NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS IN UTILITIES & MAINTENANCE (U&M) DEPARTMENT OF COCHIN SHIPYARD LIMITED

U&M/MM-II/EMPNL/2026-27 **05th November 2026**

Cochin Shipyard Limited (CSL), A Government of India Enterprise, invites application in the prescribed format for empanelment of contractors in Utilities & Maintenance (U&M) department for carrying out the works related to Mechanical, Electrical, Electronics & other Miscellaneous works category as detailed in Section-I of this notification. Reputed, interested & eligible contractors may apply by furnishing the details as per the format enclosed in Annexure-2. Application complete in all respect, complying with details specified under Section I, II & III, along with all supporting documents & certificates shall be sealed in a cover and super-scribed as "Application for EMPANELMENT OF CONTRACTORS IN U&M DEPT OF COCHIN SHIPYARD LIMITED" and shall be submitted to the below address **on or before 30 November 2026, up to 14 00 hrs IST**:

The Deputy General Manager (U&M),

Utilities & Maintenance Department,
Cochin Shipyard Limited, 1st Floor, Services Complex Building, Perumanoor PO,
Kochi- 682015, Kerala, India.

Note:

- Corrigendum/ addendums, if any to this notification shall only be posted on CSL website **www.cochinshipyard.in**
- In case of any queries/ clarifications to this notification, Applicants/ Contractors can contact at below address:

Name	:	Vishnu K B
Designation	:	Assistant Manager (U&M)
Contact No	:	9539698262(M) 0484 250 1446 (L)
Email	:	vishnu.kb@cochinshipyard.in

Signature and Seal of the Contractor
Date:

for,
General Manager (Technical)
Cochin Shipyard Limited

KB Vishnu KB
AM/MM-II

विष्णु केबी / VISHNU K B
सहायक प्रबंधक/Assistant Manager
कोचीन शिपयार्ड लि.
Cochin Shipyard Ltd.
कोच्ची/ Kochi-15



COCHIN SHIPYARD LIMITED

(A Government of India Enterprise)

Perumanoor PO, Kochi, Kerala, India – 682 015

Tel: +91 484 2501426

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Web: www.cochinshipyard.in

INVITES APPLICATION FOR
EMPANELMENT OF CONTRACTORS IN UTILITIES & MAINTENANCE DEPARTMENT OF COCHIN SHIPYARD LIMITED

Enquiry No.: U&M/MM-II/EMPNL/2026-27 dated 05th November 2026

Due date for submission: 30th November 2026, up to 14 00 Hrs IST

IMPORTANT INSTRUCTIONS TO CONTRACTORS/ APPLICANTS

- The CSL had issued a notification for empanelment of contractors in Utilities & Maintenance Department on 12th May 2022. The validity of the empanelment was initially upto 15th September 2025. The validity of the empanelment has now been extended up to 15th September 2027.

- All contractors presently empanelled in the department shall continue in the approved panel, subject to satisfactory annual performance evaluation as per the existing empanelment guidelines. Hence **the existing contractors in various categories shall not apply again.**

- However, the existing empanelled contractors may apply for empanelment in:
    - Newly introduced job categories under their respective trade(s), and/or
    - Higher categories, subject to eligibility criteria and submission of the required supporting documents.

- The U&M Department has introduced additional job categories under the Mechanical, Electrical and Miscellaneous trades. Details of the revised scope of work, eligibility criteria, and category-wise requirements are provided in section – I

- New contractors intending to seek empanelment with the Utilities & Maintenance Department may apply for empanelment in the applicable trade(s), subject to meeting the prescribed eligibility criteria and submission of all required supporting documents, as stipulated in this notification.

- Please note that **all eligible contractors are at liberty to apply for the empanelment process at any time depending upon their convenience.**

- Applications received up to the due date **30 November 2026** shall be scrutinized and evaluated initially. Based on the outcome of the evaluation, the new consolidated empanelled contractors list is tentatively envisaged to come into effect in January/February 2027 which shall remain valid for a period of three years, subject to the prescribed annual performance evaluation and other applicable terms and

conditions. The list shall include existing empanelled contractors retained based on performance evaluation, newly qualified applicants, and existing contractors approved for additional works or higher financial categories, as applicable.

- Upon the new consolidated empanelment list coming into effect with the approval of the Competent Authority, the existing empanelment list shall stand superseded and cease to be valid. The new list shall thereafter form the basis for empanelment of contractors for the notified works and applicable financial categories.

- Subsequently, applications received (after the initial due date) up to 30 May and 30 November of each year shall be considered for evaluation in June and December, respectively. Based on the evaluation of new applications, the empanelment list shall be updated, tentatively with effect from August and January, respectively.

- **The contractors / applicants, who wish to apply for empanelment after the due date, may download the empanelment document from CSL website in the following link: *https://cochinshipyard.in/Tender.***

- The Empanelment application shall be submitted offline. The application and its supporting documents should be sealed in a cover and super-scribed as "**Application for EMPANELMENT OF CONTRACTORS IN U&M DEPT OF COCHIN SHIPYARD LIMITED**" and shall be submitted to the below address.

The Deputy General Manager (U&M),
Utilities & Maintenance Department,
1st Floor (Services Complex Building),
Cochin Shipyard Limited, Perumanoor PO,
Kochi- 682015, Kerala, India.

NOTICE INVITING APPLICATION FOR

EMPANELMENT OF CONTRACTORS IN UTILITIES & MAINTENANCE (U&M)

DEPARTMENT OF COCHIN SHIPYARD LIMITED

U&M/MM-II/EMPNL/2026-27 **05th November 2026**

Cochin Shipyard Limited (CSL), A Government of India Enterprise, invites application in the prescribed format for empanelment of contractors in Utilities & Maintenance (U&M) department for carrying out the works related to Mechanical, Electrical, Electronics & other Miscellaneous works category as detailed in Section-I of this notification. Reputed, interested & eligible contractors may apply by furnishing the details as per the format enclosed in Annexure-2. Application complete in all respect, complying with details specified under Section I, II & III, along with all supporting documents & certificates shall be sealed in a cover and super-scribed as "Application for EMPANELMENT OF CONTRACTORS IN U&M DEPT OF COCHIN SHIPYARD LIMITED" and shall be submitted to the below address **on or before 30 November 2026, up to 14 00 hrs IST**:

The Deputy General Manager (U&M),
Utilities & Maintenance Department,
Cochin Shipyard Limited, 1st Floor, Services Complex Building,
Perumanoor PO, Kochi- 682015, Kerala, India.

Note:

- Corrigendum/ addendums, if any to this notification shall only be posted on CSL website **www.cochinshipyard.in**
- In case of any queries/ clarifications to this notification, Applicants/ Contractors can contact at below address:

Name	:	Vishnu K B
Designation	:	Assistant Manager (U&M)
Contact No	:	9539698262(M) 0484 250 1446 (L)
Email	:	vishnu.kb@cochinshipyard.in

Signature and Seal of the Contractor
Date:

General Manager (Technical)
Cochin Shipyard Limited

SECTION – I

The empanelment of a contractor in U&M department of Cochin Shipyard Limited shall only entitle him/ her to be considered for issue of tender enquires/ quotations subject to the conditions laid down in each individual Notice Inviting Tenders of U&M department. It shall not confer any right on him/ her either to be necessarily issued the tender enquires or for award of work. CSL reserves the right to tender the work amongst empanelled contractors or to make it an open tender to the public.

The empanelment shall be valid for 3 years from the date of empanelment/ registration at CSL. It may be extended/ terminated at the sole discretion of enlistment authority.

Eligible contractors may apply for single trade of works or more trade of works as detailed below, depending on their experience and capability.

The contractors who want to apply for more than one trade (Trade A, B, C or D) should submit **SEPARATE** applications in the prescribed application format along with requisite documents.

Trade- A:

Mechanical works includes

1. Pipe fabrication, fit up, painting & erection works.
2. Pipe line leak checking works.
3. Maintenance, overhauling and refurbishment of Cranes (EOT, LLTT, Gantry, Semi Gantry, Tower crane etc.)
4. Surface preparation and Painting of cranes & machineries.
5. Cleaning works of dust collectors, machinery premises, compressor cooling pond etc.
6. Structural fabrication works/ fitting works.
7. Supply of spares as per sample like machined items, castings, fabricated items etc.
8. Supply of rubber products like buffers, oil seals, sleeves etc.

9. Maintenance, overhauling and refurbishment of Material Handling Equipments (Mobile cranes, Forklifts, Trucks etc).
10. Cutting torch repairs.
11. Maintenance of Dehumidifiers/Air driers

Trade- B:

Electrical works includes

1. Supply, installation/ Maintenance of HT/EHT installations.
2. Supply, installation/ maintenance of LV/MV installations.
3. Repair of jib lights of LLTT cranes.
4. Supply and installation of HT/LT Cable joint works
5. Electrical Panel/Substation equipment painting &cleaning works

Trade- C:

Electronics works includes

1. Maintenance of Telephone cable networks and connections.
2. Supply and Installations of control systems including PLC, SCADA, drives etc.
3. Installation and Maintenance of CCTV systems.
4. Works related to PA/AV systems.
5. Laying and termination of OFC.
6. Repair/ Frequency tuning of Walkie talkie.
7. Supply and repair of load indicators on cranes.
8. Supply and installation of telephone exchange.
9. Repair of drives & PCB's.
10. Supply, installation and maintenance of Fire alarm system.

Trade- D:

Other Miscellaneous works includes

1. Load shifting arrangement for load testing works.
2. Supply & installation/ Maintenance of Air conditioning systems
3. Supply & installation/ Maintenance of water coolers/ heaters.

4. Supply & Installation/ Maintenance of roof extractors.
5. Manufacturing/ Supply of copper and carbon brushes.
6. Supply and installation of acoustic enclosures.
7. Transformer oil condition monitoring and filtration works.
8. Repair of electric oven, Induction stove, electric kettle etc.
9. Supply, installation and maintenance of lightening protection system.
10. Trench/Tunnel cleaning works.
11. Fabrication and supply of electrical panels.
12. Installation/ maintenance of earth pits.
13. Motor/ alternator/Pump/Transformer/coil rewinding/overhauling works.
14. Supply & installation/ maintenance/ Cleaning of solar power plants.
15. Application of preservative on wire ropes of cranes/winches and lubrication of machineries.
16. Testing & calibration of electrical protective relays
17. Testing & calibration of Electrical meters & accessories
18. Supply of unskilled manpower
19. Hiring of Vehicles

SECTION - II

The pre-qualification/eligibility/category for empanelment of contractors in various trades of work shall be defined as per this section.

1. The contractor shall be categorized in to the following four categories:

Category	Description
I	Value of works up to Rs. 1.00 Lakh
II	Value of works up to Rs. 10.00 Lakh
III	Value of works up to Rs. 20.00 Lakh
IV	Value of works up to Rs. 50.00 Lakh

Table-1

Note: The Contractor empanelled for works of higher category shall be allowed to participate in works of lower category also.

2. Eligibility Criteria for each category:

The Contractor, to be considered for empanelment, has to fulfill the Eligibility Criteria as given below.

2.1 Experience of having successfully completed similar works (individual works in Mechanical, Electrical, Electronics or Miscellaneous works trade for which application is submitted) during **last Seven years** ending 31st March of respective year of submission of empanelment application sufficing any one of the below three eligibility criteria.

a) **Three similar completed works costing not less than the amount equal to 40% of the proposed category applied for, as in Table-1.**

OR

b) **Two similar completed works costing not less than the amount equal to 50% of the proposed category applied for, as in Table-1.**

OR

c) **One similar completed work costing not less than the amount equal to 80% of the proposed category applied for, as in Table-1.**

2.2 The work done experience, in case of empanelment, shall be the completion of requisite number of works, as the case may be, of prescribed nature and magnitude executed on independent contract basis under any Govt. / Govt. PSU/ reputed firms during the last seven years. The works should have been executed by the firm under the name in which the contractor is submitting the application for empanelment.

2.3 The evaluation will be carried out by a Committee constituted for the purpose by CSL and will be based on the eligibility criteria, expertise, work experience, technical & financial capability and valid documents submitted by the contractor (applicant). Decision of CSL regarding selection/rejection for empanelment will be final and binding, and no further correspondence will be entertained. Even though an applicant may satisfy the above requirement, he would be liable to be disqualified if he has:

a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.

b. Record of poor performance such as abandoning the work, not properly completing the contract, or financial failures/weakness etc.

2.4 **The following essential documents shall be submitted:**

a. Duly filled, signed & sealed Application form.
b. Copy of work orders, work completion certificate, performance certificate received to prove eligibility criteria.
c. Copies of PAN and GST registration.
d. Power of Attorney or authorization letter with seal of the company in favor of persons signing the document in case of partnership firms.
e. All other relevant documents as stipulated in the empanelment notification.

The application will summarily be rejected in case applicant is not able to furnish all relevant information/ documents as detailed above.

SECTION - III

GENERAL CONDITIONS FOR EMPANELMENT OF CONTRACTORS IN U&M DEPARTMENT OF CSL

1. APPLICABILITY:

1.1 CSL enlists contractors who intend to work with the U&M department. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for empanelment as a contractor in U&M department of Cochin Shipyard Limited under the conditions laid down, provided the eligibility criteria and other conditions are satisfied. The enlisted contractors have to abide by all the rules made herein and as amended from time to time during the currency of their empanelment.

1.2 If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

1.3 No individual or a firm having such individual as one of the partners, who is a dismissed government servant or removed from the approved list of contractors or having business banned/suspended by any Government departments, PSU's etc in the past or convicted by a court of law shall be entitled for empanelment.

1.4 A contractor is not permitted to have empanelment in more than one name.

2. EMPANELMENT PROCEDURE:

2.1 The contractor shall have to submit the application in the prescribed format with supporting documents / certificates in offline mode to the Office of Deputy General Manager (U&M), Utilities & Maintenance Department, Cochin Shipyard Limited, 1st Floor, Services Complex Building, Perumanoor PO, Kochi- 682015, Kerala, India.

2.2 Incomplete applications are liable to be rejected.

2.3 The enlistment authority shall have the right to independently verify the details furnished by the contractor and to inspect the works done by the contractor and / or to get such other reports as may be considered necessary.

2.4 If the enlistment authority finds the contractor suitable for empanelment, the contractor has to submit all the necessary supporting documents & certificates in original, if required. The decision of the enlistment authority shall be final and binding on the contractor.

2.5 The enlisting authority reserves right to limit number of contractors to be enlisted in any proposed category/ trade/ work.

2.6 CSL reserves its right to accept/reject any or all the applications and/or cancel this notification for empanelment of contractors without assigning any reason. Decision of CSL shall be final in this regard.

2.7 Canvassing in any form in connection with empanelment is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable to rejection.

3. CHANGE IN CONSTITUTION OF FIRM:

3.1 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/ joint capacity shall have to apply for the empanelment afresh on the basis of work experience gained as a separate entity.

3.2 If new partners are taken in the firm, each new partner shall have to satisfy the conditions mentioned at clause 1.3 of section-III above.

4. CHANGE IN ADDRESS:

4.1 While applying for empanelment, the contractor should mention address of his Registered Office as well as Head Office. All documents / certificates / Bankers' Certificate / Electrical license etc. should bear one of the above address, otherwise the same shall not be accepted.

4.2 The contractor shall intimate the change, if any of the above address, in advance or within a month of change of address. Also the contractor should obtain acknowledgement of noting down of such address change from the Bank, Income Tax, GST authorities etc. and same to be submitted to U&M department. Any other

change which affects the information furnished by the contractor in the empanelment application also need to be informed within a month from the date of such change. Failure to do so may result in removal of his name from the approved list of contractors.

5. REVIEW OF APPROVED LIST OF CONTRACTORS:

5.1 The contractor shall be required to secure works of appropriate magnitude in Cochin Shipyard Limited during the empanelment period. Contractors shall be liable to be weeded out for non observance of empanelment rules. For this purpose the enlistment authority shall have the power to periodically review the approved list of contractors.

5.2 The performance of all the empanelled contractors shall be reviewed by CSL enlistment authority at periodical interval of say one year or so and the contractors with unsatisfactory performance will be removed from the empanelment list without notice and no correspondence will be entertained in this regard. Annexure-3 may be referred for performance evaluation of empanelled contractors.

5.3 In case, after empanelment, the contractor is not participating in five consecutive tendering processes issued by U&M dept, then CSL may delist their firm from empanelment at its discretion.

6. DISCIPLINARY ACTIONS:

The contractor shall have to abide by all the rules of empanelment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower category, suspend business with him for any period, debar him or remove his name from the approved list of contractors indefinitely or for a period as decided by enlisting authority. Decision of the enlisting authority shall be final and binding on the contractor.

7. SUSPENSION OF BUSINESS:

The enlistment authority may suspend business with a contractor for indefinite period or for a period as decided by enlisting authority, pending full enquiry into the

allegations, if the enlistment authority is prima facie of the view that the contractor is guilty of an offence in relation to business dealings which, when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the contractor.

8. REMOVAL FROM THE APPROVED LIST:

The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he:

i) Has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
ii) Persistently violates any important conditions of the contract; or
iii) Fails to abide by the conditions of empanelment; or
iv) Is found to have given false particulars at the time of empanelment; or
v) Has indulged in any type of forgery or falsification of records; or
vi) Changes permanent address / business address without intimation to the enlistment authority; or
vii) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
viii) Persistently violates the labor regulations and rules; or
ix) Is involved in complaints of serious nature received from other departments/ Organizations which prima facie appear to be true; or
x) Has already been demoted for other reason(s); or
xi) Ceases to fulfill eligibility criteria based on which empanelment was done.

All disputes in this connection shall be settled in Ernakulam jurisdiction only.

9. ELECTRICAL LICENSE:

The contractors who have applied for Electrical category should possess valid Class A or B electrical contractor's license issued by Kerala State Electricity Licensing Board in the name of the contractor. Those who are not holding valid Electrical contractor's license of required Class in the state of Kerala, they are not eligible to apply for Electrical category works and if applied, applications will be summarily rejected. Contractor shall keep valid license throughout the period of empanelment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal.

10. Mere submission of Application for empanelment of Contractors does not mean the right of empanelment. CSL reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of CSL shall be final in all aspects and binding on the all contractors.

11. The contractor should not assign or sublet the empanelment or any part of it to any other contractor in any form. If doing so, shall result in termination from empanelment.

12. All the pages of documents & certificates and duly filled application form shall be signed & stamped by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.

13. The contractor/ applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged works. He is, however, advised not to furnish superfluous information.

14. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the application and serial number. Each page of the document shall be duly signed by the Applicant or their authorized representative along with their company seal.

15. Any information furnished by the applicant found to be incorrect either immediately or at a later date would render him liable to be debarred from tendering/ taking up of work in CSL.

16. The contractors who intend to apply for more than one trade, as mentioned in Section-I, have to apply for each trade using separate application form as per Annexure-2.

17. Empanelled contractors are expected to respond to the tender enquiry issued to them or submit the regret letter mentioning the reason thereof. If contractor fails to do so, the enlistment authority shall have the right to remove such contractors from the empanelled list.

18. The empanelment shall be made for a specific category as mentioned in Table-1. However, a contractor empanelled in higher category (monetary limit) shall be eligible for works in the lower category also.

19. The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.

20. CSL reserves the right for open-tendering process for any particular work depending on the nature/ magnitude of work. For such tenders, the Empanelled contractors meeting the stipulated criteria of tender can also participate.

21. The empanelment qualifies a particular contractor for consideration for issuing tender documents in case of limited tenders for the relevant category only for which contractor is empanelled. However, this will not give any claim to the contractor for award of work / purchase order.

22. CSL has implemented Integrated Management System (IMS) consisting of Environmental Management System (EMS), Occupational Health &Safety Management System (OHSMS) and Quality Management System (QMS) within the yard. As part of implementation of IMS, contractor shall comply all the IMS guidelines of CSL.

23. It is the sole responsibility of the contractor to follow all safety rules & regulations during the currency of contract in CSL, and any violation of the same during the course of work will be at the risk and responsibility of the contractor and will attract penal action.

24. CSL shall not be liable for, or in respect of, any damage or compensation payable at law in respect or consequence of any accident or injury to any workmen or other persons in the employment of contractor, except an accident or injury resulting from any default of CSL, the contractor shall indemnify and keep CSL indemnified against all such damages and compensation and against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

25. The contractor shall obtain ESI/PF or Employees Compensation Insurance Policy in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/ injury/ disablement at work etc. The supporting documents for the same may have to be submitted to CSL in the event of requirement.

26. All the information requested for empanelment of contractors shall be submitted in English language only.

27. VALIDITY OF THE EMPANELMENT:

The empanelment shall be valid for 3 years. It may be extended/ terminated at the sole discretion of enlistment authority. However, CSL will have liberty to cancel this empanelment at any point of time without assigning any reason. CSL may also review the empanelment every year for retaining good performing contractors and to remove non-performing contractors based on their performance evaluated by the enlistment authority of CSL.

28. The Contractor/ Applicant shall submit the following details & relevant documents for the empanelment of Contractors in U&M department of CSL.

- Self declaration in Contractor's/ Applicant's letter head as per Annexure-1.
- Duly filled & Signed Application form as per Annexure-2.
- Duly filled & Signed details of Applicants as per Annexure-4.
- Duly filled & Signed form A & B as per Annexure-5.
- Duly filled & Signed Check list as per Annexure-6.
- Contractor/ Applicant should submit the Section I, II & III of the notification duly signed on each page.

29. The duly completed application in the prescribed format with all supporting documents shall be sealed in a cover and super-scribed as "Application for Empanelment of New Contractors in U&M department of CSL" and shall be submitted to The Deputy General Manager (U&M), Utilities & Maintenance Department, Cochin Shipyard Limited, Perumanoor PO, Kochi- 682015, Kerala, India.

Sd/-

Signature of Applicant — General Manager (Technical)

Reference No.:

Date: — Company Seal — Cochin Shipyard Limited

Annexure-1

SELF DECLERATION

(To be submitted on Applicant's / Contractor's letter head)

(Applicant/ Contractor Reference No. and Date)

Sir,

With reference to the Notification No. U&M/MM-II/EMPNL/2026-27 dated 05TH November 2026 for the Empanelment of Contractors in Utilities & Maintenance department of CSL, I/ We,

(name of the applicant/ contractor) have read and understood the general conditions, Guidelines for evaluation, works in various trades, testimonials to be submitted and eligibility criteria. I/ We do hereby submit complete application form [Annexure-1, 2, 4 (A,B & C) 5 (Form- A and Form- B), & 6] including the requisite copies of testimonials duly signed & sealed on each page and state that:

1. All information furnished in the application form and the supplementary sheets are correct to the best of my/ our knowledge and belief.
2. I/ We shall make available to CSL any additional information and I/ We have no objection if enquiries are made about the genuineness of documents submitted.
3. I/ We are not under a declaration of ineligibility issued by Govt. of India / State govt. / Public Sector Undertakings.
4. I/ We are aware that any false information provided herein will result in the rejection of my/ our application and suspension of any registrations granted.

Thanking you.

Yours faithfully,

(Signature of the Applicant/ Contractor)

(Name of the Applicant/ Contractor)

Company Seal

Annexure-2

APPLICATION FOR EMPANELMENT OF CONTRACTORS IN UTILITIES & MAINTENANCE DEPARTMENT OF COCHIN SHIPYARD LIMITED

Value of Work:- Please put a tick mark and submit proofs for corresponding value of works comes under the Trade "A".

Up to Rs. 1.00 Lakh ☐ Up to Rs. 10.00 Lakh ☐

Up to Rs. 20.00 Lakh ☐ Up to Rs. 50.00 Lakh ☐

Contractor who wants to apply for more than one category should submit separate application along with requisite documents for Trade "A" works.

Category No.	TRADE 'A' MECHANICAL WORKS	Category Applied (Please Put ✔ Mark)	Relevant documents submitted	
			Yes	No
1	Pipe fabrication, fit up, painting & erection works.			
2	Pipe line leak checking works.			
3	Maintenance, overhauling and refurbishment of Cranes (EOT, LLTT, Gantry, Semi Gantry, Tower crane etc.)			
4	Surface preparation and Painting of cranes & machineries.			
5	Cleaning works of dust collectors, machinery premises, compressor cooling pond etc.			
6	Structural fabrication works/ fitting works.			
7	Supply of spares as per sample like machined items, castings, fabricated items etc.			
8	Supply of rubber products like buffers, oil seals, sleeves etc.			
9	Maintenance, overhauling and refurbishment of Material Handling Equipment (Mobile cranes, Forklifts, Trucks etc.).			
10	Cutting torch repairs.			
11	Maintenance of Dehumidifiers/Air driers			

Company Seal (Signature of the Applicant/ Contractor)

Annexure-2

APPLICATION FOR EMPANELMENT OF CONTRACTORS IN UTILITIES & MAINTENANCE DEPARTMENT OF COCHIN SHIPYARD LIMITED

Value of Work:- Please put a tick mark and submit proofs for corresponding value of works comes under Trade "B".

Up to Rs. 1.00 Lakh ☐ Up to Rs. 10.00 Lakh ☐

Up to Rs. 20.00 Lakh ☐ Up to Rs. 50.00 Lakh ☐

Contractor who wants to apply for more than one category should submit separate application along with requisite documents for Trade "B" works.

Category No.	TRADE 'B' ELECTRICAL WORKS	Category Applied (Please Put ✔ Mark)	Relevant documents submitted	
			Yes	No
1	Supply, installation/ Maintenance of HT/EHT installations.			
2	Supply, installation/ maintenance of LV/MV installations.			
3	Repair of jib lights of LLTT cranes.			
4	Supply and installation of HT/LT Cable joint works			
5	Electrical Panel/Substation equipment painting &cleaning works			

(Signature of the Applicant/ Contractor)

Company Seal

Annexure-2

APPLICATION FOR EMPANELMENT OF CONTRACTORS IN UTILITIES & MAINTENANCE DEPARTMENT OF COCHIN SHIPYARD LIMITED

Value of Work:- Please put a tick mark and submit proofs for corresponding value of works comes under Trade "C".

Up to Rs. 1.00 Lakh ☐ Up to Rs. 10.00 Lakh ☐

Up to Rs. 20.00 Lakh ☐ Up to Rs. 50.00 Lakh ☐

Contractor who wants to apply for more than one category should submit separate application along with requisite documents for Trade "C" works.

Category No.	TRADE 'C' ELECTRONICS WORKS	Category Applied (Please Put ✔ Mark)	Relevant documents submitted	
			Yes	No
1	Maintenance of Telephone cable networks and connections.			
2	Supply and Installations of control systems including PLC, SCADA, drives etc.			
3	Installation and Maintenance of CCTV systems.			
4	Works related to PA/AV systems.			
5	Laying and termination of OFC.			
6	Repair/ Frequency tuning of Walkie talkie.			
7	Supply and repair of load indicators on cranes.			
8	Supply and installation of telephone exchange.			
9	Repair of drives & PCB's.			
10	Supply, installation and maintenance of Fire alarm system.			

Company Seal (Signature of the Applicant/ Contractor)

Annexure-2

APPLICATION FOR EMPANELMENT OF CONTRACTORS IN UTILITIES & MAINTENANCE DEPARTMENT OF COCHIN SHIPYARD LIMITED

Value of Work:- Please put a tick mark and submit proofs for corresponding value of works comes under Trade "D".

Up to Rs. 1.00 Lakh ☐ Up to Rs. 10.00 Lakh ☐

Up to Rs. 20.00 Lakh ☐ Up to Rs. 50.00 Lakh ☐

Contractor who wants to apply for more than one category should submit separate application along with requisite documents for Trade "D" works.

Category No.	TRADE 'D' MISCELLANEOUS WORKS	Category Applied (Please Put ✔ Mark)	Relevant documents submitted	
			Yes	No
1	Load shifting arrangement for load testing works			
2	Supply & installation/ Maintenance of Air conditioning systems			
3	Supply & installation/ Maintenance of water coolers/ heaters			
4	Supply & Installation/ Maintenance of roof extractors			
5	Manufacturing/ Supply of copper and carbon brushes			
6	Supply and installation of acoustic enclosures			
7	Transformer oil condition monitoring and filtration works			
8	Repair of electric oven, Induction stove, electric kettle etc			
9	Supply, installation and maintenance of lightening protection system			
10	Trench/Tunnel cleaning works			

Category No.	TRADE 'D' MISCELLANEOUS WORKS	Category Applied (Please Put ✔ Mark)	Relevant documents submitted	
			Yes	No
11	Fabrication and supply of electrical panels			
12	Installation/ maintenance of earth pits			
13	Motor/ alternator/Pump/Transformer/coil rewinding/overhauling works			
14	Supply & installation/ maintenance/ Cleaning of solar power plants			
15	Application of preservative on wire ropes of cranes/winches and lubrication of machineries			
16	Testing & calibration of electrical protective relays			
17	Testing & calibration of Electrical meters & accessories			
18	Supply of unskilled manpower			
19	Hiring of Vehicles			

(Signature of the Applicant/ Contractor)

Company Seal

Annexure-3

GUIDELINES FOR EVALUATION OF EMPANELLED CONTRACTORS

1. The performance of empanelled contractors will be evaluated on a yearly basis.
2. The performance of the contractors to whom work was awarded shall be evaluated under the following criteria (100 marks):
   - i) Tender Enquiry response
   - i) Timely completion of work
   - ii) Quality of work
   - iii) Skill of workman
   - iv) Supervision of work
   - v) Acceptance of minor deviation in work
   - vi) Attending guarantee defects
   - vii) Adherence to CSL safety rules
   - viii) Technical Knowledge
3. Removal of Contractors who are not responding to more than Five (5) consecutive tender enquiries from U&M dept. empanelled contractors list.
4. Empanelled contractors who have left the work without completing the same will be blacklisted.
5. Blacklisted contractors (Govt./PSU) will be removed from U&M dept. empanelled contractors list.
6. The evaluation data of the empanelled contractors in previous years will also be taken into consideration during subsequent year evaluation for the removal of contractors.
7. The empanelled contractors who scored less than 60 marks (average) out of 100 marks in the performance evaluation will be removed from the empanelled contractors list of U&M dept.
8. Electrical category contractor who are not renewing their Electrical Contractor's Licence for more than Six (6) months will be removed from Electrical category Empanelment list.

Signature of Contractor

Company Seal

Annexure-4

Applicants shall provide the relevant information in the following format:

A. GENERAL

1	Name of the Company/ firm/ Proprietorship(enclose registration certificate, Partnership deed, prospectus etc)	
2	Date of establishment/ Incorporation (Enclose necessary proof)	
3	Registered Office Address: ▪ Postal address ▪ Telephone No. / Mobile No. ▪ Email ID	
4	Head Office Address: ▪ Postal address ▪ Telephone No. / Mobile No. ▪ Email ID	
5	▪ Name of Contact Person ▪ Designation ▪ Telephone No. / Mobile No. ▪ Email ID	
6	Name of Directors/ Partners / Proprietor (Address and Contact details shall be provided)	
7	Registration details in MSME (Please submit the registration certificate. Also provide details of Udyog Aadhaar/ NSIC)	
8	Whether the firm belongs to SC/ ST Categorization	
9	Name and address of the sister concern, if any	

10	Type of industry/ Organization (Relevant document to be enclosed)	
11	Year of commencement of manufacturing (Certificate of incorporation to be enclosed)	
12	Foreign collaborations if any, If Yes brief details	
13	Total number of employees as on date (Employee details with respect to Qualification, Designation, Engineers/ Skilled/ un-skilled, Type of work handled, No. of years of Experience etc shall be submitted in a separate sheet)	
14	List of Major firms to whom supplies/ services are made at least for the past 3 years (Enclose the details in separate sheet)	
15	Whether ISO/ OSHAS or equivalent Certified company. (please produce certificate copy)	
16	Please provide Safety Policy of your Company (Enclose the details in separate sheet)	
17	Whether the Company / Firm / Director / Partner / Proprietor has been de-listed / debarred / kept on holiday / blacklisted in India. If so, the reason for the same.	
18	Any other special or relevant details	

B. TECHNICAL

1	Establishment / Factory License No. (enclose the necessary documents)	
2	Nature of work	
3	Products being manufactured (Enclose the details in separate sheet)	
4	Details of Plant and Machinery (Enclose the details in separate sheet)	
5	Details of measuring instruments (Enclose the details in separate sheet)	
6	Details of Valid Class A or B Electrical contractor's License issued by Kerala State Electricity Licensing Board (Enclose copy of the license as proof and details of licensed electricians/ supervisors)	
7	Details of facilities available for design/ drafting/ R&D	
8	Submission of List of all similar works successfully completed during the last Seven years as per Form-A	Enclose the duly filled and signed Form- A
9	Submission of List of all works under execution or awarded as per Form-B	Enclose the duly filled and signed Form- B

C. COMMERCIAL

1	PAN No. (enclose the copy)	
2	ESI/ EPFO / Insurance No. (enclose the copy)	
3	GST No. (enclose the copy)	
4	Income Tax return details for last three years (enclose the necessary documents as proof)	
5	Average Annual Turnover in INR during last three years (enclose the necessary documents as proof)	Average Annual Financial Turnover shall be at least 50% of the value of the category applied.
6	Annual Profit in INR during last three years (enclose the necessary documents as proof)	
7	Bank Account details (enclose necessary proof)	

Declaration by Contractor/ Applicant:

I / We confirm that the information furnished is correct to the best of my/ our knowledge and belief.

Reference No.: Signature of Contractor

Date: Name:

Designation:

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Annexure-5

FORM – A

LIST OF ALL SIMILAR WORKS SUCCESSFULLY COMPLETED DURING THE LAST SEVEN YEARS ENDING 31st MARCH OF RESPECTIVE YEAR OF SUBMISSION OF EMPANELMENT APPLICATION

Sl. No.	Name of the work/ Nature of work	Name & Address of the Client	Value of work executed	Stipulated time of Completion	Actual time of Completion

Note:

The contractor shall mention only those works executed during last seven (7) years which fulfills the eligibility criteria on this page. Works should have been executed by the firm under the name for which the application is submitted.

The list is to be substantiated with the documentary evidence such as work order and work completion certificates, in absence of which the application is liable to be rejected.

Other works should be mentioned on separate sheets.

Reference No.: Signature of Contractor

Date: Name:

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Annexure-5

FORM – B

LIST OF ALL WORKS UNDER EXECUTION OR AWARDED

Sl. No.	Name of the work/ Nature of work	Name & Address of the Client	Value of work executed	Stipulated time of Completion	Present stage of work

Note:

The list is to be substantiated with the documentary evidence such as work order, agreement copy etc.

Reference No.: Signature of Contractor

Date: Name:

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Annexure-6

CHECK LIST OF TESTIMONIALS FOR SUBMISSION OF APPLICATION

(To be submitted along with Application)

Sl. No.	List of Testimonials	Submitted		Remarks
		Yes	No	
1	Submission of self-declaration on applicant's letter head as per Annexure- 1			
2	Submission of duly filled application form as per Annexure-2			
3	Submission of tender documents duly signed & stamped by contractor on each page.			
4	Submission of copies of work orders, completion certificates in support of eligibility criteria as per format "Form-A"			
5	Submission of details of work in Progress/ awarded as per format "Form-B"			
6	Registration details of ESI/ EPFO/Insurance			
7	Power of attorney or authorization letter with seal of the company in favour of persons signing the document in case of partnership firms			
8	Electrical Contractor's License, if applicable			
9	PAN & GST registration details			
10	Organization chart of the Contractors/Firms/ Companies and proof for year of establishment			
11	Details of employees in your firm/ company			

Sl. No.	List of Testimonials	Submitted		Remarks
		Yes	No	
12	Details of Plant, Machinery & Measuring instruments			
13	List of Major firms to whom supplies/ services are made at least for the last 3 years			
14	Annual Turnover & Profit during last 3 years			
15	Details of Labor License obtained from the Competent Authorities			
16	Any other relevant documents (Please specify)			

Reference No.: Signature of Contractor

Date: Name:

Company Seal