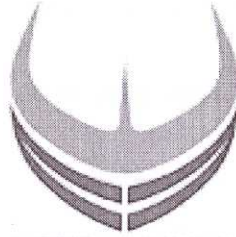


**TENDER No. UCSSL/CC/T/GEN/261 DT. 10<sup>th</sup> JUNE 2024**

**TENDER FOR HIRING OF UNSKILLED MANPOWER ON  
CONTRACT BASIS**



UDUPI COCHIN SHIPYARD LIMITED

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





**Udupi Cochin Shipyard Limited**  
Tender For Hiring of Unskilled Manpower on Contract Basis  
UCSL/CC/T/GEN/261 Dt 10<sup>TH</sup> JUNE 2024

## TENDER NOTICE

Tender No. & date	UCSL/CC/T/GEN/261 Dt.10 <sup>TH</sup> JUNE 2024
Name of work	<b>HIRING OF UNSKILLED MANPOWER ON CONTRACT BASIS.</b>
Last date & time of receipt of tender	<b>19<sup>th</sup> JUNE 2024 (WEDNESDAY), 15:30hrs</b>
Date & time of opening of Technical Bid (Part-I)	<b>19<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 or through postal mode, as 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.
- b. **The Techno commercial Check List** at Annexure VI to be filled up completely and duly signed.
- c. Duly filled form at Annexure – II, III & IV.
- d. **Unpriced Price bid** (Price bid without price and marked as “QUOTED”) to be submitted along with Part-I.

### **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@udupicsl.com**
- iii. **Part I and Part II are to be protected with separate and distinctly different passwords.**





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- 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. The bidders can also attend the bid opening physically at Udupi Cochin Shipyard Limited, Baputhotta Ware house complex Office, Udupi, Karnataka.
  - 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.
4. The bidders shall ensure the receipt of bids at [contractcell@udupicsl.com](mailto:contractcell@udupicsl.com). UCSL takes no responsibility for delay, loss or non-receipt of tenders by mail by the stipulated time.
  5. 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.**
  6. 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 & Contract Cell), Udupi Cochin Shipyard Limited, tender and reserves the authority to reject the tender received without assigning any reason.
  7. Contact Person: Mr. Sarun Babu E B, Ph. No: +91 8592 048 487.

Assistant General Manager (Materials & Contract Cell)

सोणि क्लेमेन्ट टी एम  
SONY CLEMENT T M  
सहायक महाप्रबंधक/ASSISTANT GENERAL MANAGER  
उडुपि कोचीन शिपयार्ड लिमिटेड  
UDUPI COCHIN SHIPYARD LIMITED  
माल्पे, कर्नाटक/MALPE, KARNATAKA-576 108

**Encl:**

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







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

### TENDER FOR HIRING OF UNSKILLED MANPOWER ON CONTRACT BASIS

#### 1. DESCRIPTION OF WORK

- 1.1. This requirement pertains to the awarding of contract for carry out the supply of unskilled manpower (Total 10 Nos) for the period of 1 year from July 2024 on contract basis with a provision to extend to another one more year with the same rate, terms & conditions on mutual agreement basis at **Udupi Cochin Shipyard Limited (UCSL)**, Malpe, Karnataka.
- 1.2. The Manpower engagement as Housekeeping is to be carried out at Udupi Cochin Shipyard Limited facility at Malpe, Baputhotta & Hangarkatta Site, in Udupi district, Karnataka.
- 1.3. The Agencies are advised to familiarize themselves with the site conditions before quoting.
- 1.4. Bidders are requested to obtain clarifications, if any, and carefully study the documents and the scope of work of Contractor and UCSL, before submitting/Finalizing their offer.

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

- 2.1. The contractor shall have experiences in providing supply of unskilled manpower in shipyard, Marine, offshore and other industries.
- 2.2. The contractor / Agency should be registered with appropriate registration and documents related to be submitted and to be registered under companies act.
- 2.3. 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.
- 2.4. Details of orders executed along with work completion certificate (Self attested copy) from the client indicating the performance, nature of work and value of work executed should be submitted along with the technical bid, in absence of work completion certificate, proof of ongoing work can be submitted.
- 2.5. The Bidder should be registered for GST and PAN no (Submit copy of Registration Certificate and PAN Card).
- 2.6. The Tenderer should enclose copy of EPF (if applicable), ESI (if applicable), PAN, GST registration certificate, Income tax returns for last three years. (A copy of the same shall be submitted along with the application for issue of tender document).
- 2.7. Offers from joint ventures/consortium will not be accepted.
- 2.8. Net worth of the contractor must be positive as per the latest balance sheet. (MSME/NSIC will get exemptions).
- 2.9. Bidder shall not be under a declaration of ineligibility issued by Govt. of India / State Govt. /Public Sector Undertakings etc.





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### **3. SCOPE OF WORK:**

3.1. Providing services of housekeeping persons (Total 10 Numbers) to Udupi Cochin Shipyard Limited Malpe, Hangarkatta & Baputhotta site.

3.2. In case of future requirement, if so, required by UCSL, the contractor is to provide additional services of Housekeeping on pro rata additional payment.

#### **3.3. Habitability of Office Space (Indoor).**

3.3.1. Ensuring the Clean and Neat Habitability of all the office spaces, toilets, dressing room, working containers, visitors' facilitation center, Design offices, HOD cabins, Materials Department offices, HSE training area and the areas where the employees are generally occupying on daily basis at Hangarkatta, Baputhotta and Malpe. All the regular working spaces are to be broomed and mopped to the satisfaction of UCSL representative.

3.3.2. Sanitation using UCSL supplied equipment / chemicals as necessary on daily basis.

3.3.3. All the toilets are to be washed, cleaned using necessary detergents / floor cleaners which would be supplied by UCSL.

3.3.4. Office space cleaning also includes cleaning of working tables, windows, doors, computer keyboards, clearing the dustbins, and disposal of the waste to the designated space for collection by the Municipal authorities.

#### **3.4. Cleaning of Factory Area (Indoor).**

3.4.1. Factory Area (Indoor) in the context of this tender will include, all the Covered Sheds, Steel preparation and Fabrication Bay, DG Rooms, New Building Shed, Lunch area, Security Cabins, Store & Store Area, and other covered spaces at Hangarkatta, Baputhotta and Malpe. The working areas (skids and the areas where construction / repair activities are undergoing) are not covered in this scope.

3.4.2. Contractor shall ensure General cleaning, housekeeping, brooming / cleaning of the space with UCSL provided Vacuum cleaning equipment twice in a week. However, in case of any adhoc requirement, the cleaning will have to be carried out more than twice a week as per instructions of the concerned officer.

3.4.3. The contractor shall ensure a dust free environment in store, and other spaces, and shall mop the racks, equipment's, machineries, switch boards, yard vehicles etc., wherever and whenever necessary as per the instructions of concerned officer.

3.4.4. All the unwanted items as identified at the locations are to be cleared and disposed at the designated places.

#### **3.5. Cleaning of Factory Area (outdoor).**

3.5.1. Factory Area (Outdoor) in the context of this tender will include, all the open spaces, Car Parking area, All the tiled and untiled spaces, Transfer Bay, and other open spaces except the Skids and the areas where construction / repair activities are being undertaken, Gate Entrance (inside and out site).

3.5.2. Complete area is to be broomed and is to be kept clean, neat and tidy. All the leaf, paper waste, industrial waste that are collected after brooming is to be disposed through necessary means as per the instructions of the concerned reporting staff of UCSL.







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- 3.5.3. The contractor shall cut/prune the overgrown grass and fauna on regular basis and shall keep the land, walls, and other structures free from grass and creepers and shall maintain a safe and clean working environment.
- 3.5.4. The contractor shall occasionally as per the advice of the concerned officer shall undertake the cleaning/grass cutting of the other locations (Santhekatte and Vadabhandeshwara lands) with the same resources. No additional Labour is envisaged for this activity.
- 3.5.5. The minimum manpower to be deputed by the contractor Regular Housekeeping activities as per the scope (3.5.1, 3.5.2 & 3.5.3) of the facilities shall be as follows:

<b>Minimum Manpower to be Deployed</b>				
<b>Location</b>	<b>Description</b>	<b>0700hrs to 1630hrs</b>	<b>1000hrs to 1900hrs</b>	<b>Total per day</b>
General Supervision	Supervisor	1		1
Malpe	General Cleaning & Housekeeping Staff	3	2	5
Hangarkatta	General Cleaning & Housekeeping Staff	2	1	3
Baputhotta	General Cleaning & Housekeeping Staff	1		1

- 3.5.6. The above is for guidance, and contractor is free to increase manpower required for satisfactory execution of the job, post inspection of the facility. The job being awarded is turnkey in nature and contract shall deploy minimum manpower necessary for execution of the job but not lesser than mentioned above. The successful contractor shall intimate UCSL in writing about the manpower they are intending to deploy, (both numbers and skill sets) prior to starting of the contract.
- 3.6. Additional support Manpower requirements during the Major repairs, Major operations, Event based cleaning & organizing requirements as necessary
- 3.6.1. UCSL may require additional manpower on adhoc basis for undertaking semiskilled / unskilled works such as handling of boats during Slipway operations, material movements, during sea trials, mass cleaning during events etc.
- 3.6.2. The contractor shall support Udupi Cochin Shipyard by supplying the manpower to UCSL in such occasions as per the requirement of Udupi CSL.
- 3.6.3. This scope shall be provisional only and will not be the part of the confirmed work order to be placed on the contractor. A separate work order shall be placed on the contractor by the contract cell based on the agreed rates on case-to-case basis as and when required.





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- 3.7. The manpower employed by the contractor shall be capable of providing clean and hygienic environment services under his scope of work at all units of UCSL at UDUPI. The overall management of housekeeping scope will be undertaken by Officer (Civil & Infrastructure), who would be free to shuffle, redesignate, relocate the team between the units for undertaking the activities to the satisfaction of UCSL. In adhoc cases, the staff may be utilized by the Officer as a helping hand of the UCSL Team during critical operations at the yard if so, felt necessary.
- 3.8. All wages, claims, remuneration, dues payable to the said personnel shall be borne by the contractor 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.
- 3.9. 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.
- 3.10. The contractor shall not engage or remove or change any person without the knowledge and concurrence of the UCSL Officer-in-charge (AGM- Operation/ his representative). UCSL shall have the right to advise the contractor 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.
- 3.11. Continuous absence of deputed Housekeeper as required for the duty, may lead to impose of penalty on contractor by UCSL and even may result in cancellation of contract.
- 3.12. The contractor should manage weekly off and leave of personnel and still ensure deployment of people as per U&M/Production Department requirement.
- 3.13. Maintenance of muster roll will be the responsibility of designated Cleaner under the direction of Civil/U&M Dept. officer of UCSL.
- 3.14. Contractor 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.
- 3.15. 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.







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- 3.16. 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.
- 3.17. 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.
- 3.18. The persons to be deployed 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.
- 3.19. UCSL will not be responsible for any injury/death caused to the employees provided by Contractor at UCSL. It will be the responsibility of Contractor to abide by all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by UCSL in this regard.
- 3.20. UCSL reserves the right to increase or decrease the number of Power Tooler Cum Cleaner as per the requirement.
- 3.21. **Working Hours:** Normal working time shall be from 08:20Hrs to 17:30Hrs with six days working in a week.
- 3.22. **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
- 3.23. It is the prime responsibility of the contractor - to arrange substitutes for the absent employees, if any.
- 3.24. Food, Transportation & accommodation expenditure in the scope of contractor.

**4. OTHER GENERAL REQUIREMENTS.**

- 4.1. All the staff being provided standard uniforms with the name of the Contracting firm embroidered / printed on the uniform.
- 4.2. 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.







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- 4.3. The gents are to be provided the standard uniform with shirt and pants or the Boiler suit and the ladies are to be issued with the Churidar / Saree with an overcoat. Uniform shall be embroidered with the name of firm (with logo preferably).
- 4.4. The staff should regularly wash the uniforms and shall be presentably neat and clean while reporting for duty.
- 4.5. Reporting officer shall have right to restrict entry of the staff in case, if the staff is habitual offender in terms of cleanliness.
- 4.6. At least 70% of the staff are to be of permanent residents within 150 km radius from the facility.

**5. UCSL SCOPE OF WORK:**

- 5.1. Sufficient supply of water will be provided by UCSL.
- 5.2. Supply of electricity.

**6. METHOD OF AWARDING CONTRACT**

- 6.1. Contract will be concluded with Bidder qualifying technically (including eligibility criteria), agreeing to Commercial conditions (Annexure VI) and emerging as L1.
- 6.2. UCSL also reserves the right to split the optional work orders to any number of bidders willing to match with L1 rate, if the performance of selected bidder is not satisfactory.
- 6.3. UCSL reserves the right to cancel the tender if required.

**7. PERIOD OF CONTRACT:**

- 7.1. The contractor shall follow the UCSL schedule requirements strictly
- 7.2. Confirmed: 01 (One) Year from 01<sup>st</sup> July 2024 to 30<sup>th</sup> June 2025.
- 7.3. 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.
- 7.4. Mobilization of manpower shall be done within 15 days from the placement of contract.

**8. VALIDITY**

- 8.1. The offer shall be valid for a period of 2 Year and no escalation in rate shall be allowed by UCSL on whatsoever reason.

**9. RATE**

- 9.1. Rates are to be quoted in the Price Bid Format at Annexure V attached herewith.





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- 27.8. 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.
- 27.9. The service provider shall also be governed by the General Conditions of Contract of UCSL, General Safety Rules and other relevant labour laws.
- 27.10. 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.
- 27.11. Assistant General Manager, or his authorized representative will be the Officer-in-charge of these contracts.





Tender No.: UCSSL/CC/T/GEN/261

Date: 10<sup>th</sup> JUNE 2024

**UNDERTAKING BY CONTRACTOR**

**NAME OF SERVICE: - TENDER FOR HIRING OF UNSKILLED MANPOWER ON  
CONTRACT BASIS**

1. "I / WE COMPLY WITH ALL CONDITIONS OF TENDER BY UCSSL 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:**



**POWER OF ATTORNEY**

*(On Applicant's letter head)*

(Date and Reference)

To  
The Assistant General Manager (Materials & Contract Cell)  
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/261 dated 10<sup>th</sup> June 2024 Tender for Hiring of Unskilled Manpower on Contract Basis, 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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## UCSL/CC/T/GEN/261 Dt 10<sup>TH</sup> June 2024

### TENDER FOR HIRING OF UNSKILLED MANPOWER ON CONTRACT BASIS

#### PRICE BID FORMAT

Sl. No.	Description	Quantity	Unit amount per person per day (A)	Total amount for 5 number of persons per day (B=A*5)	Total amount for 5 number of persons per year (C=B*365 days)
i.	Housekeeping Supervisor as per the Annexure-I Scope of work	1 Person.			
ii.	Unskilled Manpower (Housekeeping) as per the Annexure-I Scope of work	9 Persons			
iii.	Total Amount for One Year				
iv.	GST/IGST @..... %				
v.	<b>Grand Total for One Year</b>				
Grand total in words-					
vi.	<b>Escalation applicable for year 2 on the rate furnished at above</b>				.....%
Note: <ol style="list-style-type: none"> <li>L1 will be determined based on the Serial No: iii.</li> <li>The rates quoted should be all inclusive and shall include the service charges, Holidays payment and other incidental expenditures, if applicable.</li> <li>The monthly payments shall be calculated based on actual duties as per the rates quoted above. and in case of absence, the wages per shift/day will be deducted accordingly</li> <li>In exceptional cases, if manpower is engaged during holidays / weekly offs, then no additional wages will be payable on this behalf and the standard wages rate will only be applicable for the particular day duty.</li> <li>No overtime charges shall be applicable</li> <li>The above are only indicative quantity and payment shall be made on the actual duties as per the above rates.</li> </ol>					

Signature:

Date:

Address of the contractor:

Seal:







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### ANNEXURE-VI

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

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

SL No.	Tender Enquiry Requirements	Confirmation from bidder (Strike off whichever is not applicable)	Specific comments /Remarks
1	Terms & Condition, Scope of work & Indicative Quantum of Work. (Annexure-I)	Agreed as per tender /Do not agree	
2	Period of Contract as per clause no. 7	Agreed as per tender/Do not agree	
3	Mobilization period as per clause no 7.4	Agreed as per tender/Do not agree	
4	Unconditional Acceptance	Agreed as per tender/Do not agree	
5	Undertaking by the contractor	Agreed as per tender/Do not agree	
6	Offer Validity	24 Months - Agreed as per tender/Do not agree	
7	Taxes & Duties	Specified/included in Price	
8	Payment terms - confirm		
a	As per Clause 10 of Annexure - I	Agreed as per tender/Do not agree	
9	Price shall remain firm and fixed and No Escalation in prices after awarding of contract	Agreed as per tender/Do not agree	
10	Security Deposit	Agreed as per tender/Do not agree	
11	Force Majeure	Agreed as per tender/Do not agree	
12	Liquidated damages and cancellation of contract	Agreed as per tender/Do not agree	
13	Arbitration & Jurisdiction clauses	Agreed as per tender/Do not agree	
14	Confirm all other terms and conditions of our enquiry are acceptable.	Confirmed/Not confirmed	
15	Deviations from Tender conditions	No Deviations	

Signature:

Date:

Address of the contractor:

Seal:



