

TENDER No. UCSSL/CC/SER/T/HR/180/2026
DT:10.03.2026

TENDER FOR PROFESSIONAL SUPPORT FOR
STATUTORY COMPLIANCES (SUBCONTRACT LABOUR)



UDUPI COCHIN SHIPYARD LIMITED

UDUPI COCHIN SHIPYARD LIMITED
MALPE, UDUPI 576108





UDUPI COCHIN SHIPYARD LIMITED
Tender for Professional Support for Statutory Compliances
UCSL/CC/SER/T/HR/180/2026 DT: 10.03.2026

TENDER NOTICE

Tender No. & date	UCSL/CC/SER/T/HR/180/2026 DT: 10.03.2026
Name of work	Tender For Professional Support for Statutory Compliances
Last date & time of receipt of tender	19 TH MARCH 2026 (THURSDAY), 15.30HRS
Date & time of opening of Technical Bid (Part-I)	19 TH MARCH 2026 (THURSDAY), 15.30HRS

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 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 and Annexure II respectively
- b. **The Techno commercial Check List** at Annexure V to be filled up completely and duly signed.
- c. Duly filled form at Annexure – III & VI
- 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 IV.

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. However, the bidders can also attend the bid opening physically at Udupi Cochin Shipyard Limited, Baputhotta Ware house complex 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.
4. The bidders shall ensure the receipt of bids at contractcell@udupicsl.com 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.
 5. The tender should be addressed to the Assistant General Manager (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 (Contract Cell), Udupi Cochin Shipyards Limited, tender and reserves the authority to reject the tender received without assigning any reason.
 7. Contact Person: Mr. Akhil R. P. (Manager-Contract Cell), Contact No: 0820-2912103

Assistant General Manager (Contract Cell)

अखिल आर पी
AKHIL R P
प्रबंधक MANAGER
उडुपि कोचीन शिपयार्ड लिमिटेड
UDUPI COCHIN SHIPYARD LIMITED
माल्पे, कर्नाटक/MALPE, KARNATAKA-576 108





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TERMS AND CONDITIONS

TENDER FOR PROFESSIONAL SUPPORT FOR STATUTORY COMPLIANCES

1. DESCRIPTION OF WORK

- 1.1. This tender enquiry pertains to the awarding of contract for Professional support for Statutory Compliances of Sub-contractors at Udupi Cochin Shipyard Limited (UCSL), Malpe, Karnataka.
- 1.2. Needs to Maintain EPF, ESI, PT, Wage Sheet, Muster Roll, Labour License & handling Govt. bodies statutory Compliances of the empaneled subcontract workmen of upto 1500 personnel.
- 1.3. **You are requested to obtain clarifications, if any, and carefully study the documents and the scope of services and UCSL, before submitting your offer.**
- 1.4. The Agencies are advised to familiarize themselves with the site conditions before quoting.

2. SCOPE OF WORK

- 2.1. Professional support for Statutory compliance needs to be maintain EPF, ESI, PT, Wage Sheet, Muster Roll, Labour License & handling Govt. bodies & Workers ID Card as per the requirement from UCSL Welfare Department.
- 2.2. Refer **Annexure II** for detailed scope of work respectively.

3. METHOD OF AWARDING CONTRACT

- 3.1. Contract will be concluded with Bidder qualifying technically, agreeing to Techno Commercial conditions (Annexure V) and emerging as L1 based on the total contract value.
- 3.2. UCSL reserves the right to cancel the tender if required.

4. ELIGIBILITY CRITERIA

- 4.1. The Bidders shall have experience of executing at least 3 number of similar kinds of job in during last 03 years reckoned from the last date of submission of tender.
- 4.2. The Bidders should have their registered office within 50Km radius to Udupi Cochin Shipyard Limited, Malpe for easy co-ordination and execution.
- 4.3. Similar job means Labour License Handling, PF & ESI monthly remittance, Handling statutory Compliance etc.
- 4.4. Copies of work Proof or certificate etc. in support of the eligibility criteria shall be submitted.





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5. QUALIFICATION & EXPERIENCE CRITERIA

Refer below table for the Qualification and Experience criteria for the post of Statutory Consultant.

Sl. No.	Post	Qualification	Quantity	Experience required
1	Executive	MSW	01	Minimum One (03) year post qualification experience in Shipyards, Heavy engineering, Marine and offshore fields.
2	Assistant Executive	MBA/MSW	01	Minimum One (01) year post qualification experience in Heavy engineering, Industrial fields.

- * In special Case if suitable candidates are not available or selected during interview, candidate with experience in other filed or private company background may consider based on the requirement.

6. VALIDITY

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

7. RATE

7.1. Rates are to be quoted in the Price Bid Format at Annexure IV attached herewith.

8. PAYMENT TERMS

- 8.1. Payment shall be made on monthly basis and Payment shall be released within 30 days of receipt of invoice.
- 8.2. The payment shall be processed on submission of invoice and the Work completion certificate duly signed by the officer concerned. The Work completion certificate will be submitted in form of a report of compliance with checklist, and a declaration to the effect that all the necessary statutory compliance has been done as on the date of submission of Work completion certificate.
- 8.3. Local transport charges within 25 km range shall be bidder scope.
- 8.4. Bus Charges for more than 25km visit for Labour License related work as per the advice of UCSL representative, actual bill will be reimbursed along with the monthly bills. However, the transport from and to the offices of the contractor shall be to the bidder's scope.
- 8.5. Statutory levies such as I.T, Contribution towards PF, ESI etc. for contractors personal deputed to UCSL, shall be to the account of bidder.
- 8.6. Payment will be made by RTGS/NEFT to the account of contractor. The name of the bank, branch, A/C No., IFSC code & other particulars shall be furnished by the contractor in the proforma of UCSL.





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9. TAXES & DUTIES

9.1. 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**).

10. PERIOD OF CONTRACT & COMMENCEMENT OF SERVICES

10.1. Period of contract will be 02(two) years from the date of work order. The rates quoted and all other terms and conditions will remain unchanged for the entire period and with a provision to extend to another one more year with the same rate, terms & conditions on mutual agreement basis at the end of the two years.

11. LIQUIDATED DAMAGES

11.1. The progress of work will be monitored against the mutually agreed detailed schedule. Liquidated damages for delays in execution of the work beyond the scheduled date of completion, for any reason other than force majeure conditions, will be recovered at the rate of half percent of the value of the contract per week or part thereof, subject to a maximum of ten (10) percent of the value of the contract.

11.2. For better clarity, order values mentioned in LD clause are values excluding duties and taxes (Basic value). Liquidated damages, if any, shall be decided and settled only after the completion of the entire project but prior to the release of Final stage Payment.

11.3. If, for any reasons, supplier has a justification towards delay in supply / work execution and would intend to consider applicability/ non applicability of LD, the same shall be intimated to UCSL by way of a letter, failing which it will be deemed that delay is attributable to the supplier.

11.4. Delay in supply/Interruption of the work for reasons not attributable to supplier shall entitle extension of the order execution period for proportionate period without any additional cost to UCSL.

12. SECURITY DEPOSIT / PERFORMANCE GURANTEE:

12.1. 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 24 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.





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13. POWER OF ATTORNEY

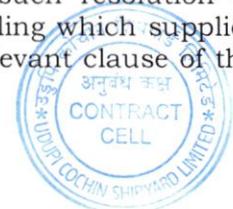
- 13.1. The tenderer(s) shall have to sign in each page of the tender documents with official stamp as a token of his acceptance of the conditions stated therein.
- 13.2. The person signing the tender form on behalf of another or on behalf of a firm, shall enclose to the tender, a Power of Attorney or 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 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.

14. TERMINATION & LIMITATION OF LIABILITY

- 14.1. This contract may be terminated upon the occurrence of any of the following events
- 14.2. By agreement in writing of the parties hereto;
- 14.3. 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;
- 14.4. 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.
- 14.5. For fraud and corruption or other unacceptable practices.
- 14.6. 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.
- 14.7. UCSL may by notice in writing to Agency to terminate the order after issuing due notice i.e., 30 days' notice period. UCSL shall be entitled to compensation for loss limited to the order value.
- 14.8. 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 and limited to work order value.

15. ARBITRATION & JURISDICTION

- 15.1. 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.





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15.2. 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.

15.3. Seat & Venue of Arbitration: The seat & venue of arbitration shall be at Bangalore.

15.4. Language of Arbitration: The Language of arbitration shall be English.

15.5. Governing Law: The contract shall be governed by Indian Law

15.6. In case of disputes, the same will be subjected to the jurisdiction of courts at Bangalore, Karnataka.

16. SUB CONTRACTING AND ASSIGNMENT

16.1. Contractor shall not assign or transfer the Purchase Order/ Work Order or any share or interest therein in any manner or degree to any third party without the prior written consent of UCSL.

16.2. Contractor shall not contract with any subcontractor and/or vendor without the prior written consent of UCSL. Such consent shall not relieve the Contractor from any of his responsibilities and liabilities under the Purchase Order/ Work Order. In addition, Contractor shall ensure that the terms and conditions of any such contract shall comply with and correspond to the terms and conditions of the Purchase Order/ Work Order.

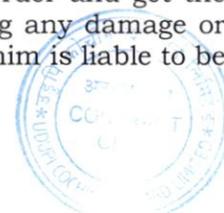
17. SECRECY & RESTRICTION ON INFORMATION TO MEDIA

17.1. The information contained in the enquiry as such shall NOT be communicated to any third party without prior approval of UCSL.

17.2. 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

18. CANCELLATION OF ORDER AND RISK CONTRACTING

18.1. 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.





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18.2. UCSL also reserves to right to impose penalties ranging from Rs. 100 to Rs.500 to the employees of agencies and will be deducted from the bills, for any habitual offence on the cleanliness of uniforms, lack of obedience, not attending the tasks etc., and will be to the discretion of the Officer in charge for the work.

19. FORCE MAJEURE

19.1. 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.

20. STORAGE OF MATERIAL AND EQUIPMENT

20.1. The Contractor shall arrange the storage of the materials/ equipment etc. if any, at a suitable location assigned by UCSL and shall ensure the safe and secure possession and handling of the items thus handed over to contractor. UCSL shall allot storage space within UCSL premises, if available.

20.2. As regards the equipment/materials stored by him as above as also in use by him, UCSL will not be responsible for any damage, pilferage, accident that may take place during the course of execution of the work. It will be entirely his responsibility to keep all the equipment, materials etc., in safe custody as also hold them duly insured at his expense.

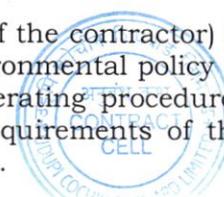
21. IMS GUIDELINES

21.1. UCSL implemented an Integrated Management System (IMS) and the Quality Management System (QMS) within the yard. As part of IMS, subcontractors shall comply with the following measures related to the Quality, Health, and Safety & Environment (QHSE) policy of UCSL.

- a) Meeting or exceeding customer requirements.
- b) Assuring quality of the products and service.
- c) Preventing occupational ill health & injuries.
- d) Ensuring safe work sites.
- e) Conserving natural resources.
- f) Preventing / minimizing air, water & land pollution.
- g) Handling and disposal of Hazardous wastes safely.
- h) Complying with statutory & regulatory and other requirements.
- i) Developing skills and motivating employees.

21.2. Occupational Health, safety & Environmental requirements of UCSL shall also include the following.

- a) The contractor (or a sub-contractor performing work on behalf of the contractor) is deemed to comply with the Occupational health, safety and environmental policy of the company and also to all operational controls/standard operating procedures and shall undertake the work in total compliance with the requirements of the established Integrated Management System (IMS) of the company.





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- b) The Contractor shall undertake the work in total compliance with all applicable legal/statutory requirements related to occupational health, safety and environment effective in the state of Kerala.
- c) It is the sole responsibility of the contractor to assure that any sub-contractor/s who shall perform works in company lands/facilities/worksites on behalf of the contractor, is also following all requirements related to the Integrated Management System of the company and the health/safety/environmental Rules effective in the state.
- d) The contractor shall provide/implement and operate/practice all occupational health, safety and environmental management measures/facilities, for their period of contract, in their activities/at their work sites, which shall be required according to the IMS of the company or that required by the health/safety/environmental Rules established and effective in the state, at their own cost.
- e) If any contractor failed to comply with or violated any clauses/requirements of occupational health, safety and environmental Rules effective in the state, in their activities or at work sites and the same shall be exposed to the government or any competent authorities upon inspections, the contractor shall be solely responsible for all liabilities caused by his/her action and shall be responsible for paying the penalty and taking stipulated corrective actions insisted by the authorities within the specified time, at their own cost. Any liability to the company in this regard needs to be compensated by the contractor.
- f) Upon completion of the work, contractor shall clear the area and shall not leave any Occupational health/safety/environmental liabilities to the company, from their activities at the worksites.
- g) Any clarification related to IMS requirements of the yard, may be obtained by the contractor from the AGM (HSE) or the authorized representative of the contract, prior to the commencement of work.

22. SAFETY OF PERSONNEL AND FIRST AID

- 22.1. 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. A copy of UCSL's "Safety Rules for Contractors (Revised)" is available with HSE department for reference.
- 22.2. 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.
- 22.3. In this regard, the Contractor will have to fully indemnify UCSL against any claims made by his workmen/other personnel
- 22.4. 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.

23. LABOUR LAWS AND REGULATIONS

- 23.1. The Contractor should employ **INDIAN NATIONALS** with valid citizenship only for works inside UCSL premises.



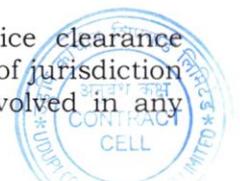


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- 23.2. The Agency shall undertake and execute the work with contract Labor only after taking license from the appropriate authority under the Contract Labor (Regulation & Abolition) Act 1970.
- 23.3. The Agency shall observe and comply with the provisions 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.
- 23.4. 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.
- 23.5. 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.
- 23.6. 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.
- 23.7. 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.
- 23.8. 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.
- 23.9. 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.
- 23.10. 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:
- 23.11. 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.)





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23.12. 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.

23.13. **Agency shall familiarize themselves with the labour rules & regulations.**

24. ELECTRICITY RULES AND REGULATION

24.1. The contractor shall adhere to the various rules in respect of electrical installation as per the Indian Electricity Rules and Regulations and Electrical Inspectorate Standards in order to make sure that men and materials are safe from hazards.

25. OVERWRITING & CORRECTIONS

25.1. 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.

26. OTHER TERMS & CONDITIONS

26.1. Quality of services shall conform to the specification/ standards laid down by UCSL.

26.2. UCSL reserves the right to accept / reject any offer.

26.3. 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.

26.4. 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.

26.5. 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.

26.6. 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.

26.7. The service provider shall also be governed by the General Conditions of Contract of UCSL, General Safety Rules and other relevant labour laws.

26.8. 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.

26.9. Assistant General Manager, or his authorized representative will be the Officer-in-charge of these contracts.





SCOPE OF WORK

TENDER FOR PROFESSIONAL SUPPORT FOR STATUTORY COMPLIANCES

1. SCOPE OF CONTRACTOR:

1.1. Induction documentation of contract workers.

1.1.1 Registration and maintain data's in UCSL contract management system for all contract workers.

1.1.2 **Verifying document of contractor as below:**

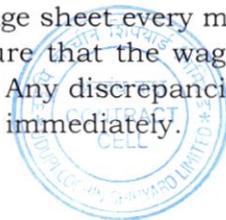
- a) Work Order/Contract Agreement/Purchase or Sales order
- b) Registration of Employee State Insurance (ESIC) Below 21K Salary
- c) Registration of Workmen compensation Insurance policy
- d) Registration of Employee Provident Fund (EPFO)
- e) Registration of Professional Tax (PT)
- f) Registration of Contract Labor Licenses (Above20)
- g) Registration of Shop License/Trade license/Udyam Certificate/Any license
- h) Registration of Interstate migration Worker License (Only for Out State Contractor)
- i) GST/Firm PAN card /Aadhar card/Current Account & Address Proof/Electricity or Water Bill

1.1.3 **Verifying document of contract workmen as below:**

- a) Gate Pass Application form.
- b) Register of workmen employed by contractors Form XIII.
- c) ESIC Declaration/Personal Data Form.
- d) EPF Nomination Form.
- e) EPF Form - 11 (Declaration Form).
- f) Police Clearance Certificate in Original or copy of Pass Port issued within 6 months from the date of engagement of worker.
- g) Medical Certificate issued by a qualified Doctor (MBBS)- in Shipyard prescribed format (Annexure VI)
- h) Contract Worker Interview Form (Annexure VII)
- i) Age Proof Certificate (School Certificate, Birth Certificate or valid Indian Passport)
- j) Aadhaar Card.
- k) Front page of Savings A/c. Pass Book with IFSC Code
- l) Employment Card (Form XIV)
- m) Appointment Order/Letter (Form Q)
- n) Passport size photo

1.2. **Muster Roll FORM XVI:** Will be responsible for collection of attendance and other details in respect of all contractor workmen employed through contractors for executing of work at the location / site from us on or before 5th of succeeding month in muster Roll FORM XVI.

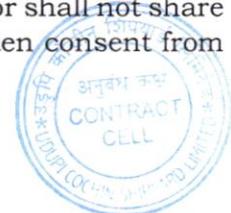
1.3. **Wage Sheet FORM XVII:** Preparing the salary register (Wage Sheet Form XVII) and deducting the Statutory amount of EPF, ESI and PT and remitting the amount to statutory bodies before the statutory due date. Collect the wage sheet every month duly signed by all workmen and keep records and make sure that the wages of workmen are being paid by the contractor as per the norms. Any discrepancies in this regard shall be brought to the notice of the management immediately.





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- 1.4. Once the contract workmen pay-roll is completed issuing 2 copies to contractors and collecting back with the employee's signature after the disbursement of salary.
- 1.5. Preparing EPF monthly returns and annual returns within the statutory due dates.
- 1.6. Preparing ESI half year returns and annual returns within the statutory due dates.
- 1.7. Filling the Form No. 16 (ESI) & 17 (inspector of Factories) and submitting if required.
- 1.8. Attending the statutory inspection connected to ESI, EPF & PT office and Labour Department & resolving.
- 1.9. Submission of Claim form 19 & 10C of left workers to EPF office.
- 1.10. ESI related matters for benefits, claims, compensations, leaves etc. for workmen and their family.
- 1.11. Preparing & issuing of gate pass for new joiners (Renewal if required) for Subcontractors.
- 1.12. Statutory consultant representative should be available at UCSL during office hours on all UCSL working days, Reliever to be arranged in case of regular representative is on long absence (More than 3 days).
- 1.13. Consultant should frequently visit other units of UCSL by his own transportation arrangements.
- 1.14. Statutory consultant should provide monthly MIS report/as and when to Welfare officer UCSL.
- 1.15. Liaison with Central Labour department.
 - a) Arranging the contract labour license for new contractors.
 - b) Arranging the Migrant license for principal employer / contractor as and when required.
 - c) Incorporating additions and deletions of the contractor's name in UCSL Contract License as and when required.
 - d) Submitting the required statutory returns under contract labour regulations & Abolition act for contractors / Principal employer.
 - e) Attend for any statutory related compliances.
- 1.16. Maintaining of Statutory Registers contractor wise:
 - a) Muster roll – Form XVI
 - b) Register of Wages – Form XVII
 - c) Register of Deduction for damages – Form No. 20
 - d) Register of fine – Form No. 21
 - e) Register of Advances – Form No. 22
 - f) Register of Overtime – Form No. 23
 - g) Leave Register
 - h) Bonus List
- 1.17. Contractor and the representative appointed by the Agency shall be well-versed with the local and central compliance requirements, and shall ensure the compliance as necessary on timely basis. Any gap or any discrepancies if found by the contractor in the system of UCSL which is not in line with any of the statutory requirements shall be brought to the notice of officer concerned on time.
- 1.18. All the information of UCSL shall be kept confidential and contractor shall not share the information in any form, with any third party, without a written consent from UCSL.





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1.19. The work includes providing up to 02 numbers of Statutory Executive to UCSL, as per the below details:

- i. 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.
- ii. After taking over the responsibility of work assigned, the contractor shall formulate the mechanism for due assignment of work to its personnel in consultation with UCSL. Subsequently, the contractor shall review the work assigned from time to time and advise UCSL on further streamlining of their system. The bidder shall further be bound by and carry out the directions/instructions given to him by UCSL in this respect from time to time.
- iii. That where 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.
- iv. The contractor shall not engage or remove or change any person without the knowledge and concurrence of the UCSL Officer-in-charge (AGM- Design/ 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.
- v. Resignation of contract employees shall be informed to department in advance and also copy of relieving order shall be sent to UCSL Officer-In-Charge (Manager-HR). The Contractor will be responsible for deployment of new employee as replacement who is fulfilling above mentioned qualification & other criteria with approval of UCSL Officer-In-Charge (Manager-HR), prior to relieving the old one. In case of failing to maintain required manpower, penal action against the contractor may be taken from UCSL.
- vi. The contractor should manage weekly off and leave of personnel and still ensure deployment of people as per Welfare Department requirement.
- vii. Maintenance of muster roll will be the responsibility of designated Executive under the direction of Welfare Dept. officer of UCSL.
- viii. 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.
- ix. 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.



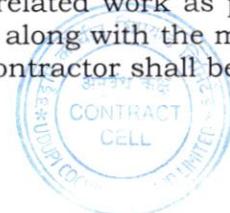


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- x. The contractor shall be liable for payment of wages and all other dues which its personnel are entitled to receive under the various labour laws and other statutory provisions, directly into the account of the individual and submit a copy of bank 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.
 - xi. 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 statues that may be applicable to them.
 - xii. The persons to be deployed at UCSL sites at Malpe and if needed at UCSL-Hangarkatta as per the requirement. Agency has to arrange their own transport with their cost. No extra allowances will be paid for inter site movements.
 - xiii. 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.
 - xiv. The contractor shall get the antecedents of his personnel verified through Police authorities and the verification reports shall be made available to the Bank prior to their deployment.
- 1.20. UCSL reserves the right to increase or decrease the number of Statutory Executive as per the requirement.
 - 1.21. Selection of Statutory Executive will be done based on the interview conducted by UCSL. UCSL's decision will be final and binding in this regard.
 - 1.22. Working Hours: Normal working time shall be from 08:20Hrs to 17:30Hrs with six days working in a week. UCSL holiday calendar will be applicable.
 - 1.23. Employee details: For security reasons, the successful bidder shall submit the following documents of all his employees before deploying at works for review & acceptance by UCSL:
 - Bio-data with two passport size photos.
 - Proof of qualification / experience.
 - Proof of residential address issued by State Govt./ Govt. of India.
 - Character & Antecedent report from the Police authorities nearest to the respective native place.
 - Appointment order/ employment wage card (Form -XIV) as per Contract Labor (R&A) Act.
 - 1.24. It is the prime responsibility of the contractor - to arrange substitutes for the absent employees, if any.
 - 1.25. Food, Transportation & accommodation expenditure in the scope of contractor

2. SCOPE OF UCSL:

- 2.1. UCSL will provide an office inside the premises of UCSL, with a computer and printer.
- 2.2. Bus Charges for more than 25km visit for Labour License related work as per the advice of UCSL representative, actual bill will be reimbursed along with the monthly bills. However, the transport from and to the offices of the contractor shall be to the bidder's scope.



POWER OF ATTORNEY

(On Applicant's letter head)

(Date and Reference)

To
The Assistant General Manager (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)





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**TENDER FOR PROFESSIONAL SUPPORT FOR STATUTORY
COMPLIANCES (SUBCONTRACT LABOUR)**

PRICE BID

Sl. No	Description	No. of Months	UOM	Rate Per Month	Total Amount (INR)
1	Executive for Professional support for Statutory compliances for subcontract labour as per the scope of work.	24	Month		
2	Asst. Executive for Professional support for Statutory compliances for subcontract labour as per the scope of work.	24	Month		
3	Total Basic Amount:				
2	IGST/GST..... %:				
3	GRAND TOTAL AMOUNT (INR):				

Signature:

Address of the contractor:

Seal:





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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)

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 & II)	Agreed as per tender /Do not agree	
2	Unconditional Acceptance	Agreed as per tender/Do not agree	
3	Offer Validity	02 Year - Agreed as per tender/Do not agree	
4	Taxes & Duties	Specified/included in Price	
5	Payment terms - confirm		
a	As per Clause 8 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	Force Majeure	Agreed as per tender/Do not agree	
8	Security Deposit	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	Deviations from Tender conditions	No Deviations	

Signature:

Address of the Contractor:

Seal:



UNCONDITIONAL ACCEPTANCE LETTER

(Unconditional acceptance to be given by in letter head)

ACCEPTANCE OF TENDER CONDITIONS

1. Tender Document no. UCSL/CC/SER/T/HR/180/2026 dated: 10th March 2026 Tender for Tender for Professional Support for Statutory Compliances at UCSL 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:

