

	MAZAGON DOCK SHIPBUILDERS LIMITED (A Govt. of India Undertaking) Dockyard Road, Mazagaon, Mumbai-400 010, INDIA. Certified to ISO 9001 : 2008 For Shipbuilding Division CIN :U35100MH1934GOI002079 GST ID : 27AAACM8029J1ZA
OUTSOURCING DEPARTMENT E-WEB TENDER	Tel. No.: 2376 2000 / 3000 / 4000 Ext. 3299, 3326 Fax No.: (022) 23743198 E-Mail mshandale@mazdock.com Website : www.mazdock.com
Ref No.	Tender No.6000000919/RFQ No.2110001146 dated 06.11.2017 , Closing Date 27.11.2017 ,15.00 Hours ,Opening on 28.11.2017 ,15.30 Hours
Biennial Maintenance Contract (BMC) for Refrigeration equipment i.e. Deep Freezers and Refrigerators in MDL Canteens.	

MAZAGON DOCK SHIPBUILDERS LIMITED INVITES ON-LINE COMPETITIVE BIDS from reputed Bidders / Suppliers in TWO BID SYSTEM (Part-I Techno Commercial Bid and Part-II Price Bid) on our e-procurement portal <https://eprocuremdl.nic.in> for the following Scope of Work / Supplies, terms and conditions:

Description of Work / Supplies / Services: Biennial Maintenance Contract (BMC) for Refrigeration equipment i.e. Deep Freezers and Refrigerators in MDL Canteens.

The detailed scope of work is placed at **Enclosure-1**.

2.0 Pre-Qualification Criteria:

List of following scanned image of documents to be uploaded by Bidders along with their offer:

i)	Bidders Company Profile and Shop & Establishment registration certificate.
ii)	Bidder should submit Order copies with work completion certificate of similar works during last 7 years ending 30th Oct. 2017

Note:

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

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

4. Online Submission Of Offer in Two Bid System: offer Must be Submitted in two parts, Part I (Techno-commercial Bid) & Part-II (Price Bid) on the MDL's e-Procurement website <https://eprocuremdl.nic.in>, **Offer in any other form will not be considered.**

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

i)	Online Acceptance on clauses of Tender Enquiry, General Terms & Conditions (GT&C), Standard Terms & Conditions (STACs) in the Prescribed Formats stating 'Accepted OR Deviation' as applicable for each of the clause.
ii)	Deviation sheet in case of any deviations from Terms, Conditions specified in the Standard Terms and Conditions, Tender Enquiry & General Terms & Conditions shall be uploaded online.
iii)	Any deviation with respect to Technical requirement shall be uploaded online by the bidder.
iv)	Scanned image of Valid GST Registration Certificate.
v)	Price schedule BLANKING the PRICES but clearly indicating ' QUOTED / UNQUOTED ', also indicating the % of GST applicable with HSN/SCA Code , in the prescribed format available on MDL's e-Procurement website https://eprocuremdl.nic.in
vi)	Bidders / Vendors should upload scanned documents as per Para 2 in Part-A of the tender.
vii)	Scanned Image of valid Registration or Approval certificates in case of Bidder's/ firms registered with MDL/ NSIC/ Micro or Small Enterprises/Industries.
viii)	Scanned Image of Vendor Declaration in bidder's letterhead as per the format at Enclosure-4 .
ix)	Scanned Image of duly filled RTGS/NEFT as per Enclosure-3 .

Note:

- i) MDL has a right to verify / cross verification of authenticity of the scanned documents with respect to original submitted against this tender.
- ii) The bidder is requested to **ensure that all the documents asked for are submitted** and are clear, legible & duly signed (i.e. self-attested), as it would save considerable time without necessitating the need for furnishing of the documents again by them. The bidder is also requested **not to submit unnecessary documents not asked for**, like signed & stamped copy of this Tender document, etc.
- iii) The bidder is required to compulsorily select 'ACCEPTED' or 'DEVIATION' from the drop-down field choices available against the relevant Para no./Clause no. of TEF/STACS/GT&C (as applicable). In case 'DEVIATION' is selected against a particular Para no./Clause no., it would be mandatory to explain the deviation proposed by the bidder in the adjoining text field. Any deviation (s) mentioned elsewhere in the Offer/Bid, other than in the said forms, will not be considered.
- iv) Blank Rate Sheet form is required to be filled-up by the bidder online by selecting 'QUOTED' or 'NOT QUOTED' from the drop-down field choices available, depending upon whether the bidder has quoted for the particular Service/Item tendered. Therein, the bidder is also required to specify the Taxes & duties (if any) quoted & the rate of the Taxes/Duties.

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

5. Bid Rejection Criteria:

a. Following bids shall be categorically rejected:

i)	The Bids received after tender closing date and time.
ii)	Bidders not quoting for all the items in the Rate Sheet in the prescribed format available on MDL's e-Procurement website https://eprocuremdl.nic.in

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

i)	Bidder's failure to submit sufficient or complete details for evaluation of the bids within the given period.
ii)	Incomplete / misleading / ambiguous bids in the considered opinion of TNC.

iii)	Bids with technical requirements and or terms not acceptable to MDL.
iv)	Bids received without scanned copies of pre-qualification documents wherever required as per the tender.
v)	Bids not meeting the pre-qualification parameters stipulated in the tender enquiry.
vi)	Validity period indicated by bidders is shorter than that specified in the tender enquiry.
viii)	Bidders not submitting documents as per clause 4.

6. Bid Evaluation Criteria:

Technically qualified overall lowest offer (L1 bidder) considering 100% total rate for services (all inclusive basis) and 25% total rate for spares (all inclusive basis) will be considered for awarding the contract.

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

Spare parts will be purchased as & when required basis. Bidders should quote for spare parts for all the Machines

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

7. Contract Period : The Contract will be for a period of two years and may be extendable for further period of 03 months on MDL discretion on same rates and terms and conditions. However if the performance of the contractor is not satisfactory then contract may be terminated in one month notice period by applying relevant clauses of contract such as Risk Purchase, Forfeiture of Security deposit etc.

8. Mobilization: The Successful bidders shall mobilized the required Manpower / Tools / Materials within 10 days from the placement of LOI/Order whichever is earlier .

9. Guarantee/ warrantee for a minimum period of 12 months to be provided for the spare parts used.

10. Pricing: Bidder shall quote the prices of all items listed in the tender enquiry which will be inclusive of all costs such as labour, material, packing charges, transportation, all incidental expenses etc. However the applicable taxes/duties & levies will be indicated separately in the rate sheet. The prices quoted shall remain firm and fixed during the currency of the order/contract. Rates are to be quoted for all items & spare parts listed in rate sheet. Order for spare parts shall be placed at the rates negotiated and agreed before placement of order. MDL shall not be bound by any printed conditions or provisions in the bidder's bid forms or acknowledgement of Order/Contract, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to Order/Contract.

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

It is desirable that the bidder accepts the Payment Terms indicated by the company in the Tender document. Varied payment terms quoted by bidders as compared to the terms stated in the Tender document shall be normalized by adopting the Prime Lending Rate of State Bank of India plus 2% thereon on the amount (s) at variation and / or for the period (in no. of days) at variation and LIBOR / EURIBOR rates in case of foreign bidders.

12. Freak Low Quotes: In case after opening of price bid of technically cleared firms, it is noted that L-1 firm has quoted very low rates and indicates to withdraw from the tender then EMD shall be

forfeited and firm may be given tender holiday including intimation to other PSUs. If the rate quoted are less than the MDL estimates by 40% or so and if the difference in rate between L-1 and L-2 is 30% or more then the firm will have to give additional BG of 20% of the PO value as additional security. Bank charges for this additional BG shall be borne by MDL and reimbursed against proof of payment.

13. Terms of Payment:

- a) Payment will be made on monthly basis between 15 to 20 days through NEFT/ RTGS /ECS on submission of bills in triplicate to MDL along with work completion certificate are duly signed by Chief Manager or officer of above level of HR-Canteen Department, MDL.
- b) No advance will be paid in any manner against the Contract.

14. Terms for GST:

14.1 Following details to be submitted by the bidders:

GST No.
Type of dealer (composition/ Normal)
SAC/HSN NO.
% of tax

14.2 Bidders to confirm acceptance of Standard Terms & Conditions for GST enclosed with this tender as per **Enclosure-5..**

15. Inspection: Quality and quantity of work will be checked and inspected by GM (HR-CMC) or officer of CM & above level of MDL Canteen.

16. Bidder shall abide by all General Terms & Conditions (GT&C) & Standard Terms & Conditions of Supply/Services (STACs) and also abide the statutory requirements Official Secret Act 1923(Extract) and the same can be downloaded from MDL Website - www.mazadock.com/. **Path:** Site Map [Tender Shipbuilding Outsourcing SB-OTS Notifications](#). Bidder shall submit TEF, GT&C and STACs acceptance formats as per (**Enclosures 5, 7 &9**) contained therein should be properly filled, signed and returned by the bidder along with Techno-Commercial-Price bid.

17. Modifications to the Bids: Bidders desirous of submitting modified bids prior to the closing date & time may do so by sending a modification notice by fax, e-mail etc but followed by a signed confirmation copy of their request so as to reach the undersigned not later than the deadline for submission of bids. However it shall be the responsibility of the bidder to ensure that the covers containing modified bids are clearly marked as "Modified / Revised Bid" and deposited in the designated tender box before the tender closing date & time.

18. Public Grievance Cell: - A Public Grievance Cell headed by Mr. S.D.Kajawe, **GM (F-P & S)** has been set up in the Company. Members of public having complaints or grievances are advised to contact him on Wednesday between 10.00 hours and 12.30 hours in his office in Mazdock House building or send their complaints / grievances to him in writing for redress. Tel No. :- 23782338/ 23762106.

19. Penalty / Liquidated Damages: All complaints regarding Break-down of equipment must be attended free of cost within 24 hours of receiving the call & completed within 48 hours. Cost of spares shall be paid as per the spare parts list attached any delay beyond this period shall attract a penalty of Rs. 500 per day.

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

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

- 21. SITE VISIT FOR QUOTING:** Prior to submission of your quotation, bidders are requested to visit the site and if any clarification is required bidders may contact Shri.S.S.Kamble ,GM (HR –CMC) on Telephone No. 23764121 , Moblie No.8879788111 or Shri Tushar Deshmukh ,M(HR-ER) on Telephone No.23764124,Mobile No.8879788140 and submit duly filled Vendor declaration as per format at **Enclosure -4** along with the offer

22. Instructions to the Bidders:

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

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

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

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

22.4 In order to familiarize prospective bidders to e-tendering / e-procurements other aspects, etc., regular orientation training programs {of two(2) hours duration} are being organized at MDL. The interested bidders are requested to get themselves acquainted with all the requisite aspects & be prepared by attending the training by conducting the ASP/MDL official(s). The firms may nominate only one representative from their organization to attend such training. Training shall be conducted every Friday between 2 & 4 PM in MDL.

22.5 Besides the training being organized, Online User Manual is available on the website for the guidance of users & for participating in the e-Procurement/ e-Tendering, the bidder must ensure having the requisite (IT) infrastructure at their office premises.

22.6 For any further details of e tendering & digital signatures, please contact 0120- 4200462, 0120-4001002, 8826246593, eproc-support@gov.in OR Mr M S Kumbhare DGM (C-MP) Phone - 2376 3252 or mobile: 9769327576, mskumbhare@mazdock.com

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

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

22.9 All bidders are requested to get their technical queries, if any, clarified in advance (3 days in advance to tender closing date) before bidding to avoid last minute delay. For any technical clarification, bidders are requested to contact Mr. M.S.Khandale CM. (OTS), Tel. no. 23763299.

22.10 Entry Pass for Contractors and their workmen: Bidders shall comply with the MDL Security Procedures laid down in MDL for entry passes in respect of Contractors and their workmen which is available in the home page of OUTSOURCING DEPT. of MDL Website www.mazdock.com Tenders Outsourcing- Notification Page. A copy of same (11 pages) is attached herewith at Enclosure - 5

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

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

22.13 MDL bidders earlier quoted for MDL tender on website <https://mdl.eprocure.in> have to register again (free of cost) on website <https://eprocaremdl.nic.in>

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

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

For **MAZAGON DOCK LIMITED,**

CHIEF MANAGER (OUTSOURCING DEPARTMENT)
(M.S.Khandale)
022-23763299

Enclosure 01	Scope of Work
Enclosure -2	Rate Sheet Formats
Enclosure 03	RTGS/NEFT Form
Enclosure 04	Vendor Declaration
Enclosure- 5	Standard Terms & Conditions for GST
Enclosure- 6	Procedure for entry pass

Biennial Maintenance Contract (BMC) for Refrigeration equipments i.e. Deep Freezers and Refrigerators in MDL Canteens.

Scope of Work

1. Quarterly Preventive Maintenance & Break-down maintenance to be carried out for the following deep freezers & refrigerators of MDL Canteens as details below:

SR. NO.	ITEM DESCRIPTION	Location Canteen	QTY/ Nos
1.	Combination deep freezer cum refrigerator - Friz Tech make – 1000 Ltr capacity- Approx dimensions 69.5”x58”x32” (HWD)	North Yard-2 Nos & South Yard -1 No.	3
2.	Combination deep freezer cum refrigerator - Climatec Make-1000 Ltr capacity- Approx dimensions 72”x48”x27” (HWD)	North Yard	1
3.	Vertical refrigerator – 500Ltr capacity - Approx dimensions 69”x29”x32” (HWD)	North Yard	1

2. Quarterly preventive maintenance shall generally feature cleaning of condenser, compressor, oiling of fan motors, checking of electrical connections, checking vibrations, airflow etc.

3. The contractor on receipt of the BRC shall assess all machines and if necessary repair the same using spares as per the spares parts list submitted. Spare parts to be used shall be approved by the CMC prior to commencement of the repairing work.

4. All complaints regarding Break-down of equipment must be attended free of cost within 24 hours of receiving the call & completed within 48 hours. Cost of spares shall be paid as per the spare parts list attached any delay beyond this period shall attract a penalty of Rs. 500 per day.

5. Payments towards spare parts used for repairing shall be made as per the pricelist submitted

6. All consumables equipment etc for repair/ maintenance work shall be arranged by the contractor as and when we required. All Spare parts used for preventive/ Break-down maintenance are to be approved by MDL/CMC representative & to be replaced in their presence

7. Guarantee/ warrantee for a minimum period of 12 months to be provided for the spare parts used.

8. The vendor has to visit the canteen for inspection of the equipment prior to bidding. Please contact may contact Shri.S.S.Kamble ,GM (HR –CMC) on Telephone No. 23764121 , Moblie No.8879788111 or Shri Tushar Deshmukh ,M(HR-ER) on Telephone No.23764124,Mobile No.8879788140 and submit duly filled Vendor declaration as per format at **Enclosure -4** along with the offer.

9. Bidder shall have to depute their Service Engineer once in a month to carry out the routine preventive maintenance as per schedule and also to attend breakdown calls as & when required .

10. Bidder has to attend all breakdown calls as and when occur, in addition to regular preventive maintenance calls. No separate charges shall be paid towards attending breakdown calls & same should be catered for from rate quoted for preventive maintenance charges.

Enclosure-2

RATE SHEET

Biennial Maintenance Contract (BMC) for Refrigeration equipment i.e. Deep Freezers and Refrigerators in MDL Canteens.

SR. NO.	DESCRIPTION	Unit	QTY	RATE ₹	TOTAL ₹
1	Combination deep freezer cum refrigerator - Friz Tech make nos. 1000 litre capacity. Approx dimensions 69.5øx58øx32ø (HWD)- 02 Nos.in NY Canteen & 1 No. in SY Canteen				
1.1	Quarterly preventive maintenance for NY Canteen	Nos	16		
1.2	Quarterly preventive maintenance for SY canteen	Nos	8		
1.3.	Spare Parts				
i.	Compressor	Nos	1		
Ii	Condenser	Nos	1		
Iii	Condenser Fan Motor	Nos	1		
Iv	Fan Blade	Nos	1		
V	Relay	Nos	1		
Vi	Start Capacitor	Nos	1		
Vii	Run Capacitor	Nos	1		
Viii	Over Load Protector	Nos	1		
Ix	Temp. Indicator	Nos	1		
X	Filter Drier	Nos	1		
Xi	Capillary	Feet	10		
Xii	Unit Piping	Feet	10		
Xiii	Door Gasket	SET	1		
Xiv	Gas Charging	Nos	1		
Xv	Cord Wire with Plug	Nos	1		
Xvi	Base Plate For Unit	Nos	1		
Xvii	Fabrication Work	Per Job	1		
Xviii	Workshop Jobs	Per Job	1		
Xix	Door Handle	Nos	1		
2	Combination deep freezer cum refrigerator of North Yard Canteen- CLIMATECH Make -1 nos. 1000 litre capacity. Approx dimensions 72øx48øx27ø (HWD)				
2.1	Quarterly preventive maintenance	Nos	8		
2.2	Spare Parts				
i.	Compressor	Nos	1		
Ii	Condenser	Nos	1		
Iii	Condenser Fan Motor	Nos	1		
Iv	Fan Blade	Nos	1		
V	Relay	Nos	1		
Vi	Start Capacitor	Nos	1		
Vii	Run Capacitor	Nos	1		
Viii	Over Load Protector	Nos	1		
Ix	Temp. Indicator	Nos	1		
X	Filter Drier	Nos	1		
Xi	Capillary	Feet	10		
Xii	Unit Piping	Feet	10		

Xiii	Door Gasket	SET	1		
Xiv	Door Handle	Nos	1		
Xv	Gas Charging	Nos	1		
Xvi	Cord Wire with Plug	Nos	1		
Xvii	Base Plate For Unit	Nos	1		
Xviii	Fabrication Work	Per Job	1		
Xix	Workshop Jobs	Per Job	1		
3	Vertical refrigerator of North Yard Canteen- 500 litre capacity -1 nos. approx. dimension 690 x 290 x 320 (H W D) 1000 litre capacity.				
3.1	Quarterly preventive maintenance	Nos	8		
3.2	Spare Parts				
i.	Compressor	Nos	1		
ii	Condenser	Nos	1		
iii	Condenser Fan Motor	Nos	1		
iv	Fan Blade	Nos	1		
v	Relay	Nos	1		
vi	Start Capacitor	Nos	1		
vii	Run Capacitor	Nos	1		
viii	Over Load Protector	Nos	1		
ix	Temp. Indicator	Nos	1		
x	Filter Drier	Nos	1		
xi	Capillary	Feet	10		
xii	Unit Piping	Feet	10		
xiii	Door Gasket	SET	1		
xiv	Door Handle	Nos	1		
xv	Gas Charging	Nos	1		
xvi	Cord Wire with Plug	Nos	1		
xvii	Base Plate For Unit	Nos	1		
xviii	Fabrication Work	Per Job	1		
xix	Workshop Jobs	Per Job	1		

Note :Technically qualified overall lowest offer (L1 bidder) considering 100% total rate for services (all inclusive basis) and 25% total rate for spares (all inclusive basis) will be considered for awarding the contract.

GST % for Services

GST % for spare parts

SAC/HSN No. for Services

SAC HSN No.for Spare Parts

**MAZAGON DOCK LIMITED
DOCKYARD ROAD,
MUMBAI – 400 010**

RTGS / NEFT – Mandate Authorization Form

1.	VENDOR NAME	:	
2.	PAN No.	:	
3.	VENDOR ADDRESS	:	
4.	VENDOR'S TELEPHONE	:	
5.	E-MAIL ADDRESS	:	
6.	BANK NAME	:	
7.	BANK ADDRESS	:	
8.	ACCOUNT NO.	:	
9.	ACCOUNT TYPE	:	
10.	NEFT CODE	:	
11.	RTGS CODE	:	
12.	MICR NO	:	
13.	G S T NO.	:	

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

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

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

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

Note: The Mandate form duly completed in supplier's letter head may be furnished to the Treasury Section

VENDOR DECLARATION

Sub: Biennial Maintenance Contract (BMC) for Refrigeration equipment i.e. Deep Freezers and Refrigerators in MDL Canteens.

We have examined the Refrigeration equipments in MDL Canteen. We have understood the Scope of Work and requirement given in the tender. We also confirm herewith that our quoted price/rates are in line with the scope of work of the tender.

M/s.....

SIGNATURE.....

NAME.....

DESIGNATION

STAMP

DATE:

Standard Terms & Conditions for GST Compliance:

- I. IF THE VENDOR IS REGISTERED UNDER GST, VENDOR SHALL MENTION THE HSN CODE FOR GOODS &/OR SERVICES IN THEIR TAX INVOICE, ETC. THESE CODES MUST BE IN ACCORDANCE WITH GST LAWS AND RESPONSIBILITY OF SPECIFYING CORRECT HSN CODES FOR GOODS &/OR SERVICES IS THAT OF THE VENDOR. MDL SHALL NOT BE RESPONSIBLE FOR ANY ERROR IN HSN CODE FOR GOODS &/OR SERVICES SPECIFIED BY SUPPLIER / CONTRACTOR. SUPPLIER /CONTRACTOR SHALL PAY PENALTY AND/ OR INTEREST IMPOSED ON MDL OR ANY LOSS DUE TO DELAY IN AVAILING ITC BY MDL OR ANY LOSS OF ITC TO MDL DUE TO ERRORS BY VENDORS AT ANY STAGE. MDL RESERVES RIGHT TO RECOVER ANY SUCH INTEREST, PENALTY OR LOSS FROM ANY AMOUNT DUE TO SUPPLIER /CONTRACTOR OR OTHERWISE .
- II. IN CASE, MDL IS UNABLE TO AVAIL ITC, SUPPLIER/CONTRACTOR AT THEIR OWN COST SHALL RECTIFY THE SHORTCOMING IN THE RETURNS TO BE FILED IMMEDIATELY THEREAFTER. FURTHER, IF THE ITC IS DELAYED / DENIED TO MDL / REVERSED SUBSEQUENTLY AS PER GST LAWS DUE TO NON / DELAYED RECEIPT OF GOODS AND / OR SERVICES AND / OR TAX INVOICE OR EXPIRY OF TIMELINES PRESCRIBED IN GST LAWS FOR AVAILING ITC, NON-PAYMENT OF TAXES OR NON-FILING OF RETURNS OR ANY OTHER REASON NOT ATTRIBUTABLE TO MDL, SUPPLIER /CONTRACTOR SHALL PAY ANY LOSS OF AMOUNT ALONG WITH INTEREST AND PENALTY ON MDL UNDER GST LAWS FOR THE NUMBER OF DAYS THE ITC WAS DELAYED. IF THE SHORT COMING IS NOT RECTIFIED BY SUPPLIER/CONTRACTOR AND MDL ENDS UP IN REVERSAL OF CREDITS AND / OR PAYMENTS, SUPPLIER /CONTRACTOR IS FULLY LIABLE FOR MAKING GOOD ALL THE LOSS INCURRED BY MDL. MDL RESERVES RIGHT TO RECOVER ANY INTEREST, PENALTY OR LOSS FROM ANY AMOUNT DUE TO SUPPLIER /CONTRACTOR OR OTHERWISE.
- III. IF THE VENDOR IS REGISTERED UNDER GST, THE GST REGISTRATION NUMBER (15 DIGIT GSTIN) ISSUED BY GOI SHALL BE MANDATORILY PROVIDED BY THE VENDOR. VENDOR HAVING MULTIPLE BUSINESS VERTICALS WITHIN STATE / AT MULTIPLE STATES WITH SEPARATE GST REGISTRATION NUMBERS SHALL FORWARD GSTIN OF ONLY THAT VERTICAL WHICH IS INVOLVED IN SUPPLY OF GOODS AND/OR SERVICES. MDL GSTIN IS 27AAACM8029J1ZA AND VENDOR SHALL MENTION THE SAME WHILE INVOICING AND AVOID ANY DATA ENTRY ERROR ON GST PORTAL.
- IV. IF THE VENDOR IS REGISTERED UNDER GST, VENDOR SHALL ENSURE TIMELY SUBMISSION OF INVOICE AS PER THE PROVISIONS / REQUIREMENT / TIMELINE PROMULGATED BY GOI IN RELATION TO GST LAW WITH ALL REQUIRED SUPPORTING DOCUMENTS TO ENABLE MDL TO AVAIL INPUT TAX CREDIT PROMPTLY. THE VENDORS INVOICE INTER ALIA SHOULD CONTAIN GSTIN OF VENDOR, GSTIN OF MDL (i.e. 27AAACM8029J1ZA), GST TAX RATE SEPARATELY, HSN CODE WISE GOODS OR SERVICES, PLACE OF SUPPLY, SIGNATURE OF VENDOR, ETC. ORIGINAL INVOICE NEEDS TO BE SUBMITTED TO BILL RECEIPT CENTRE AT MDL GATE, AND A COPY OF THE INVOICE SHOULD BE GIVEN TO THE GOODS RECEIVING SECTION (GRS).

- V. **IF THE VENDOR IS REGISTERED UNDER GST, VENDOR SHALL FILE ALL APPLICABLE RETURNS UNDER GST LAWS IN THE STIPULATED TIME & ANY LOSSES OF TAX CREDIT TO MDL ARISING DUE TO DELAY IN FILING WILL BE RECOVERED FROM THEIR INVOICE WHEREVER MDL IS ELIGIBLE TO AVAIL TAX CREDIT. ANY DEFAULT TOWARDS PAYMENT OF TAX AND / OR UPLOADING OF MONTHLY RETURNS BY SUPPLIER/CONTRACTOR, MDL RETAINS RIGHT TO WITHHOLD PAYMENTS TOWARDS TAX PORTION UNTIL THE SAME IS CORRECTED & COMPLIED BY THE SUPPLIER/CONTRACTOR WITH THE REQUIREMENT OF GST ALONG WITH SATISFACTORY EVIDENCE.**

Procedure for Issue of Entry Passes to Casual Indian Visitors, Foreign Visitors and Subcontractors for entering the premises of MDL.

Important Note:

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

MDL reserves the right of change.

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

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

1. Casual Indian Visitors:

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

2. Casual Foreign Visitors:

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

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

Note:-

- i) The authority for issuing Entry Passes to all type of Visitors including Sub-contract labour rests with CSO, MDL.
- ii) It is mandatory for all Visitors display the Visitors Identification Badge while in MDL premises.
- iii) It is also mandatory for all Visitors to return the Visitors Identification Badge along with the Visitors Pass to Reception Centre after obtaining the signature and stamp on the Visitors Pass of the officer visited, before leaving the Yard.

3. Regular Foreign Visitors:

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

- a) Letter of recommendation from concerned Project Superintendent / HOD along with prescribed format enclosed at Annexure - 2 and copy of clearance from MOD / NHQ, is required to be submitted to CSO, MDL.
- b) Foreigners are to submit passport & visa for verification along with 2 xerox copies of the same and 2 passport size photograph with white background.
- c) On completion of above formalities, Photo Pass will be issued to the foreigners by OIC, Pass Issue Cell on the basis of visa validity or as per the recommendations by the Project Superintendent / HOD.

4. Reprs. of Various Govt. Organization and Vendors / Regular Suppliers.

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

- a) Application forms for issue of Photo Passes to be submitted to OIC, Pass Issue Cell with recommendation from HOD along with 2 passport size photographs with white back ground and h copy of LOI / Work Order.
- b) Applicant is also required to submit an Undertakig on their Compnay's letter-head as per the Format enclosed at Annexure-3 to be endorsed by the concerned HOD.
- c) Ater due verification of application forms and documents, the Photo Entry Passes will be issued for a period of 3 months by OIC, Pass Issue Cell.

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

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

5. Sub-Contract Labourers:

(a) Pre-requisites:

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

(b) ESI.

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

Labour Consultant's office :

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

Office of Corporate :

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

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

(c) Provident Fund (PF):

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

(d) Labour Licence:

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

Address of the Labour Commissioner is given below:

Labour Officer,
Office of the Labour Commissioner,
Shram Raksha Bhavan, Sion,
Mumbai - 400 022.

(e) Police Verification:

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

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

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

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

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

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

issued by the Police Department will be useful for getting Entry Passes for the first month from MDL.

(f) Various Stages of General Procedure:

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

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

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

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

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

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

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

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

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

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

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

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

Note:-

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

xiv) Issue of Entry Passes to the employees of contractor for a short period of 10 days or less: Any contractor(s) having MDL Contract work of '10 days or less' are required to comply with ESIC/ PF formalities and for such contractor employees, no Police Verification Report (PVR) is required. However, Undertaking on Letterhead is necessary. The Entry Passes of such subcontractors employees are stamped as "Non-Police Verified". For such non-police verified contractor employees, Site Engineer / Supervisor of the contractor is required to escort their employees to the work site and escort them at the end of the day. At the end of the day, the Site Engineer / Supervisor of the contractor has to collect the Passes from their employees and deposit the same with the duty security staff in the Pass Issue Cell. If the contractor labour are not covered under ESIC Act, then they are required to produce Group Insurance Policy linked with Workmen's Compensation.

6. Designated Gates for Entry / Exit with Timings:

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

North Yard:

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

South Yard:

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

East Yard:

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

Alcock Yard:

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

7. Late Working & Holiday Working:

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

i) Normal working timings for contractors workers is from 0700 to 1830 hours. Any contractor desire to deploy their workmen beyond their working hours, due to emergency, the requirement is to be endorsed for such working by HODs of User Department in the prescribed enclosure at Annexure - 8.

ii) If the contractor is required to employ their workmen on Saturdays, Sundays & General Holidays, they have to make an application in the prescribed format as enclosed at Annexure-9 with recommendation from concerned HOD and in case of Sundays/Holidays, request has to be sent to Corporate Personnel Department two days in advance.

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

8. Material Movement:

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

9. Renewal of Passes:

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

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

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

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

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

10. Loss of Passes:

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

i) As soon as contractor employee losses the Entry Pass, he is required to report the loss to the nearest Police Station under whose jurisdiction the Pass is reported to have been lost and obtain a copy of Police Certificate.

ii) The loss of Pass will then be reported to Chief Security Officer, MDL, along with a letter from the contractor duly recommended by OIC, User Department and original copy of police certificate.

iii) The Entry Pass will be issued to the contractor employee after due verification of the Labour Challan for the particular month.

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

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

12. Return of Passes:

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

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

ii) It is mandatory for the contractors to obtain NOC from Chief Security Officer, MDL, for having returned all the Entry Passes issued to them for final settlement of the contract.

iii) Security Deposit of the contractor will not be released unless & until the NOC is produced.

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

13. Use of Mobile Phone without Camera.

i) Supervisors, Site In Charge, Engineers of contractors and representatives of various organizations may be permitted to use Mobile Phone without Camera within the MDL premises after obtaining a Mobile Phone permit from OIC, Pass Issue Cell.

ii) Application form for mobile phone permit is to be obtained from Chief Security Officer, MDL, through an application recommended by concerned Commercial Department. These Permit application forms are to be endorsed by concerned HODs (in case of subcontractors, the relevant Commercial Department) and submitted to OIC, Pass Issue Cell, for obtaining Mobile Permit along with mobile phone for inspection..

iii) Unauthorised use of Mobile Phone by any sub-contractors employee shall invite strict action to the extent of confiscation of mobile phone in addition to the cancellation of Entry Pass. DGM / CSO

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