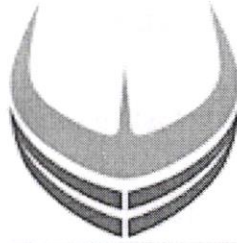


**TENDER No. UCSL/CC/T/GEN/259 Dt- 31<sup>ST</sup> MAY 2024**

**TENDER FOR IT SUPPORT AT UCSL FACILITIES**



UDUPI COCHIN SHIPYARD LIMITED

**UDUPI COCHIN SHIPYARD LIMITED**  
**MALPE, UDUPI 576108**





**Udupi Cochin Shipyard Limited**  
Tender for IT Support at UCSL Facilities  
UCSL/CC/T/GEN/259 Dt 31<sup>ST</sup> MAY 2024

## **TENDER NOTICE**

Tender No. & date	UCSL/CC/T/GEN/259 Dt. 31 <sup>ST</sup> MAY 2024
Name of work	<b>TENDER FOR IT SUPPORT AT UCSL FACILITIES</b>
Last date & time of receipt of tender	<b>12<sup>th</sup> JUNE 2024 (Wednesday), 15:30hrs</b>
Date & time of opening of Technical Bid (Part-I)	<b>12<sup>th</sup> JUNE 2024 (Wednesday), 15:30hrs</b>

1. Password protected quotations in the prescribed form is invited from bidders for the work specified above, subject to the terms and conditions as mentioned in the annexure to the tender enquiry so as to reach the undersigned by email mentioned on or before the date and time as stipulated.

**2. The following shall be submitted along with the quote: -**

**PART- I: TECHNICAL BID**

- a. **Tender document duly signed on all pages** - Including Terms & conditions and Scope of work placed at Annexure I & II.
- b. **The Techno commercial Check List** at Annexure VII to be filled up completely and duly signed.
- c. Duly filled form at Annexure – III, IV, VI & VII.
- d. **Unpriced Price bid** (Price bid without price and marked as “QUOTED”) to be submitted along with Part-I.
- e. Resume, Experience certificates and credentials of the engineers to be submitted with the technical bid.

**PART-II: PRICE BID**

- a. The price bids shall be prepared based on the price bid format at Annexure V.

**3. Mode of Submission of Quote:**

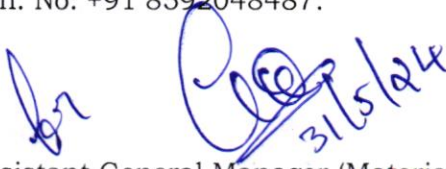
- i. Bid shall be submitted as **Password Protected Zip File** in two parts.  
Part I: Technical Bid – with all enclosures and annexures as mentioned in Para 2 above  
Part II: Price Bid.
- ii. The files are to be forwarded as **Two (2) separate password protected Zip files** to [contractcell@tebma.co.in](mailto:contractcell@tebma.co.in).





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- iii. **Part I and Part II are to be protected with separate and distinctly different passwords.**
  - iv. The Bids will be opened on online mode during which the bidder will be advised to share the password through SMS with which the technical bid will be opened.
  - v. The price bids will be opened after technical evaluation and **only the technically qualified bidders will be invited for opening of price bids** which shall also be conducted on online mode as above.
  - vi. However, subject to travel restrictions, the bidders can also attend the bid opening physically at Udupi Cochin Shipyard Limited, Baputhota Office.
  - vii. The contractors can also submit the quotations in sealed covers (Two-Bid) – as separate sealed covers for Technical Bid and Price bid, both enclosed in a common sealed cover to reach the below mentioned address before the stipulated time.
2. The bidders shall ensure the receipt of bids at [contractcell@tebma.co.in](mailto:contractcell@tebma.co.in). An acknowledgement mail shall be sent to the bidders on receipt of bids. UCSL takes no responsibility for delay, loss or non-receipt of tenders by mail by the stipulated time.
  3. The tender should be addressed to the **Assistant General Manager (Materials & Contract Cell), Udupi Cochin Shipyard Limited, Malpe Harbor Complex, Malpe, Udupi 576 108, Karnataka, India.**
  4. No deviations on the tender conditions will be accepted, and bids with deviations will be considered technically disqualified. The acceptance of a tender or part thereof will rest with the Assistant General Manager (Materials), Udupi Cochin Shipyard Limited, tender and reserves the authority to reject the tender received without assigning any reason.
  5. Contact Person: Mr. Sarun Babu EB, Ph. No: +91 8592048487.

  
 Assistant General Manager (Materials & Contract Cell)

**GANESH ACHARY**

प्रबंधक/MANAGER

उडुपि कोचीन शिपयार्ड लिमिटेड  
**UDUPI COCHIN SHIPYARD LIMITED**  
 माल्पे, कर्नाटक/MALPE, KARNATAKA-576 108

**Encl:**

- |                                    |                |
|------------------------------------|----------------|
| 1. Terms & Conditions              | – Annexure I   |
| 2. Scope of work                   | – Annexure II  |
| 3. Power of Attorney               | – Annexure III |
| 4. Unconditional Acceptance Letter | – Annexure IV  |
| 5. Price Bid Format                | – Annexure V   |
| 6. Undertaking by Agency           | – Annexure VI  |
| 7. Techno Commercial Check List    | – Annexure VII |







**Udupi Cochin Shipyard Limited**  
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## **TERMS AND CONDITIONS**

### **TENDER FOR IT SUPPORT AT UCSL FACILITIES**

#### **1. DESCRIPTION OF WORK**

- 1.1. This tender enquiry pertains to the awarding of contract for IT Support at UCSL Facilities.
- 1.2. **You are requested to obtain clarifications, if any, and carefully study the documents and the scope of services and UCSL, before submitting your offer.**
- 1.3. The Agencies are advised to familiarize themselves with the site conditions before quoting.

#### **2. POWER OF ATTORNEY**

- 2.1. The tenderer(s) shall have to sign in each page of the tender documents with official stamp as a token of his acceptance of the conditions stated therein.
- 2.2. The person signing the tender form on behalf of another or on behalf of a firm, shall enclose to the tender, a Power of Attorney or the said deed duly executed in his favour or the partnership deed giving him such power showing that, he has the authority to bind such other persons or the firm, as the case may be, in all matters pertaining to the contracts. If the Person so signing the tender, fails to enclose the said Power of Attorney, his tender shall be liable for being summarily rejected. The Power of Attorney shall be signed by all partners in the case of partnership concern, by the Proprietor in the case of a proprietary concern, and by the person who by his signature can bind the company in the case of a Limited Company.

#### **3. MINIMUM QUALIFICATION CRITERIA FOR PARTICIPATING IN THE TENDER WILL BE AS FOLLOWS**

- 3.1. The contractor shall have experiences in providing supply of manpower in shipyard, Marine, offshore and other heavy / PSU industries.
- 3.2. The contractor / Agency should be registered with appropriate registration and to be registered under companies act. Documents related to this to be submitted.
- 3.3. The bidder should have at-least 3 years of experience in 3 consecutive years in handling of contract in similar Heavy Engineering Industry / Oil & Gas Industry / Shipyard in India.
- 3.4. Details of the persons like IT Support Engineer & IT Technician, experience to be submitted along with the technical bid, this will be used for technical evaluation of the bids. Later changes in the above persons will be interviewed and confirmed for positioning.
- 3.5. Similar jobs in the above refers to the jobs that are undertaken in Central Government /State Government departments, Private or public sector undertaking for providing manpower services.





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- 3.6. The average annual financial turn over should be at least Rs. 50 lakhs during the last financial year (Audited balance sheets showing turnover profit & loss account of the firm for the preceding FYs should be submitted).
- 3.7. The Bidder should be registered for GST and PAN no (Submit copy of Registration Certificate and PAN Card).
- 3.8. The Bidder should be registered in ESI & EPF authority (submit copy of Registration Certificate).
- 3.9. Bidder shall not be under a declaration of ineligibility issued by Govt. of India / State Govt. /Public Sector Undertakings etc.

**4. PERIOD OF CONTRACT & COMMENCEMENT OF SERVICES**

- 4.1. Period of contract will be one year from the date of execution of Work Order. UCSL reserves the right to extend the contract period for a further period of one more year for the same terms and conditions on mutual agreement on completion of the contract period if the performance of the contractor is satisfactory. The rates quoted and all other terms and conditions will remain unchanged for the entire period and also for the extended period (if extended).
- 4.2. The contractor shall follow the UCSL schedule requirements strictly
- 4.3. Confirmed: 01 (One) Year from 01st July 2024 to 30th June 2025.
- 4.4. Option: Extendable by additional 01 Year if so, required by UCSL. The optional order shall be placed on mutual agreed basis with the firm and UCSL.
- 4.5. Mobilization of manpower shall be done within 15 days from the placement of contract.

**5. METHOD OF AWARDING CONTRACT**

- 5.1. Contract will be concluded with Bidder qualifying technically, agreeing to Techno Commercial conditions (Annexure VII) and emerging as L1 based on the total estimated contract value for 1-year contract based on the price quoted in price bid.
- 5.2. UCSL reserves the right to cancel the tender if required.

**6. VALIDITY**

- 6.1. The rates shall be valid for a period of 1 year.

**7. RATE**

- 7.1. Rates are to be quoted in the Price Bid Format at Annexure V attached herewith. The quantity of services indicated in Price bid are indicative and is for arriving at the L1 bidder. The final quantity shall be indicated in the final agreement to be signed between the parties.
- 7.2. The rate quoted shall be inclusive of all activities detailed at of Terms and conditions and the annexures referred therein. No additional payment shall be made for compliance of Statutory requirements or whatsoever requirements arises as part of execution of the work scope awarded to the agency







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## 8. TAXES & DUTIES

8.1. GST shall be applicable extra on the prescribed work. You are requested to furnish the following details in the invoice/Bill.

- Applicable rate of GST/SAC Code
- Firms GST Reg. NO.
- Service accounting code (SAC) as prescribed by statutory authorities.
- GST Reg. No. of Udupi Cochin Shipyard Limited(**29AAACT1281B1ZO**).

## 9. PAYMENT

- 9.1. Payment shall be released on monthly basis within 30 days of receipt of invoice
- 9.2. The payment shall be released monthly wise in the upcoming month on production of the following documents:
- 9.3. Monthly Duty Roster – certified by the UCSL authorized representative.
- 9.4. Documents and challans, evidencing payment of wages and submission of EPF, ESI, PT and other Statutory payments as per the instructions of UCSL
- 9.5. Submission of invoice / other relevant documents if any.
- 9.6. Statutory levies such as I.T, Contribution towards PF, ESI, PT etc., shall be deducted from the bill as applicable.
- 9.7. Payment will be made by RTGS/NEFT to the account of Agency. The name of the bank, branch, A/C No., IFSC code & other particulars shall be furnished by the Agency in the proforma of UCSL.

## 10. SECURITY DEPOSIT / PERFORMANCE GURANTEE

- 10.1. The successful tenderer shall remit security deposit equivalent to payment of 1 month (2 persons as per tender conditions) for the scope of work within 15 days of receipt of the work order / signing of agreement. This amount may be remitted by way of demand draft or bank guarantee (in approved proforma of UCSL) from any of the nationalized banks, valid for a **period of 12 months from the contract date**. The Security Deposit will be released on certification of satisfactory completion of the contract and no liability to UCSL by Officer-in charge. The Security Deposit retained will not bear any interest.

## 11. TERMINATION & LIMITATION OF LIABILITY

- 11.1. This contract may be terminated upon the occurrence of any of the following events
- 11.2. By agreement in writing of the parties hereto;
- 11.3. By the non-defaulting party, upon default by the other party, of any clause of this contract, if not remedied within fifteen (15) days, or such longer time as may be agreed upon by the parties, after receipt of notice thereof in writing from the non-defaulting party;





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- 11.4. By the other party, upon either party;
- (i) Making the assignment for the benefit of creditors, being adjudged a bankrupt or becoming insolvent; or
  - (ii) Having a reasonable petition filed seeking its' dissolution or liquidation, not stayed or dismissed within sixty (60) days; or
  - (iii) Ceasing to do business for any reason.
- 11.5. For fraud and corruption or other unacceptable practices.
- 11.6. Upon expiry or termination of this Contract, neither party shall be discharged from any antecedent obligations or liabilities to the other party under this Contract unless otherwise agreed in writing.
- 11.7. UCSL may by notice in writing to Agency terminate the order after issuing due notice i.e., 30 days' notice period. UCSL shall be entitled to compensation for the loss limited to the order value.
- 11.8. Liability maximum that can be claimed by the Agency shall be limited to what is due to be and has been paid by UCSL for work done as per the payment milestones.

## **12. ARBITRATION & JURISDICTION**

- 12.1. Any disputes arising during the period of the contract shall, in the first instance be settled by mutual discussions and negotiations. The results of such resolution of dispute shall be incorporated as an amendment to the contract, failing which supplier shall approach the UCSL Grievance Redressal Committee as per relevant clause of the Contract.
- 12.2. If any dispute, disagreement or question arising out of or relating to or in consequence of the contract, or to its fulfillment, or the validity of enforcement thereof, cannot be settled mutually or the settlement of which is not herein specifically provided for, then the dispute shall within thirty days from the date either party informs the other in writing that such disputes, disagreement exists, be referred to arbitration. The arbitrators shall be appointed and the arbitration proceedings shall be conducted in accordance with and subject to the Arbitration and Conciliation Act, 1996 (No. 26 of 1996) as amended from time to time and the decision of the Arbitrators shall be final and binding on the parties hereto. The arbitration will be done by a Board comprising one arbitrator nominated by each party, and a mutually agreed Umpire. Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration shall be shared equally by the parties unless the award provides otherwise. Performance under this Contract shall however, continue during arbitration proceedings and no payment due or payable by the parties hereto shall be withheld unless any such payment is or forms a part of the subject matter of arbitration proceedings.
- 12.3. Seat & Venue of Arbitration: The seat & venue of arbitration shall be at Bangalore.
- 12.4. Language of Arbitration: The Language of arbitration shall be English.
- 12.5. Governing Law: The contract shall be governed by Indian Law
- 12.6. In case of disputes, the same will be subjected to the jurisdiction of courts at Bangalore, Karnataka.







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### **13. SECRECY & RESTRICTION ON INFORMATION TO MEDIA**

- 13.1. The information contained in the enquiry as such shall NOT be communicated to any third party without prior approval of UCSL.
- 13.2. Information in respect of contracts/orders shall NOT be released to the national or international media or anyone not directly involved in its execution without the written approval of UCSL

### **14. CANCELLATION OF ORDER AND RISK CONTRACTING**

- 14.1. In the event the Agency fails to complete the work promptly and satisfactorily as per the terms of the order, and if any work is delayed beyond thirty (30) days from the agreed schedule, UCSL, without prejudice, reserves the right to cancel the order and get the work done at Agency's cost and the expenditure so incurred including any damage or loss will be recovered from him and the Security Deposit furnished by him is liable to be forfeited either in whole or in part.

### **15. FORCE MAJEURE**

- 15.1. Should failure in performance of any part of this contract arise from war, insurrection, restraint imposed by Government act or legislation of other statutory authority, from explosion, riot, legal lock-out, flood, fire, act of God or any inevitable or unforeseen event beyond human control which will be construed as a reasonable ground for extension of time, UCSL may allow such additional time as is mutually agreed to be justified by the circumstances of the case.

### **16. SAFETY OF PERSONNEL AND FIRST AID**

- 16.1. The Agency shall be entirely responsible for the safety of all the personnel employed by him on the work. In this regard, he may adopt all the required safety measures and strictly comply with the safety regulations in force. In this regard, the Agency will have to fully indemnify UCSL against any claims made by his workmen/other personnel.
- 16.2. The Agency may arrange to suitably insure all his workmen/ other personnel in this regard. UCSL will not be responsible for any injury or illness to the Agency's workmen/other personnel during execution of the works due to whatsoever reasons.
- 16.3. The Agency shall provide and maintain so as to be readily accessible during all working hours, a first aid box with prescribed contents at every place where he employs contract labor for executing the works.

### **17. LABOUR LAWS AND REGULATIONS**

- 17.1. The Agency shall undertake and execute the work with contract Labor only after taking license from the appropriate authority under the Contract Labor (Regulation & Abolition) Act 1970.
- 17.2. The Agency shall observe and comply with the provisions of all labour and industrial laws and enactments and shall comply with and implement the provisions of the Factories Act, 1948, 'Employees Provident Funds & Miscellaneous Provisions Act, 1952, Employees State Insurance Act, Payment of Gratuity Act, minimum Wages Act, Payment of Bonus Act, Contract Labour (Regulation and Abolition) Act and all other enactments as are applicable to him and his workmen employed by him. The Agency shall inform UCSL his license number from the Central Labour Commissioner.







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- 17.3. All Persons, except those exempted under the respective Acts, shall necessarily be insured under the ESI scheme and be made members of the EPF Scheme from the day of their engagement as personnel in the Company. In Case 1, All such insured Persons should carry with them their ESI Identity Card for verification by the authorities. No Persons without a valid ESI Identity Card for verification by the authorities will be permitted to work in the company.
- 17.4. The Agency shall submit the Labour Reports/Returns as required by the Company from time to time in respect of their workmen in standard format to the concerned contracting officer so as to enable the same to reach Contract cell by the 5th of every month. Delayed submission of the same shall attract penal interest /damages at the rate as levied by the respective authorities under the relevant Acts.
- 17.5. The Agency shall maintain the records viz. Muster Roll, Acquittance Roll with full details, Account books etc., in original. These are required for inspection by the concerned authorities under each scheme.
- 17.6. If the Agency fails to pay any contributions, charges or other amounts payable under any of the aforementioned provisions of law, UCSL shall deduct or adjust amounts equivalent to such contribution, charges or amounts from amount payable to him by UCSL, including any deposit or amounts payable against bills and make payments on his account to the appropriate authority. He shall not be entitled to question or challenge such deductions, adjustments or payment made by UCSL.
- 17.7. Any other amount payable under any law or in respect of any person employed by the Agency, if not paid by him, shall be deducted or adjusted by UCSL out of any amount payable to the Agency including any Security Receipt and paid ever or withheld for payment by UCSL.
- 17.8. The Agency shall be fully responsible for the conduct and discipline of the workmen employed by him in the Company premises. If such workmen commit any misconduct or criminal act inside the Company, the Agency shall take appropriate action against such workmen. The Agency shall abide by the instructions/ guidelines issued by the Company for maintenance of discipline and good conduct among the workmen employed by him.
- 17.9. All persons who are engaged for various works in UCSL either directly or through Agency/contractors, should produce the following documents prior to issuing their entry passes:
- 17.10. Passport/Aadhaar attested copy of passport with photo and address particulars.  
 OR  
 Police clearance certificate with photo and address particulars. (Police clearance certificate to the effect that the concerned person is staying in the area of jurisdiction of the certificate issuing Police Station and that the person is not involved in any criminal offences as per the records available therein.)
- 17.11. Application and Declaration for enrolling under Employees Provident Fund and ESI Scheme-3 individual passport size photographs and two copies of family photographs of the members.
- 17.12. **Agency shall familiarize themselves with the labour rules & regulations.**





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## **18. OVERWRITING & CORRECTIONS**

- 18.1. Tenders shall be free from overwriting or erasures. Corrections and additions, if any, shall be duly attested and a separate list of such corrections shall be attached with the offer

## **19. OTHER TERMS & CONDITIONS**

- 19.1. Quality of services shall conform to the specification/ standards laid down by UCSL.
- 19.2. UCSL reserves the right to accept / reject any offer.
- 19.3. During the evaluation of tender, officer-in-charge may seek clarifications from the bidders. Clarification if any shall be given in writing/e-mail. Officer-in-charge's decision will be final and binding on the bidder.
- 19.4. Compliance of all statutory safety requirements and other safety rules stipulated by UCSL and other applicable statutory bodies shall be the responsibility of the Agency while working at UCSL premises. The Agency should ensure that their workmen and staff are adequately covered under Insurance.
- 19.5. Damages caused to the Shipyard properties/tools/accessories should be rectified by the Agency at his cost or proportional recoveries will be made from the Agency while passing their bills for payment.
- 19.6. The service provider shall have to engage men on round the clock basis and also on Sundays and holidays. Service has to be completed to the satisfaction of Udupi Cochin Shipyard Limited officer in-charge.
- 19.7. The service provider shall indemnify UCSL or its officers against any claims arising out of accidents or injuries to workmen or other persons or damage to other property which may arise during the execution of the contract or from breach of any Law or Regulation prior to delivery and acceptance of the items at UCSL.
- 19.8. The service provider shall also be governed by the General Conditions of Contract of UCSL, General Safety Rules and other relevant labour laws.
- 19.9. The upper age limit of all workers and supervisors employed by the Agency and those Agency who do or supervise the job themselves shall be as per the prevailing rules of UCSL and shall comply to the requirements of this tender.
- 19.10. Assistant General Manager, or his authorized representative will be the Officer-in-charge of these contracts.







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## **SCOPE OF WORK**

### **TENDER FOR IT SUPPORT AT UCSL FACILITIES**

#### **1. SCOPE OF WORK**

1.1. The minimum criteria of the personnel to be deputed by the contractor for undertaking the above works is as follows:

##### **A. IT SUPPORT ENGINEER - 01 PERSON**

**Qualification: -**

Service engineers should have successfully completed (BE/B-tech in computer Science/IT/Electronics) or (3-year degree/diploma course in hardware/ software/ Computer Engineering/Electronics) from a recognized university/technical institute.

**Work Experience: -**

Network Support Engineer should have minimum 2 years' experience in handling the windows-based hardware, software, printer, Scanner, network devices and basic networking in the Government /Public sector company.

##### **B. IT TECHNICIAN - 01 PERSON**

**Qualification: -**

Technician should have successfully completed ITI Electronic/ Computer Hardware degree/diploma course in computer hardware / Computer Engineering/ Electronics/ from a recognized university/technical institute.

**Work Experience: -**

IT Technician should have minimum 2 years' experience in handling the windows-based hardware, software, printer, Scanner, network devices and basic networking in the government /Public sector company.

##### **C. JOB DESCRIPTION: -**

- i. Installation, troubleshooting and diagnosing possible hardware and software with OEM.
- ii. online meeting support at Video conference rooms
- iii. set up workstations with computers and necessary peripheral devices (Scanners, printers, plotter etc.)
- iv. Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality
- v. Install and configure appropriate software and functions according to specifications
- vi. Develop and maintain local networks in ways that optimize performance
- vii. Ensure security and privacy of networks and computer systems.
- viii. Providing LAN connection. Network cable routing and Crimping



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**D. WORK LOCATION:**

- i. IT Support Engineer will be placed at UCSL - Hangarkatta Unit.
- ii. IT Technician should be placed at UCSL - Malpe or Baputhotta warehouse unit.
- iii. UCSL will also depute or transfer the persons at all three sites at Malpe, Baputhotta & Hangarkatta of UCSL as per the requirement. Agency has to arrange their own transport with their cost. No extra allowances will be paid for inter site movements.
- iv. UCSL unit is located at following place.
  - a. Malpe Harbour Complex, Malpe, Udupi.
  - b. Baputhotta Warehouse, Malpe, Udupi.
  - c. Balekudru Village, Hangarkatta, Brahmavar Taluk, Udupi.
  - d. Santhekatte Warehouse, Santhekatte, Udupi.
- 1.2. The Agency shall designate a trained engineer posted by him as the person overall in charge for managing the jobs awarded to them, as per instructions of UCSL.
- 1.3. The Agency shall depute personnel on all working days as per UCSL policies (Weekly 6 days working) to provide & undertake IT operations and services on all working days as per the instruction of Officer in charge of UCSL.
- 1.4. Duty timing will be (08.15hrs to 17.30hrs). Any emergency/scheduled maintenance work to be undertaken in the late hours/holidays as per the requirement of the UCSL officer in charge.
- 1.5. The resume of the Engineers is to be submitted with the tender for reference. During the commencement of the contract UCSL has all the rights to undertake interview / skill assessment of the above personnel if so, felt necessary, and has rights to reject the personnel if found not qualified / suitable to undertake the task assigned under the contract. In such cases, contractor shall replace the personnel with the right personnel with the notified qualification who can handle the tasks independently as per the obligations of the contract.
- 1.6. All wages, claims, remuneration, dues payable to the said personnel shall be borne by the agency alone. UCSL shall have no liability to pay these dues, claims or remuneration. In no event, shall an employer and employee relationship accrue/arise implicitly or explicitly between UCSL and the said personnel of the contractor. It shall be the responsibility of the contractor to ensure that no liability falls on UCSL in respect of the personnel deployed by the contractor.
- 1.7. The performance of the persons so deployed by the contractor is not up to the mark or there is a commission of misconduct or disorderly conduct, the contractor shall upon the UCSL's reporting and instructions, immediately withdraw and/or take suitable action against such persons.





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- 1.8. The contractor shall not engage or remove or change any person without the knowledge and concurrence of the UCSL Officer-in-charge. UCSL shall have the right to advise the Agency to terminate the services of any employee (person deployed by the contractor) for any violation of security provisions and / or indiscipline / violent behavior, agitation, instigating other peaceful works. In case of such advice, contractor shall comply with the same with immediate effect with or without assigning any reason and assign a replacement immediately by submitting all the required documents for verification.
- 1.9. Continuous absence of deputed manpower as required for the duty, may lead to impose of penalty on contractor by UCSL and even may result in cancellation of contract.
- 1.10. The contractor should manage weekly off and leave of personnel and still ensure deployment of people as per IT Department requirement.
- 1.11. Maintenance of muster roll will be the responsibility of designated persons under the direction of IT Dept. officer of UCSL.
- 1.12. Agency will be responsible for any damage caused to the property of UCSL due to negligence of personnel deployed by him for the job. In such cases, he will be charged on account of expenditure arising for repair/replacement of the same.
- 1.13. That for performing the assigned work, the contractor shall deploy medically and physically fit persons who are honest and competent. The contractor shall ensure that the deployed persons are punctual, disciplined and vigilant in performance of their duties. Persons so deployed in UCSL.
- 1.14. The contractor shall be liable for payment of wages and all other dues which its personnel are entitled to receive under the various labour laws and other statutory provisions, directly into the account of the individual and submit a copy of bank statement reflecting such transactions along with the monthly bill. UCSL can also call for passbook/mini statements/account statements of staff deployed for verification of credit of monthly salary.
- 1.15. Contractor shall at its own cost take necessary insurance cover in respect of the aforesaid services rendered to UCSL. The contractor shall comply with the statutory provisions of Contract Labour (Regulation and Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Minimum Wages Act, 1948; and/or any other statutes that may be applicable to them.
- 1.16. UCSL will not be responsible for any injury/death caused to the employees provided by Agency at UCSL. It will be the responsibility of Agency to abide by all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by UCSL in this regard.



**Udupi Cochin Shipyard Limited**  
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- 1.17. UCSL reserves the right to increase or decrease the number of Manpower as per the requirement.
- 1.18. UCSL payment will be based on the actual man-days and as per terms & conditions of tender/work order. However, the bidder/contractor should consider and pay the wages for the concerned month on monthly basis including working days and holidays to the deputed work force without fail, the additional cost incurred during the holidays payable to workforce should be on behalf of contractor, no additional claim is applicable for the same.
- 1.19. **Extra working hour compensation:** Up on project / site requirements, all personnel have to work beyond normal working hours (within the stipulations of Factories Act), payment will be made on pro-rata basis, per hour Rate = (Monthly Amount/ (26\*8). Extra working hours should be sanctioned by Officer-in-Charge.
- 1.20. It is the prime responsibility of the Agency - to arrange substitutes for the absent employees, if any.
- 1.21. Food, Transportation & accommodation expenditure in the scope of contractor.

## **2. OTHER GENERAL REQUIREMENTS.**

- 2.1. Uniforms are to be preferably dark in color considering the nature of the work being performed, in case the contractor does not have a standard uniform as per their company policy.
- 2.2. The gents are to be provided the standard uniform with shirt and pants
- 2.3. The staff should regularly wash the uniforms and shall be presentably neat and clean while reporting for duty.
- 2.4. Reporting officer shall have right to restrict entry of the staff in case, if the staff is habitual offender in terms of cleanliness.
- 2.5. The agency awarded the order shall sign a non-disclosure agreement (NDA) and the format for the same shall be issued on placement of work order.
- 2.6. Provision of required PPE and safety appliances to staff will be under the scope of contractor.



**POWER OF ATTORNEY**

*(On Applicant's letter head)*

(Date and Reference)

To  
The Assistant General Manager (Materials)  
Udupi Cochin Shipyard Limited,  
Fishing Harbour complex, Malpe,  
Udupi 576 108.

**Subject: Power of Attorney**

Mr. / Mrs. / Ms..... (Name of the  
Person(s)), domiciled at..... (Address),  
acting as..... (Designation and name of the  
company), and whose signature is attested below, is hereby appointed as the Authorized  
Representative and authorized on behalf of .....  
(Name of the company) to provide information and respond to enquiries etc. as may be  
required by the Employer for the project of .....  
(Project title) and is hereby further authorized to sign and file relevant documents in respect of  
the above.

(Attested signature of Mr. ....)

For.....  
(Name & designation)

(Company Seal)

**UNCONDITIONAL ACCEPTANCE LETTER**

**(Unconditional acceptance to be given by in letter head)**

**ACCEPTANCE OF TENDER CONDITIONS**

1. Tender Document no. UCSL/CC/T/GEN/259 dated 31<sup>st</sup> MAY 2024 for IT Support of UCSL facilities at Udupi, has been received by me/us and I/We hereby unconditionally accept the tender conditions of tender documents in its entirety for the above work.
2. It is further noted that it is not permissible to put any remarks/conditions in the tender enclosed in "Part-2 (price bid)". I/We agree that the tender shall be rejected and ACCEPTING AUTHORITY.

Yours faithfully,

(Signature of the tenderer) with rubber stamp

Date: .....





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**TSL/CC/T/GEN/259 Dt 31<sup>st</sup> MAY 2024**

**TENDER FOR IT SUPPORT AT USL FACILITIES**

**PRICE BID FORMAT**

S. No	Description	No. of Months	Rate / Month	Total (INR)
1	IT SUPPORT ENGINEER	12		
2	IT TECHNICIAN	12		
3	Total Amount			
4	GST @..... %			
5	Grand Total			

Grand total in words-

- i) The rates quoted should be all inclusive and shall include the service charges and other incidental expenditures, if applicable.
- ii) The monthly payments shall be calculated based actual duties as per the rates quoted above.
- iii) Only GST as applicable, will be considered extra.
- iv) Quotes with Conditional rates / additional charges / Conditional discounts will be disqualified
- v) No overtime charges shall be applicable.

Signature:

Address of the contractor:

Seal:



**Udupi Cochin Shipyard Limited**  
**Tender for IT Support at UCSL Facilities**  
**UCSL/CC/T/GEN/259 Dt 31<sup>st</sup> MAY 2023**

Tender No.: USL/CC/T/GEN/259

Date: 31<sup>st</sup> MAY 2024

**UNDERTAKING BY CONTRACTOR**

**NAME OF SERVICE: - TENDER FOR IT SUPPORT FOR UCSL FACILITIES.**

1. "I / WE COMPLY WITH ALL CONDITIONS OF TENDER BY TSL AND CONFIRM THAT RATES QUOTED IN THE PRICE BID ARE INCLUSIVE OF ALL TAXES AND DUTIES INCLUDING SERVICE TAX IF APPLICABLE. I / WE ALSO CONFIRM THAT PART - 2 (PRICE BID) DO NOT CONTAIN ANY CONDITIONS".
2. "I / WE HAVE NOT MADE ANY PAYMENT OR ILLEGAL GRATIFICATION TO ANY PERSON/AUTHORITY CONNECTED WITH THE BID PROCESS SO AS TO INFLUENCE THE BID PROCESS AND HAVE NOT COMMITTED ANY OFFENCE UNDER THE PC ACT IN CONNECTION WITH THE BID."

**Signature:**

**Seal:**

**Name & address of the contractor:**







**Udupi Cochin Shipyard Limited**  
Tender for IT Support at UCSL Facilities  
UCSL/CC/T/GEN/259 Dt 31<sup>st</sup> MAY 2024

### **ANNEXURE-VII**

#### **TECHNO COMMERCIAL CHECK LIST (To be submitted by the bidder)**

(Bidders may confirm acceptance of the Tender Conditions/deviations if any to be specified)

<b>SL No.</b>	<b>Tender Enquiry Requirements</b>	<b>Confirmation from bidder (Strike off whichever is not applicable)</b>	<b>Specific comments /Remarks</b>
1	Scope of work Specification/ Terms & conditions (Annexure I & II)	Agreed as per tender /Do not agree	
2	Unconditional Acceptance	Agreed as per tender/Do not agree	
3	Offer Validity (date)	01 Years - Agreed as per tender/Do not agree	
4	Taxes & Duties	Specified/included in Price	
5	Payment terms - confirm		
a	As per Clause 9 of Annexure - I	Agreed as per tender/Do not agree	
6	Price shall remain firm and fixed and No Escalation in prices after awarding of contract	Agreed as per tender/Do not agree	
7	Security Deposit	Agreed as per tender/Do not agree	
8	Force Majeure	Agreed as per tender/Do not agree	
9	Liquidated damages and cancellation of contract	Agreed as per tender/Do not agree	
10	Arbitration & Jurisdiction clauses	Agreed as per tender/Do not agree	
11	Confirm all other terms and conditions of our enquiry are acceptable.	Confirmed/Not confirmed	
12	Confirm, un-priced price bid (price bid without price) is submitted with Part - I bid	Confirmed/Not confirmed	
13	Deviations from Tender conditions	No Deviations	

Signature:

Address of the Contractor:

Seal:

