in blank Price Bid submitted in Part I (Techno Commercial Bid) as well as in Part-II Price Bid. If the bidder is availing any abatement towards tax for this service needs to be validated with the supporting documents and correct rate of tax.

**12. Terms Of Payment: -**

a) Payment will be made basis through NEFT/RTGS within 25 to 30 days on submission of bills in triplicate to Invoice/Bill 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 user dept.

b) No advance will be paid in any manner against the Contract.

**13. SITE VISIT FOR QUOTING:** Prior to submission of your quotation, bidders are requested to visit the site and if any clarification is required bidders may contact **Mr. S.S. Bhadauria, CM (Planning - EY) on Telephone No 2376 3603** and submit duly filled Vendor declaration as per format at **Enclosure -4** 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. Guarantee/Warranty:** NA

**17. Inspection:** - The quality of service inspection will be done by MDL EY-Planning/User Dept.

**18. Liquidated Damages or Penalty:** As per Enclosure-1 Para- B (4) of tender.

**19. Loading Criteria:** Deviations sought by the bidder in respect of Payment terms and delivery period shall be loaded on the bidder/s quoted prices during price evaluation by MDL as per MDL Norms. It is desirable that the bidder accepts the Payment Terms indicated by the company in the Tender document. Varied payment terms quoted by bidders as compared to the terms stated in the Tender document shall be normalized by loading the Prime Lending Rate of State Bank of India plus 2% on the quoted price.

Note: Online ranking visible to bidders after opening part II price bids is without loading parameters. However the L1 bidder will be evaluated offline by applying all applicable loading parameters as mentioned in the tender document.

**20. Freak Low Quotes:** In case after opening of price bid of technically cleared firms, it is noted that L-1 firm has quoted very low rates and indicates to withdraw from the tender then EMD shall be forfeited and firm may be given tender holiday including intimation to other PSUs. If the 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.

**21. Hindrance Register :** All hindrances with date of occurrences and removal shall be noted in the Hindrance Register. The Hindrance Register shall be signed by the reps of both MDL as well as Contractor.

**22. Risk Purchase:** If the article / service or any portion thereof be not delivered / performed by the scheduled delivery date / period, any stoppage or discontinuation of ordered supply / awarded contract without written consent by Purchaser or not meeting the required quality standards the Purchaser shall be at liberty, without prejudice to the right of the Purchaser to recover Liquidated Damages / penalty as provided for in these conditions or to any other remedy for breach of contract, to terminate the contract either wholly or to the extent of such default. Amounts advanced or part thereof corresponding to the undelivered supply shall be recoverable from the Contractor / Bidder at the prevailing bank rate of interest.

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

**23. Public Grievance Cell:** - A Public Grievance Cell headed by **Shri S. D. Kajawe, General Manager GM (F-CA)**, 3<sup>rd</sup> floor, Mazadock 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, Mazadock House or send their complaints/grievances to him in writing for redressal. His Telephone No. is 23762184 or 23759793.

**24. Working on MDL Holidays:** Request for permission for working on Saturday / Sunday / holidays if required, should be submitted 3 working days prior to the date of holiday, to Personnel department and Security through concerned Dept.

**25. Instructions to the Bidders:** Before quoting against this Tender, the prospective bidder is requested to go through the Tender Enquiry document (& Annexes, if any) thoroughly & carefully. Deviations to the Terms & Conditions of the Tender are highly discouraged. Therefore, any doubts arising in respect of any of the Terms & Conditions stipulated, Qualification Criteria, Eligibility for exemption from submission of EMD, clarification if any w.r.t Documentation / Procedural requirements, etc. shall get clarified by the prospective bidder through the Dealing Executive invariably before the submission of the Bid.

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

**25.2** To be able to participate in e-Tender (s), every bidder must register themselves on the ASP's website (*registration is free of cost*) & must possess a legally valid Class-IIB or above Digital Signature Certificate (DSC) (*also known as Class-II B or above DSC with encryption & signing authority*) as per IT Act-2000, using which they can sign their electronic bids. The DSC can be procured from any Certifying Authority (CA) authorized by Controller of Certifying Authorities (CCA) of Govt. of India.

**25.3** National Informatics Centre(NIC)has been appointed by MDL as the Application Service Provider.

**25.4** In order to familiarize prospective bidders to e-Tendering / e-Procurement's 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 contacting the ASP/MDL official(s). The firms may nominate only one representative from their organization to attend such training. Training shall be conducted every Friday between 2 & 4 pm in MDL.

**25.5** Besides the training 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.

**25.6** For any further details of e tendering & digital signatures, please contact 0120- 4200462, 0120-4001002, 8826246593, [eproc-support@gov.in](mailto:eproc-support@gov.in) OR Mr M S Kumbhare DGM (C-MP) Phone - 2376 3250 or mobile: 9769327576, [miskumbhare@mazdock.com](mailto:miskumbhare@mazdock.com)

**25.7** Bidders in their own interest are requested to upload their bids well in advance of tender closing date to avoid the last minute difficulties in uploading the bids. Request for extension, if at all to be made, shall be forwarded at least 3 working days in advance to the tender closing date / time with proper reasoning. MDL reserves all rights in this regard & decision of MDL shall be binding to the applicant. Problems in hardware/software, internet connectivity, system configurations, Browser setting etc, for whatsoever reason shall not be considered for extension of tender closing date and time.

**25.8** MDL will not be responsible for an error in downloading of tender documents from web by the bidders. The version appearing on MDL website will be considered final and authentic.

**25.9** All bidders are requested to get their technical queries, if any, clarified in advance (3 days in advance to tender closing date) before bidding to avoid last minute delay. For any technical clarification, bidders are requested to contact Mr. Ramesh Mourya CM. (OTS), Tel. no. 23763086.



**25.10** Bidders can participate in online bidding

- By registering with <https://eprocuremdl.nic.in> for User ID and password.
- By obtaining class IIB or above DSC (Digital Signature Certificate) with encryption & signing authority (for secured bidding).

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

**25.12** Bidders shall abide by all Standard Terms And Conditions for services (STACS), General Terms & Conditions (GT&C) and also abide statutory requirements, Official Secret Act 1923(Extract) the same can be downloaded from the MDL Website [www.mazdock.com](http://www.mazdock.com) →Tenders →Shipbuilding→ Outsourcing . Acceptance of all clauses of TEF, GT&C and STACs as per formats enclosed shall be done by the bidder along with techno-commercial (Part-I) bid.

25.13 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. A copy of same is attached herewith at **Enclosure -6**

25.14 MDL bidder’s earlier quoted for MDL tender on website <https://mdl.eproc.in> have to register again (free of cost) on website <https://eprocuremdl.nic.in>

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

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

Yours faithfully,  
For Mazagon Dock Shipbuilders Limited,

Chief Manager (Outsourcing)

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

- Enclosure –1 scope of work and terms and conditions
- Enclosure –2 Illustration Rate sheet format
- Enclosure –3 RTGS/NEFT Form
- Enclosure –4 Vendor Declaration
- Enclosure –5 Detail of prequalification documents
- Enclosure –6 Procedure for Issue of Entry Passes

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

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

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

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

**MAZAGON DOCK SHIPBUILDERS LTD  
DOCKYARD ROAD  
MUMBAI - 40010**

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**ANNEXURE "A"**

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

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

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

BANK ACCOUNT NO: **10005255246**

IFSC CODE : **SBIN0009054**

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

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

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

**Signature of Vendor/Representative**

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

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

**SCOPE OF WORK FOR HIRE OF TYRE MOUNTED MOBILE CRANE**

**A. DESCRIPTION OF WORKS/SUPPLIES/SERVICES**

1. Bidder shall provide Tyre Mounted Mobile Cranes along with adequate operating Personnel having PVC (police verification) completed but without any Lifting Gears as per the requirement of the user departments/tender. The no. Of cranes required per day may vary and the contractor will have to meet MDL/NAVAL DOCK requirement without affecting MDL production schedule. The details of requirement tabulated as below:
  - Type: Suitable tyre mounted mobile crane with self adjusting counter balance load.
  - Lifting capacity: 8 Tons at 42 meter radius from the front end of the crane.
  - Total no. of Shifts: 180 nos.
2. The Cranes would be required for carrying out work at MDL, Naval Dockyard(MB), BPT Mumbai.
3. For working on Saturdays, Sundays, Holidays and during lunch hour break same should be certified clearly and separately by User Dept., otherwise this will not be considered for payment.
4. Bidder shall be able to provide additional Cranes (besides above requirements) of above mentioned capacities as per MDL/NAVAL DOCKYARD requirements on day to day basis and as per the instructions from the User Departments during the tenure of the contract.
5. The bidders should have at least 01 crane in his name or company name of required type for which he has submitted quote. Bidder should also undertake to supply more than one crane as and when required basis by MDL, undertaking to be submitted along with technical bid.
6. The Bidder should furnish a copy of valid Test Certificate for the required cranes issued by the competent person/authority approved by DGFASLI (earlier Director General of Safety & Health (DISH)) in the form 12 of Indian Factory Act.
7. The Bidders shall submit the list of Mobile Cranes held by them along with the copies of RC, TC, Insurance, Fitness Certificate and legible copies of load lifting capacities-chart clearly indicating load lifting curves i.e. load (in Ton) on 'Y' axis and radius (in meter) on 'X' axis should be available with the each offered cranes.
8. Working Period of shift is eight hours, excluding lunch hour 1/2 hrs break will be calculated from the time the operator report with crane to our concerned User Dept and till the time Contractor's Crane is released by our concerned User Dept. Crane as per the requirement of MDL/NAVAL DOCKYARD(MB) has to be provided by bidder. The charges will be paid as follows:-
  - i) For working more than 4 hours and / or up to 8 hours from the time of reporting: Full shift charges.
  - ii) For working less than or up to 4 hours from time of reporting: 1/2 shift charges.
  - iii) For working beyond 8 hours: Payment will be made on pro-rata basis.
  - iv) Rate per hour = Rate per shift/8 hrs.
9. The bidder should provide crane in 24 hours intimation from user dept.(by telephonically or e-mail) and leave the place of work with Crane as soon as the work is over.
10. The work done will be certified by the officer of rank of CM and above of user department

**B. ADDITIONAL TERMS & CONDITIONS**

1. No of cranes as per the requirement of MDL, have to be provided by contractor. If contract is awarded, the contractor should be in a position to mobilize immediately the same Cranes for which the firm has furnished the details & submitted documents.

2. MDL reserves the right to make any other arrangements, use its own Cranes or hire from any other bidder(s) or run parallel contracts with more than one bidder at its sole discretion. Bidder(s) shall not be entitled to any compensation or consideration in any such events except the hire charges for the actually hired Cranes.
3. Normally the Maintenance/Greasing activities in the Crane shall be done by the Contractor during Recess Period so that no working day is lost for outage of the Crane. However, any Breakdown/ Repair of the Crane shall be immediately attended by contractor at his own cost & risk and time taken for repairs not to be included in shift. The contractor is to maintain stock of adequate Spares & Consumables with the required Tools & Tackles at Site for this purpose.
4. Penalty: Time is an important factor of the contract therefore the crane is to be provided within the required time intimated by user dept. In cases of delay, the following penalties shall be imposed and shall be deducted from bills.
  - (a) If firm fails to supply the crane on normal working days, charges of that day/s shall not be paid and a penalty of Rs 1000/- shall be recovered from the running bill. If requirement of crane arise on Saturday, Sunday or Holiday, the firm has to make available the crane, failing which a penalty of Rs1000/- per day shall be imposed and recovered from the running bill.
  - (b) If the failures are repetitive, MDL shall exercise the right to terminate the contract without paying any compensation. In such case MDL shall forfeit contractor's Security Deposit and apply Risk & Purchase Clause.
  - (c) Breakdown during working : After 4 hrs 1/2 shift and less than 4 hrs no payment will be made irrespective of breakdown non supply next day will attract penalty as per Para-(a) above.

### C. OPERATIONAL NORMS AND CONDITIONS

1. For advance planning and proper coordination of operations the contractor shall nominate his representative who should be available at call daily at MDL/NAVAL DOCK YARD (MB) /MBPT at a time to be mutually decided between representative of contractor and the MDL. Also one or more contact telephone numbers should be made available for this purpose while applying for this tender.
2. Essential tools and spare tyre etc. should be available on the Crane at all times in serviceable condition.
3. The fuel tank should be full while coming on duty.
4. The decision regarding acceptance or rejection of any hired vehicle/s offered by bidder shall remain with MDL and it shall be final and binding upon the bidder.
5. The contractor shall execute the work in most substantial manner. The materials and equipment of MDL/NAVAL DOCKYARD(MB)/MBPT shall be handled with care and diligence while handled by the Crane.
6. If the crane becomes idle due to failure attributable to its own mechanism due to whatsoever reason, the idle hours for making the crane ready will be deducted on pro-rata basis.
7. Hired Crane should be fully / comprehensively insured by contractor at his own cost for all risk.
8. Contractor shall observe all safety precautions in connection with the work to be performed and ensure safety of his representative and labourers. Contractor must comply with all statutory / safety rules regulations and requirements.
9. Designated Operator with Crane will report for duty along with Original ID proof & PVC to MDL concerned User Departments as per their requirements / instructions. ***Mobilisation of crane to the place of work at various locations is to be arranged by you at your cost. No transit time (i.e Garage to Garage time) will be taken into account for payment.*** The duty hours of the hired Crane shall be counted from the time the equipment report's MDL/NAVAL DOCKYARD(MB)/MBPT at designated place/location
10. Contractor will maintain proper duty slips / challans / log sheets in the appropriate format for the work Done The nominated representative must ensure that the same will be endorsed by the authorized officer of MDL and certified by the Officer not below the rank of Chief Manager.
11. Contractor shall supply the Crane and other items(associate items) entirely at their risk. The responsibility of keeping the Crane, labour, material insured will be entirely of successful bidder and at their cost. MDL will not be responsible for any damage to your equipment and the cost of repairs thereof.

12. Workmen or Employees deployed by successful bidder shall not be deemed to be in MDL/NAVAL DOCKYARD(MB)/MBPT employment and bidder shall be held fully responsible for any claims which you or your heirs/dependent or personnel representative shall have to make for damages or compensation for anything done or committed to be done in the course of carrying out the work whether arising on company's premises or elsewhere. Bidder shall indemnify the company against all and any such claims if made against us and all cost (as between attorney and client) of proceedings suits or action, which we may incur or sustain in respect of the same.
13. Contractor shall be held liable for claims against damage to MDL/NAVAL DOCK YARD (MB)/MBPT equipment/machines, injury or loss to our personnel or third parties or consequential damage occasioned by any cause whatsoever during the course of this contract, in case it is established that the damage / loss /injury as above was caused as a result of negligence on Contractor. MDL decision in such cases shall be final and binding on you.
14. Designated Crane operator/attendant will not leave work site unless instructed by MDL concerned officer.
15. MDL reserves the right to inspect Original or copies of RC / TC / Insurance Certificates / Route Permits / PUC Certificates / Fitness Certificates, Load Test Certificates, Load Chart etc. of Crane and also for its suitability, performance and condition for MDL/NAVAL DOCK use from time to time and return such Crane which are not found suitable and shall be replaced immediately.
16. Once a hired Crane and its documents have been approved by MDL User Dept (s) that hired Crane shall not be changed during the period of contract except its being defective in which case another hired Crane of similar / matching specifications shall be provided by the contractor. The intimation of such change shall be given to the User Departments. Such replacement of hired Crane will not be allowed unless document or replacement Crane are verified and approved for further use by MDL User Departments.
17. In case the Crane is required to be taken out for major repairs or overhaul, the successful bidder/s should provide a substitute Crane immediately in good condition, provided such Crane are permitted to be given on hire. MDL reserves the right to hire out Crane from elsewhere if the substitute Crane is not provided in time. Any cost incurred on account of such hiring if in excess of rates agreed to be paid to the contractor by the Company under the contract, would be debited to the contractor who has failed to provided a substitute Crane or carry out repairs in time and will be recovered from their bills.
18. Crane should be fit in all respect for operation in accordance with Motor Vehicle Act & Rules made there under by the State Government and existing laws as applicable with valid documents like RC /TC/ Insurance Certificates / Route Permits/ PUC & Fitness Certificates, etc.
19. Crane supplied by successful bidder/s must be in good working condition and should be able to function to its full carrying capacity, accompany all relevant R.T.O. documents required by statutory authorities as per their rules and regulations. Otherwise, MDL will reject it.
20. The decision regarding acceptance or rejection of any hired Crane offered by bidder shall remain with MDL User Dept(s) and same shall be final and binding on successful bidder.

**D. MDL scope:**

1. Lifting Gears like slings, shackles etc shall be provided by MDL.
2. Illumination & Power supply on working site shall be provided by MDL.
3. Work Completion Certificate shall be issue by MDL user department on successfully complication of Jobs.

**E. Responsibility Matrix for Hiring of crane Service**

| Sr. No. | Activity   | Responsibility |                |
|---------|--|----------------|----------------|
|         |  | MDL            | Sub-contractor |
| 1       | Arrangement of Gate pass for personnel   | ✓              | ✓              |
| 2       | PVC(police verification) for personnel   | ----           | ✓              |
| 3       | Supply of 200 T Crane as per SOW   | ----           | ✓              |
| 4       | Fuel for crane   | ----           | ✓              |
| 5       | Lifting Gears like slings, shackles etc  | ✓              | ----           |
| 6       | Illumination & Power supply on working site  | ✓              | ----           |
| 7       | Verification copies of RC, TC, Insurance, Fitness Certificate and legible copies of load lifting capacities-chart clearly indicating load lifting curves | ✓              | ✓              |
| 8       | Maintenance/Greasing of Crane  | ----           | ✓              |
| 9       | Crane Operator   | ----           | ✓              |
| 10      | Certificating WCC  | ✓              | ----           |
| 11      | Submission of invoices for payment   | ----           | ✓              |
| 12      | Payment for work carried out   | ✓              | ----           |
| 13      | Following of all safety norms and procedure  | ----           | ✓              |
| 14      | Safety equipment for own work  | ----           | ✓              |

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Enclosure –2

**SUB: Annual Rate Contract (ARC) for “Hiring services for Tyre Mounted Mobile Crane with lifting capacity of 8 Tons @ 42 meters radius for Project-P75.”**

**ILLUSTRATION RATE SHEET FORMAT**

All the values are in Rs

| Sr No | Description   | Approx Qty. | Unit of Measure | Unit Rate/Shift | Total Value |
|-------|---|-------------|-----------------|-----------------|-------------|
| 1     | 2   | 3           | 4               | 5               | (3x5)       |
| 1     | Hiring charges for suitable Tyre Mounted Mobile Crane with lifting capacity 8 Tons at 42 mtrs radius and as per scope of work at Enclosure-1 above. | 180         | 8Hrs. of shift  |                 |             |
| 2     | Charges for the mobilisation of crane to the place of work from contractor's premises and vice versa.   | 60          | Nos.            |                 |             |

**Note:**

- The quoted price must be inclusive of all expenses to be incurred by the Contractor for the Scope of Work as per the Tender's requirements.
- The contract will be placed on overall lowest bidder inclusive of all i.e. taxes, loading, any other expenses etc.
- 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( Refer Annexure-A).

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Enclosure –3

**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**

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**VENDOR DECLARATION**

**SUB: Annual Rate Contract (ARC) for “Hiring services for Tyre Mounted Mobile Crane with lifting capacity of 8 Tons @ 42 meters radius for Project-P75.”**

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We have visited MDL EY-Planning Dept. discuss the subject matter and understood the Scope of Work and requirement given in the tender. We also confirm herewith that our quoted price/rates are in line with the above scope of work.

M/s.....

**SIGNATURE**.....

**NAME**.....

**DESIGNATION**

**STAMP**

**DATE:**

**Enclosure-5**

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

We hereby are submitting the following order copies of work executed in the last seven years ending on March, 2017 strictly in line with prequalification criteria mentioned in Part-A Clause 2 (iv) of the tender enquiry.

Clause 2 (iv) (a): Three similar completed works costing not less than **Rs 30, 00,000/-**

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

**OR**

Clause 2 (iv) (b): Two similar completed works costing not less than **Rs 37, 50,000/-**

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

**OR**

Clause 2 (iv) (c): One similar completed works costing not less than **Rs 60, 00,000/-**

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

Clause 2 (iv) (d): Similar job completed in span of 12 months not less than **Rs 37, 50,000/-**

| Sr. No.     | PO no & Date | PO Value / Executed value | WCC certificate (submitted / not submitted) |
|-------------|--------------|---------------------------|---|
| 1           |              |                           |   |
| 2           |              |                           |   |
| 3           |              |                           |   |
| 5           |              |                           |   |
| 5           |              |                           |   |
| 6           |              |                           |   |
| <b>otal</b> |              |                           |   |

Note:

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

**Enclosure-6****Procedure for Issue of Entry Passes to Casual Indian Visitors, Foreign Visitors and Subcontractors for entering the premises of MDL.****Important Note:**

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

***MDL reserves the right of change.***

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

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

**1. Casual Indian Visitors:**

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

**2. Casual Foreign Visitors:**

All casual foreign visitors are issued with computerised Visitors Photo Pass from MDL Security Reception Centre on receipt of prior intimation through MDL Intranet from the concerned HODs on verification of documents such as passport, valid visa etc.

The foreigners are also required to fill-up the details as per the format enclosed at Anneuxre-1 before commencement of the visit.

**Note:-**

i) The authority for issuing Entry Passes to all type of Visitors including Sub-contract labour rests with CSO, MDL.

ii) It is mandatory for all Visitors display the Visitors Identification Badge while in MDL premises.

iii) It is also mandatory for all Visitors to return the Visitors Identification Badge along with the Visitors Pass to Reception Centre after obtaining the signature and stamp on the Visitors Pass of the officer visited, before leaving the Yard.

**3. Regular Foreign Visitors:**

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

a) Letter of recommendation from concerned Project Superintendent / HOD along with prescribed format enclosed at Annexure - 2 and copy of clearance from MOD / NHQ, is required to be submitted to CSO, MDL.

b) Foreigners are to submit passport & visa for verification along with 2 Photo copies of the same and 2 passport size photograph with white background.

c) On completion of above formalities, Photo Pass will be issued to the foreigners by OIC, Pass Issue Cell on the basis of visa validity or as per the recommendations by the Project Superintendent / HOD.

#### **4. Reqs. of Various Govt. Organization and Vendors / Regular Suppliers.**

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

a) Application forms for issue of Photo Passes to be submitted to OIC, Pass Issue Cell with recommendation from HOD along with 2 passport size photographs with white back ground and h copy of LOI / Work Order.

b) Applicant is also required to submit an Undertaking on their Company's letter-head as per the Format enclosed at Annexure-3 to be endorsed by the concerned HOD.

c) Ater due verification of application forms and documents, the Photo Entry Passes will be issued for a period of 3 months by OIC, Pass Issue Cell.

Note:- i) As regards Vendors / Regular Suppliers, it is mandatory to submit Police Verification Reports from concerned police authorities along with their application.

ii) However, in case of Consultants, Govt. Auditors, Surveyors, OEM (Original Equipment Manufacturers), PSU Employees, State & Central Govt. employees, Faculties of Educational Institutions, they will be considered for issue of Entry Passes on production of valid Identity Card issued by their employers.

#### **5. Sub-Contract Laborers:**

(a) Pr-requisites:

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

(b) ESI.

All employees of the contractor must have their own ESIC Registration Code Number and individual ESIC A/C. No. of the laborers. In case of newly joined employees, contractor has to fill-up a RDF Form, sample attached at Annexure-4 and ESIC Declaration Form, sample attached at Annexure -5 and submit it to ESIC's local office and obtain their acknowledgment on the copy of RDF Form before deploying the laborers. The above mentioned blank forms are also available with our Labour Consultant's office, situated in South Yard near Scindia Bldg. EPABX Tel. No.3441. In case contractors do not have their own ESI Code No., as a special case they may be allowed to use MDL ESI Code No. against a written request, for recovery of contributions. However, this facility may be allowed only for a period of 30 days, by which time the contractor must obtain his own ESI Code No. In such cases, contractor may collect the Forms from our Consultant's office, fill it up and then get them signed by the concerned officer of MDL Corporate Personnel Dept. situated on the second floor of Mazdock House, having EPABX Tel No.3121. Then the contractor has to submit these forms to ESIC's local office and obtain acknowledgment which needs to be attached with Labour Challan, sample attached at Annexure- 6. The timings of Labour Consultant's office and the concerned Officer of Corporate Personnel Dept. are as below:

Labour Consultant's office :

0930 hrs. to 1230 hrs. & 1330 hrs. to 1630 hrs. on all Working days, except the holidays.

Office of Corporate :

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

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

(c) Provident Fund (PF):

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

(d) Labour License:

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

Address of the Labour Commissioner is given below:  
Labour Officer,  
Office of the Labour Commissioner,  
Shram Raksha Bhavan, Sion,  
Mumbai - 400 022.

(e) Police Verification:

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

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

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

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

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

The contractor has to make an application on Contractor's letter-head to the concerned office for Police Verification Report (PVR), attaching personal particulars of each employee, in the prescribed form, to be obtained from respective zonal offices given above. A copy of sample format is enclosed at Annexure-7. The sub-contractor has to fulfill the requirement of documents mentioned on the personal particular form. It normally takes one month time to get the Police Verification done from the Police Department. However, an acknowledgment slip of submitting the application, issued by the Police Department will be useful for getting Entry Passes for the first month from MDL.

(f) Various Stages of General Procedure:

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

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

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

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

vi) The contractor has to then approach OIC, Pass Issue Cell, situated in the ground floor of Scindia House, South Yard between 0930 hrs. to 1030 hours and 1400 to 1500 hours. Contractor has to submit the Labour Challan along with two passport size photographs (with white background) of each employee & police verification report of all his employees or the Acknowledgment slip issued by the Police Dept.

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

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

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

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

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

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

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

Note:-

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

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

Any contractor(s) having MDL Contract work of '10 days or less' are required to commonly with ESIC PF formalities and for such contractor employees, no Police Verification Report (PVR) is required. However, Undertaking on Letterhead is necessary. The Entry Passes of such subcontractors employees are stamped as "Non-Police Verified". For such non-police verified contractor employees, Site Engineer / Supervisor of the contractor is required to escort their employees to the work site and escort them at the end of the day. At the end of the day, the Site Engineer / Supervisor of the contractor has to collect the Passes from their employees and deposit

the same with the duty security staff in the Pass Issue Cell. If the contractor labour are not covered under ESIC Act, then they are required to produce Group Insurance Policy linked with Workman's Compensation.

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

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

North Yard:

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

South Yard:

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

East Yard:

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

Al cock Yard:

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

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

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

i) Normal working timings for contractors workers is from 0700 to 1830 hours. Any contractor desire to deploy their workmen beyond their working hours, due to emergency, the requirement is to be endorsed for such working by HODs of User Department in the prescribed format.

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

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

#### **8. Material Movement:**

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

#### **9. Renewal of Passes:**

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

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

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

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

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

#### **10. Loss of Passes:**

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

- i) As soon as contractor employee losses the Entry Pass, he is required to report the loss to the nearest Police Station under whose jurisdiction the Pass is reported to have been lost and obtain a copy of Police Certificate.
- ii) The loss of Pass will then be reported to Chief Security Officer, MDL, along with a letter from the contractor duly recommended by OIC, User Department and original copy of police certificate.
- iii) The Entry Pass will be issued to the contractor employee after due verification of the Labour Challan for the particular month.

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

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

#### **12. Return of Passes:**

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

- i) On completion of contract work / period of registration or termination of services of any person employed by the contractor and on expiry of date of any Pass (which is not required for any further renewal), the contractors are required to return all the Passes to the OIC, Pass Issue Cell for cancellation. Failure in this regard will invite action in terms of Indian Official Secrets Act, 1923. The sponsoring authorities are to pursue the concerned contractors to surrender their Passes when these are not needed anymore. The Chief Security Officer, MDL, may take up the matter with Civil Police for retrieval of passes from the defaulting individuals / contractors as and when required.
- ii) It is mandatory for the contractors to obtain NOC from Chief Security Officer, MDL, for having returned all the Entry Passes issued to them for final settlement of the contract.
- iii) Security Deposit of the contractor will not be released unless & until the NOC is produced.

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

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

- i) Supervisors, Site In Charge, Engineers of contractors and representatives of various organizations may be permitted to use Mobile Phone without Camera within the MDL premises after obtaining a Mobile Phone permit from OIC, Pass Issue Cell.
- ii) Application form for mobile phone permit is to be obtained from Chief Security Officer, MDL, through an application recommended by concerned Commercial Department. These Permit application forms are to be endorsed by concerned HODs (in case of subcontractors, the relevant Commercial Department) and submitted to OIC, Pass Issue Cell, for obtaining Mobile Permit along with mobile phone for inspection..
- iii) Unauthorised use of Mobile Phone by any sub-contractors employee shall invite strict action to the extent of confiscation of mobile phone in addition to the cancellation of Entry Pass. DGM / CSO

Note: Annexures may be collected from OTS/Security/Personnel Dept. of MDL.

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