

**DREDGING CORPORATION OF INDIA LIMITED**  
**TENDER NO. DCI/WRO-M/HR/OFFICE BOY/2025-26, DATED 06.02.2026**  
**PROVIDING OFFICE BOY SERVICES AND OTHER WORKS AT WESTERN REGIONAL**  
**OFFINCE & PROJECT OFFICE MUMBAI**

**DREDGING CORPORATION OF INDIA LIMITED**  
**PROJECT OFFICE (MUMBAI)**  
**VASHI-400703, NAVI MUMAI**

**TENDER NO. DCI/WRO-M/HR/OFFICE BOY/2025-26, DATED 06.02.2026**



**TENDERS ARE INVITED FOR PROVIDING SERVICES FOR OFFICE BOY AND**  
**OTHER WORKS AT PROJECT OFFICE MUMBAI**

**LAST DATE OF RECEIPT OF TENDER DOCUMENTS : 20.02.2026 @ 15.00 Hrs**

**DATE OF OPENING OF TECHNICAL BIDS : 20.02.2026 @ 15.30 Hrs**

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OFFINCE & PROJECT OFFICE MUMBAI

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Ref: DCI/WRO-M/HR/OFFICE BOY/2025-26, DATED 06.02.2026

**SUB:** Providing office boy services and other works at project office, Mumbai of DREDGING CORPORATION OF INDIA LIMITED (hereinafter referred to as "DCI")

Tenders are invited in two bid system i.e. Technical & Price Bids from the reputed parties having experience in providing cleaning and maintenance services and other works for the subject work for a period of three years.

02. Tenderers are requested to go through the tender documents in detail, before filling up the tender documents, attaching relevant supporting documents/ information and giving their offer as per the Price Bid. The bids should be strictly as per the tender document and no editing, addition, deletion or modification of the tender document as hosted on website/ as given to the tenderer is permitted. If such action is observed at any stage, such tender will not be considered and will be rejected.

3. Tenderers are requested to submit their bids in single bid system - Sealed Tender documents may be submitted (hard copy only) as under:

Envelope A- (Technical bid with all enclosures and proof of payment of Tender Cost and EMD)

Envelope B - (Financial bid)

Envelope C - Envelope "C" should contain both Envelope "A" & Envelope "B"

Technical Bid and Price Bid as per the conditions stated in the tender document and submit their online tender on or before **1500 hrs. on 20.02.2026** Addendum, modification, change of last date, if any etc., will be uploaded on our DCI website ([www.dredge-india.com](http://www.dredge-india.com)) and Central Public Procurement Portal (e-publish) only. Tenderers are requested to visit the website regularly.

4. DCI will not be responsible for delays, if any, in receipt of the tender documents. The tender documents received after the last date are liable to be rejected. Tenders submitted by e-mail/fax will not be accepted under any circumstances.

5. The technical bids will be opened at **1530 hrs on 20.02.2026** in the presence of such Tenderers / their Authorized representatives who are present, if any, at that time at DCI, Project Office, Vashi, Navi Mumbai

Thanking you,

Yours faithfully,  
For DREDGING CORPORATION OF INDIA LIMITED

Project Manager  
(WRO-Mumbai)

Encl: As above.

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**SECTION – I**  
**NOTICE INVITING TENDER FOR**  
**PROVIDING OFFICE BOY SERVICES AND OTHER WORKS AT PROJECT OFFICE**  
**MUMBAI**

Tenders through e-publish Portal are invited in single bid system i.e. Technical & Price Bids as under:

|     |   |   |
|-----|---|---|
| I   | Name of Work  | Providing office boy services and other works at Project office, Mumbai   |
| II  | Eligible parties and pre-qualification criteria       | Reputed parties having rich experience in Providing office boy services in Industrial / Administrative Office (Public / Private) / Project Office to handle routine, day-to-day administrative & housekeeping tasks, ensuring smooth office operations, maintain cleanliness, manage pantry services (tea/coffee), handle mail & couriers and assist with photocopying, filing and errands and satisfy / comply with the Pre-Qualification criteria as stated at Section-III of this tender document will be technically qualified. Only those parties who are technically qualified will be considered for opening of price bids.  |
| III | Method of evaluation for technically qualified bidder | The price bids of those parties which are opened will be evaluated on the basis of the lowest offer (L-1) quoted in price bid towards Service/ Administration charges (excluding GST) per month.<br>In case more than one bid is L-1 then reverse auction will be conducted amongst the bidders who have quoted the same L-1 price and such bidders will be required to reduce the price on lumpsum basis. The L-1 bidder after reduction will be considered for award of the work.<br>DCI reserves the right to have negotiations with L-1 party if the amount quoted by the party is found to be on the higher side.  |
| IV  | Modality of tender                                    | The successful tenderer to whom the work order is awarded is required to provide office boy services as per the details mentioned in Section–V of this tender document. He should pay wages to the staff engaged by him for the said services as per the rates notified by the Central Government in the Official Gazette from time to time. The same will be reimbursed/paid to the party as per bill raised. Further service/administrative charges on monthly basis as per the work order will be paid by the company.<br><br>As such the successful bidder:-<br>i) Will be reimbursed/paid wages as per the rates notified by the Central Government Notification in the Official Gazette from time to time for the staff engaged by the successful bidder on monthly basis and<br>ii) Paid the service/administrative charges as per the work order given to him on monthly basis. |

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|      |   |   |
|------|---|---|
| V    | Period of Contract  | <b>For three years</b>  |
| VI   | Cost of Tender document   | Interested parties may download and fill the <b>tender documents by paying Rs.590/- (inclusive of GST) towards the cost of tender documents (Non-refundable) electronically/online</b> to DCI Current Account at Canara Bank as follows :<br><b>DCI Current Account No. 35833070000014</b><br><b>Bank Name: Canara Bank</b><br><b>Branch Name: DCI Ltd, H.B.Colony, Main Road, Seethammadhara, Visakhapatnam-530 022.</b><br><b>IFSC No. CNRB0013583</b><br>And<br>GST Number of DCI : 27AAACD6021B1ZC  |
| VII  | Earnest Money Deposit (EMD)   | <b>Rs.16,400/- (Rupees Sixteen Thousand Four Hundred Only) payable along with technical bid by online payment to above DCI current account or Bank Guarantee issued by a Nationalized Bank</b> and executable at Visakhapatnam as per format attached at <b>Annexure – 4</b> .<br>EMD submitted by successful party, if submitted by online payment to above DCI Current Account, may be converted to Security Deposit and the successful party is required to submit balance amount of Security Deposit by online payment to above DCI current account or through BG.<br>EMD of unsuccessful parties will be returned after finalization of tender.<br>EMD and Cost of Tender document for MSME vendor for the tendered item (Documentary proof to be submitted) |
| VIII | Security Deposit (fixed at 10% on the quoted value of Service / administrative charges (excluding applicable GST) | <b>10% of quoted Service / Administrative charges for 3 years (excluding applicable GST) to be payable by the Successful bidder within 15 days from the date of award of work by way of online payment to above DCI Current Account</b> or through Bank Guarantee issued by a Nationalized Bank and enforceable at Visakhapatnam as per format attached at <b>Annexure–5</b> .  |
| IX   | Mode  | Floating tender through Central Public Procurement Portal (e-publish) and DCI website ( <a href="http://www.dredge-india.com">www.dredge-india.com</a> )  |
| X    | Place of obtaining tender documents   | Downloading from above portal / website.  |
| XI   | Period of Issue of Tender Documents   | <b>From 06.02.2026 to 20.02.2026</b>  |
| XII  | Last date for Receipt of Tenders  | <b>Upto 1500 hrs. on 20.02.2026</b>   |
| XIII | Date & Time of Opening of Technical Bids  | <b>1530 hrs on 20.02.2026</b> in the presence of such Tenderers / their Authorized representatives who are present, if any, at DCI, Project office, Vashi, Navi Mumbai at that time.  |
| XV   | Addendum etc.   | Addendum, modification, change of last date, if any etc., will be uploaded on the aforesaid portal / website only i.e., Central Public Procurement Portal (e-publish) and DCI   |

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|  |  |  |
|--|--|--|
|  |  | website. Tenderers are requested to verify the website before submitting the tenders |
|--|--|--|

**Note: -**

Dredging Corporation of India Limited reserves the right to:-

- a) Cancel, modify or withdraw this tender at any stage without assigning any reason whatsoever, and no further correspondence shall be entertained in this regard.
- b) Reject or accept any tender offer irrespective whether it is lowest/ otherwise without assigning any reasons, whatsoever.

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**SECTION – II**  
**SCOPE OF WORK**

Providing office boy services and other works at Project Office, Mumbai of DREDGING CORPORATION OF INDIA LIMITED (hereinafter referred to as “DCI”) as per the Terms and Conditions of the Tender, work order there on and as per the directions of the Management of DCI from time to time. The services should be continued to be provided during the contract period, at the same rates, terms and conditions unless DCI opts for not having the said services.

2. The scope of work as per the indicative list detailed hereunder:

- a. Daily Cleaning of all Office Furniture & Fixtures which includes tables, sofa, chairs, almirah, telephones, fans, other electrical equipment, computer peripherals, printers etc.
  - b. Attending to officers & staff.
  - c. Serving tea, snacks, drinking water, washing utensils like cup, jug, glass, etc. related to these services.
  - d. Opening & closing of office main gate, doors, windows, etc.
  - e. Carrying message, letter, dak, post, etc. to different offices
  - f. Switching on & off the light, fans, ACs whenever necessary.
  - g. Assisting in photocopying, scanning and packing & dispatch of documents
  - h. Moving & shifting of office furniture/ items.
  - i. To see all waste / loose papers are removed / stored properly.
  - j. Turning off water taps wherever water is overflowing etc. every day.
  - k. Any other miscellaneous job required from time to time.
- a) The above nature of jobs is only indicative but not exhaustive. The Corporation has the right to include similar nature of jobs, at its discretion at any time during the currency of the contract period.
- j) The tentative total requirement of manpower is as under:-

1) **DCI, Project Office, Mumbai:**

| Sl. no.      | Category    | No of contract labour |
|--------------|-------------|-----------------------|
| 01           | Un Skilled- | 01                    |
| <b>Total</b> |             | <b>01</b>             |

- k) The number of hours of duty per day is 8 hrs. Tentative timings from 09:00 hrs to 18:00 hrs (or) any time as decided by the management with 1 hour break for Lunch / Dinner. Deductions from wages will be made for any late comings and/or early leaving and/or absence during duty hours. One day wage will be deducted for every three days of late coming. If such instances continue, then the Corporation may ask the contractor to stop providing the services of such contract labour and substitute with any other labour.
- l) The number of workers to be deployed may vary depending upon the actual requirement of works. Payment will be made as per the actual deployment. The tenderer should ensure giving one day weekly off for every continuous 06 working days. It is also the responsibility of the

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tenderer to provide substitutes during leave/absence of the contract labour without any cost to the Corporation.

- m) The Management will have the right to reduce/enhance the number of contract labour to be engaged at any time during the currency of the contract with 15 days prior notice.
- n) All cleaning works are to be completed before 09:45 AM everyday. Residual work, if any, on any day will be attended to in such a manner so that inconvenience or dislocation is not caused to the proper functioning of the Corporation and its employees.

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**SECTION-III**  
**PREQUALIFICATION CRITERIA**

Following are the basic prequalification criteria for a bidder to be technically qualified:-

I. **Experience Criteria:-** The tenderer should have successfully completed similar works during last 7 years, ending 31/01/2026, either of the following, for which supporting documents should be enclosed.

1) Three similar completed works each costing not less than the amount of Rs. 3.28 lakhs each.

**OR**

2) Two similar completed works each costing not less than the amount of Rs.4.10 Lakhs each

**OR**

3) One similar completed work costing not less than the amount of Rs. 6.56 lakhs.

**NOTE:** The expression 'similar works' means who is having experience in providing Office boy services to PSU/ Central/ State Govt. organizations/ departments/ Institutes/ Industries located in India to handle routine, day-to-day administrative & housekeeping tasks, ensuring smooth office operations, maintain cleanliness, manage pantry services (tea/coffee), handle mail & couriers and assist with photocopying, filing and errands, etc.

Copies of the satisfactory performance certificates from the organizations along with work orders etc. along with values evidencing fulfilling the criteria are to be submitted.

II. **Turnover Criteria:-** Average Annual turnover of the tenderer for the last three years should be atleast Rs. 2.46 Lakhs for which Chartered accountant certified true copies of Balance Sheet and Profit & Loss A/C should be submitted as supporting documents by the tenderer.

**The tenderer is required to fulfill the above pre-qualification criteria and submit the information/supporting documents with regard to pre-qualification criteria etc., in the Technical Bid cover as stated in this tender failing which his bid may not be considered/ he may be technically dis-qualified.**

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**SECTION-IV**  
**GENERAL AND SPECIAL CONDITIONS OF CONTRACT**

1. The interested agencies/firms/companies may submit their sealed tenders in the Tender Box situated at Dredging Corporation of India Limited, Rainbow Flat & Shop Owners Association, Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai-400703 up to 3:00 pm on or before 20.02.2026. The technical bid will be opened at the time and place mentioned in Section-I.
2. On evaluation of technical bids, the price bids of the technically qualified bidders will be opened at a later date which will be communicated to all the technically qualified bidders.
3. Security Deposit: The successful bidder is required to furnish Security Deposit of 10% of the quoted value of Service / Administrative charges (**excluding applicable GST**) for the contract period of three years through electronically/online to DCI Current Account or Bank Guarantee issued by a Nationalized Bank and enforceable at Visakhapatnam as per format attached at Annexure – 5. The Security Deposit shall be submitted within 15 days from the date of the award of work. DCI reserves the right to cancel the contract and get the work done through another party at the risk and cost of this bidder, if the Security Deposit (including the balance after conversion of EMD into Security Deposit if allowed for) is not submitted within said time and no payment will be made for the work done during this period i.e., from the date of beginning of the work till date of cancellation of the work order for non-submission of the security deposit. Any part security deposit (including EMD converted into Security Deposit) will be forfeited. The Security Deposit amount will be returned after satisfactory completion of the contract including extended period, if any, after making deductions as may be required.
4. All tenders must be absolutely clear, failing which the same will not be considered.
5. All columns should be properly and legibly filled in. No column should be left blank. Any correction in the rates etc. should be duly attested by the tenderer. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.
6. Rates quoted by the tenderer in figures and words will be accurately filled in so that there is no discrepancy in the rates typed in figures and words.
7. Special care should be taken to type the rates in figures as well as in words and the amounts in figures only, in such a way that the interpolation is not possible. The total amount would be typed both in figures and in words. In case of figures word Rs. would be typed before the figures of Rupees and word ps., after decimal figures viz., Rs.2.15 Ps. And in the case of words, the word Rupees should precede and the word paisa would be typed at the end. Unless when the rate is in whole rupee and followed by the words only, it would be invariably be up to two decimal places.
8. If the amount of an item is not worked out by the tenderer, it does not correspond with the rate typed either in figures or in words, then the rate quoted by the tenderer in words will be taken as correct.

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9. Where the rate quoted by the tenderer in figures and words tallies but the amount is not worked out correctly, the rate quoted by the tenderer will be taken as correct and not the amount.
10. Item rate tender bearing any inscription either to increase or decrease the rate quoted, will not be considered and such tender will be rejected summarily.
11. The bids prepared by the tenderer and all correspondence and document relating to the bids exchanged by the tenderer and the Company shall be written in English.
12. The rates would be inclusive of all taxes and charges except with respect to GST. The taxes in respect of this contract will be payable by the tenderer and Dredging Corporation of India Limited will not entertain any claim whatsoever in this respect. Towards GST, if this particular service comes under GST net and if the contractor pays the GST to the concerned authorities with respect to this contract, the same will be reimbursed on submission of proof of payment, etc. The modality for reimbursement of GST will be as per relevant statute and as per the requirements of management.
13. The Tenderers should acquaint themselves with the work and the working conditions of the premises/area and no claim will be entertained on this issue later.
14. The tender should be valid for a period of 120 days from the date of opening of Technical Bids.
15. DCI reserves the right to inspect the premises of the tenderer to assess their credentials/capability in executing the subject work.
16. Conditional tenders and additional conditions of the tenderer will not be considered.
17. In the event of any breach of contract on the part of the contractor (successful tenderer), entire security deposit is liable to be forfeited. Corporation also reserves the right to get the balance work executed by some other sources at the risk and cost of the tenderer.
18. If as a result of any post audit, any amount is found to be recoverable from the tenderer, the same will be recovered first from any sum due to the tenderer against any current bill of the tenderer and/or from their security deposit and/or from any other amount due from the Corporation and/or on demand.
19. All claims of the Dredging Corporation of India Limited against this contract whatsoever will be recovered from the amounts due to the tenderer under this account.
20. Minimum wages, PF, ESI/Insurance, Gratuity & Bonus as applicable and as enhanced from time to time shall be paid to the labour deployed by the contractor.
21. Wages will be paid in the bank accounts by the tenderer to the contract labour, directly without intervention of any jamadars or chowkidars and the contractor will ensure that no amount by way of commission or otherwise is deducted or recovered by the jamadars from the wages of the contract labour. The tenderer will also strictly comply with the various provisions of the labour welfare statues or codes like:

SIGNATURE OF TENDEROR WITH SEAL

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- (a) The Industrial Relations Code
  - (b) The Code on Social Security
  - (c) The Occupational Safety, Health and Working Conditions code
  - (d) The Code on Wages
  - (e) Laws applicable to women, wherever applicable and any other relevant statues, together with the amendments, thereon. The contractor shall maintain various registers as required under the statutes and produce to authorities/ the officer of the Corporation nominated for the purpose, every month/as and when required for verification. No child labour should be engaged.
22. All liabilities such as compensation under various statutes PF Act and other regulations of the Govt. prevailing and as amended from time to time will be to the tenderer's account and the tenderer must indemnify the DCI against such liabilities.
23. If the tenderer makes default in proceeding with the work with due diligence, due to lack of resources or organization or work operated is not upto the expected standards, the Corporation reserves right to cancel the contract at 3 (three) days notice at any time during the currency of the contract. If the tenderer fails to execute the work as per conditions of the contract the Corporation reserves the right to cancel the contract and to get the work executed through other agencies at the risk and cost of the tenderer. The Corporation would be entitled to withhold any sum due and payable to the tenderer as a result of the said breach or default. The contractor will not have any claim for compensation or otherwise on this account.
24. The tender is non-transferable and if transferred, it is liable for rejection. The work awarded cannot be sub-contracted to any other party and if found latter that it has been sub-contracted, the Corporation reserves the right to cancel the contract and to get the work executed through other agencies at the risk and cost of the tenderer.
25. Liquidated damages: Notwithstanding and in addition to the conditions, with regard to imposition of penalty elsewhere in this tender document, the Company reserves the right to impose liquidated damages in case the successful bidder who has been awarded the work delays to begin the work / fails to provide the services in time at any time during the contract period @ 1% of the contract price for each week of delay/ default until the actual providing of the service. The Company also reserves the right to cancel the work order in which case, the Security Deposit, will be forfeited and Company will get the work executed through another party at the risk and cost of the party whose work order has been cancelled.
26. Canvassing in connection with this tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.
27. Bids / Tenders which do not fulfill all or any of the above conditions or incomplete in any respect, are liable for summary rejection.

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28. The work will be commenced and completed as per the time schedule mentioned. In the event of delay in commencing the subject work, as stipulated in the work order, the work order issued to the party will be cancelled and EMD/SD will be forfeited.
29. No claim for the increase in any rates other than specified elsewhere in the tender will be entertained by DCI.
30. The tenderer / bidder / supplier is responsible for taking all precautionary measures for the safety of the lives of all workmen working under them. The responsibility arising due to any mishap during the execution of work and the payment of any compensation etc., thereof lies entirely on the tenderer / bidder / supplier.
31. The Tenderer will study all conditions of contract, site conditions, local conditions and regulations, rules with regard to labour, materials etc., which has a bearing on their bid and the rates quoted will be deemed to cover all such requirements and contingencies
32. The tenderer / bidder / supplier will see that no disturbance/obstruction is caused to the normal working of DCI and its employees.
33. Post-tender negotiations are banned, except in the case of negotiations with L-1 (i.e. lowest tenderer).
34. Notwithstanding anything stated elsewhere in this tender document, DCI reserves the right to terminate the contract by giving one month notice.
35. This work order/contract awarded to the successful party is not transferable and the party to whom the work order is given is not allowed to sub-contract this work by whatever name called to anybody. If it is found that this work is transferred or sub-contracted by such party to anybody at any point of time, DCI reserves the right to cancel the contract with all its consequences including forfeiture of the Security Deposit and carrying out the work for the balance period at contractor's risk and cost, plus levy of fine/ claim of damages from the contractor whose work order is cancelled.
36. (i) Alternate Dispute Settlement of Mechanism.  
  
(ii) Excepted Matters, the decision of the Chief General Manager / Coordinating Head of Department shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs, drawings and instructions and as to the quality of workmanship, or materials used on the work or any matter arising out or relating to the specifications, designs and drawings and instructions concerning the works or the execution or failure to execute the same arising during the course of work and in the maintenance period. The above shall not be subjected to arbitration and in no case shall the works be stopped consequent on such a dispute arising and the work shall also be carried out by the contractor/supplier strictly in accordance with the instructions Chief General Manager / Coordinating Head of Department. The above list of Excepted Matters is only illustrative and any new matter can be added or any matter given above can be deleted or modified at the discretion of DCIL.

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(iii) On matters other than those referred to above as Excepted Matters or other than those which are stated to be final and binding on the Contractor/supplier, if any dispute or difference arises between the DCIL and the Contractor/supplier in connection with the contract or as to the rights and liabilities of the parties hereto, immediately after receipt of notice of dispute by either party, both parties shall first endeavour to resolve the dispute through negotiations through their authorized representatives.

(iv) Instead of direct negotiations or if direct negotiations fail, the disputing parties may opt for settlement of the dispute through third party mediation. Parties shall mutually agree to nominate a Mediator. The seat and venue of Mediation shall, preferably, be Visakhapatnam and the language shall be English. Negotiation and/or Mediation shall be completed within a period of 120 days from the day of commencement of negotiation or date of first appearance before the mediator, as applicable. This period may be extended for a further period as agreed by the parties, but not exceeding sixty days. The cost of mediation including Mediator's fees, logistics, boarding and lodging, travel, clerical charges and other expenditure, if any, will be shared by both the parties, equally.

(v) If the matter is not resolved through Negotiation or Mediation within the time specified above, it can be referred by any of the parties for settlement through Arbitration as per Arbitration and Conciliation Act,1996, as amended from time to time.

(vi) Arbitration Clause : On matters other than those referred to above as Excepted Matters or other than those which are stated to be final and binding on the Contractor/supplier , if any dispute or difference arises between the DCIL and the Contractor/supplier in connection with the contract or as to the rights and liabilities of the parties hereto, and if the matter cannot be settled through Negotiation or Mediation , the same shall be referred to the arbitration by a sole Arbitrator appointed through mutual agreement between the parties and the award of the sole Arbitrator shall be final and binding upon the parties hereto, subject to the provisions of the Arbitration and Conciliation Act 1996.

(vii) The arbitrator shall give a reasoned Award and it shall be in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof. The Arbitrator is precluded from awarding any interest for the pre-reference period or pendent lite period. The language of the Arbitration proceedings shall be English. The seat and venue of the Arbitration shall be Visakhapatnam and the courts at Visakhapatnam shall have exclusive jurisdiction on all the matters with reference to this contract.

(viii) Irrespective of the outcome of the Arbitration proceedings, the cost towards fees of the Arbitrator(s), his/their stay and transportation arrangements, venue and logistics arrangements will be equally shared by both the parties. The legal cost like advocates fees for pleadings, arguments, examination of witnesses, etc will be borne by the parties for their respective advocates/legal firms. Both parties shall enter into an agreement to this effect on the 1st Sitting of the Arbitration Proceedings after invocation of Arbitration.

37. Representing Matters to Independent External Monitors: In case of Tenders/Contracts which are of Rs. 1 Crore and above Value Signatories to the Integrity Pact with regard to a Tender/Contract can represent a matter with regard to the Tender/Contract to the Independent External Monitors (IEMs) under the Integrity Pact Provisions. Persons signing

SIGNATURE OF TENDEROR WITH SEAL

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the Integrity Pact shall not approach for Mediation/Arbitration/Adjudication while representing matters to the IEMs and he/she will await their decision in the matter.

The names and Contact Addresses of the Two Learned Independent External Monitors may also be incorporated appropriately in the Tenders:-

- 1) Sri P. K. Dash  
Near Laharpur Dam,  
Bhopal-462043,  
Mobile-9425011441  
Email- pkdash81@gmail.com
  
- 2) Sri. Kishore Kumar Sansi  
B-301, Badhwar Apartments, Sector-6,  
Plot No.3, Dwarka,  
West Delhi-110075,  
Mobile-9686009000  
Email- kishoresansi@hotmail.com

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**SECTION-V**  
**TECHNICAL SPECIFICATIONS**

1. Labour engaged under this contract shall be physically and mentally sound, energetic able-bodied and of good character.
2. The manpower deployed for carrying out the job contract shall be on the rolls of tenderer only. They are not the workmen of the Corporation and hence the Corporation shall not be responsible for their leave, medical benefits, etc., by virtue of the job contract. This manpower deployed for job contract shall also not have any claim/right whatsoever for employment in DCI and these facts have to be clearly appraised to all by the tenderer before posting.
3. They shall maintain perfect discipline and behavior and they shall not in any manner cause any interference, annoyance, nuisance to the management of the Corporation or its business or work or its officers/employees/other contractors.
4. The tenderer shall ensure that no labour provided by them are a member of the Trade Union of the Employees of the Corporation or take any interest in Trade Union activities of the employees of the Corporation.
5. The Corporation reserves the right to authorize any of its Officers/Staff to supervise the type of services rendered by the tenderer and if he finds that the conduct, behavior and performance of work of any of its personnel is unsatisfactory, he may require the tenderer to immediately recall the particular person and substitute the person by another and the tenderer shall comply with such requirements made by the Corporation forthwith.
6. The Corporation reserves the right to reduce the payment to the extent of deficiencies observed and quantified in terms of wages payable to the personnel. The decision of the Corporation in this respect will be final and binding.
7. DCI shall not be in any way responsible for any injury while on duty, to the workers of the contractor etc.
8. Rates quoted by the tenderer shall include for such precautionary measures, required for proper execution of various works and avoid damage to the property/fittings. Damage, if any, done to the property of the Corporation due to negligence or inadequate precautionary measures on the part of the tenderer or his workmen shall be made good by the tenderer at his cost and expense to the existing specifications and standards. In case the tenderer fails to rectify the damages or provide replacement for the damaged fittings within a reasonable time as notified to him in writing, the same shall be got done through any other agency, at the discretion of the Corporation, at the risk and cost of the tenderer. Expenses incurred by the Corporation in this regard shall be recovered from the payments due or which may become due to the tenderer. In case no payment is due or likely to become due, expenses incurred by the Corporation shall be adjusted against security deposit and shortfall in the amount of security deposit shall be made good by the tenderer immediately.

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9. The tenderer shall obtain requisite licences for engaging labour as per Contract Labour (Regulation & Abolition) Act 1970 and also for payment of PF (PF Number) from PF Commissioner and ESI membership under this contract and produce documentary evidence having done so within 15 (fifteen) days of receipt of the work order, failing which monthly running account bills shall not be admitted for payment till such time the above documents are produced to the DCI.
10. The tenderer shall ensure maintenance of the prescribed records/documents under the various statutes and produce to the nominated officer in the Corporation and also to PF Commissioner or any other statutory authorities for verification every month as and when required.
11. The tenderer shall comply with the following:
  - i. Minimum wages, PF, ESI/Insurance, Gratuity & Bonus as applicable, by the appropriate Government and as enhanced from time to time shall be paid to the workmen deployed by the contractor.
  - ii. PF, ESI/Insurance, Bonus and Gratuity etc., as per the relevant statutes respectively, should be computed on the entire wage for the month or part thereof, for which period, the worker was deployed. These amounts shall be paid appropriately to the concerned authorities by the contractor. In the event of failure to pay the amounts or submit proof of P.F. Code Number etc., issued by the local RPFC, an amount equal to 25% (or such other amount as per the statute) of the wage bill shall be recovered by the Corporation towards P.F. contributions and administrative charges and the same shall be remitted to the appropriate authorities.
  - iii. Terminal benefits shall be reimbursed at actuals on payment to the labourers on termination of the contract subject to the production of proof of having paid to the labourers.
  - iv. The short-fall amounts on the above accounts, if any, shall be made good from the Security deposit.
12. The tenderer should ensure payment for paid weekly-offs, and the Corporation shall not be liable for payments towards weekly-offs or overtime, if any, paid to the worker.
13. Leave rotation to the personnel deployed for the subject contract services has to be provided by the tenderer. This aspect should also be kept in mind while quoting their rate.
14. Every workmen employed by the tenderer shall be allowed in each week a holiday with wages for one full day, provided that nothing in the Contract Labour Act (R&A) 1970 Rules, shall apply to any workman whose total period of employment in the week, including any day spent on weekly-off is less than six days.
15. The tenderer is responsible for Employees Compensation etc., as per relevant statues in respect of the personnel deployed.
16. The tenderer shall pay wages only by crediting/transferring money into bank accounts directly to the labour and shall ensure that no amount by way of commission or otherwise is deducted or recovered from the wages of the labour. The tenderer shall settle the wages of the labour engaged on this work latest by 5<sup>th</sup> of every succeeding month or the next day, if 5<sup>th</sup> day is a holiday.

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17. The Corporation shall not make any payment directly to the workmen (other than for local transport for working at places other than Regional / Project office as stated above) and payment will be made to the contractor only.
18. The Corporation shall pay the bills taking into account the number of workmen deployed in a month, on submission of the bills along with acquaintance copies, challans/receipts copies in token of payment of ESI/Insurance, PF to the concerned authorities by the contractor. Monthly bills are to be submitted before 7<sup>th</sup> day of the succeeding month, covering the period of service rendered for the preceding month. Bills shall be prepared strictly as per the agreed rates. The Corporation shall arrange to make payments against the bill after statutory deductions towards Income Tax and Security Deposit etc., within a period of 30 days, unless delayed for reasons beyond the control of the Management.
19. No claim of escalation of charges, will be permitted during the period of contract except for the provisions of increase in Minimum Wages, PF, ESI/Insurance, Bonus as may be amended by the appropriate Government and to the extent of amount falling short of such increased Minimum Wages, PF, ESI/Insurance, Bonus only, as notified by the appropriate Government.
20. The Tenderer will arrange to obtain/collect Annual P.F. slips in respect of the workers engaged by him from P.F. Authorities and distribute/handover the same to the concerned workmen under acknowledgement.
21. The contractor shall file the requisite Annual P.F. Returns/Reports to the concerned PF Authorities and a copy of such Annual Return/Reports should be endorsed to the Corporation for record.
22. The Security Deposit will be refunded to the tenderer, after satisfactory completion of the contract period, including extended period, if any. The security deposit will not carry any interest under any circumstances.
23. This job/service contract will be for a period of three years
24. In the event of the tenderer, committing breach of any of the terms and conditions of this contract or if the services provided by the tenderer are considered to be unsatisfactory by the Corporation or for any other reason, considered by the Corporation as sufficient, the Corporation is entitled to terminate this contract, by giving one month's notice in writing and the tenderer will not claim any compensation for such termination before expiry of the period of the contract. The decision of the Corporation with reference to the termination will be final and binding on the contractor. In case of non-compliance with any statutory payments to the workmen such as PF, ESI/Insurance, Minimum Wages, Leave Salary, Labour Welfare Contribution etc., during the period of contract, or for any other serious violation of the covenants in the tender/ contract to be recorded in writing, the job/service contract will be liable to the terminated forthwith without assigning any reason(s). In case of any termination of the contract under this clause, the security deposit will be forfeited and the Company reserves the right to get the balance period of the contract executed by any other party at the risk and cost of the contractor whose contract is terminated.

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25. On expiry or termination of this contract, the tenderer and his/their workmen will forthwith vacate the premises, without in any way causing any obstruction / damage to the said premises and the Corporation's property therein. Any working tools/ instruments etc., given to the contractor should be returned to the Corporation.
27. The workmen are subject to security check every day before leaving the premises. In case any materials belongings are found in possession with the workmen, they are liable to be removed and prosecuted thereon.
28. The cleaning materials, working tools like brooms, gardening tools, etc. will be supplied by the Corporation for daily cleaning, sweeping, maintenance works of Gardens and Lawns etc. The balance material and working tools are to be returned to the Corporation on 'as is where is' conditions after completion of the contract. If any of the working tools, machinery, etc. are damaged due to negligence or carelessness attributable to the workmen engaged by the contractor, an amount equal to the repair/ replacement of the same may be recovered by the Corporation from the contractor from the running bills/ security deposit.
29. In case the tenderer decides to discontinue the contract, the tenderer will give three months advance notice to the Corporation in writing, failing which the Cleaning and Maintenance service shall be got done through other agencies at the risk and cost of the tenderer.
30. The successful tenderer should be able to start and provide the services, as intimated by DCI as per the work order. However, if the Security Deposit as intimated in this tender is not deposited within 15 days from the date of the award of the contract, DCI reserves the right to cancel the contract and get the work done through another party at the risk and cost of this bidder and no payment will be made for the work done during this period i.e. from the date of beginning of the work till date of cancellation of the work order for non-submission of the security deposit.
31. If, for any reason, the tenderer is unable to supply manpower as per the work order then alternative arrangements will be made by the Corporation at the prevailing market rates and the extra cost incurred, if any, for such arrangements will be deducted from the tenderer's bill/through legal process. If such interruption/disruption/non-compliance extends for more than 3 days consecutively, the Corporation will have the right, without prejudice to other remedies, to terminate the contract without any notice. In such an eventuality the security deposit will be forfeited and recovery of any such due to the Corporation will be recovered from the tenderer's bills/ legal process.
32. Notwithstanding anything stated elsewhere in the tender document, the Corporation will have the right to impose a penalty on the contractor upto Rs.250/- per day in each case of default in the service and/or non-compliance of any of the condition in the tender document and/or work order.
33. The tenderer is required to provide supervisor to present daily at the Regional / Project office premises throughout the period of the contract. The supervisor will be responsible for supervising of the working of the workmen engaged by the tenderer.
34. The number of manpower required is given at Section VII. The requirement given is only tentative and the actual usage under different categories may vary from time to time. The

SIGNATURE OF TENDEROR WITH SEAL

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Tenderer is required to provide workmen as per the requirement intimated to him from time to time. Payment will be made as per the actual number of workmen whose services have been utilized for the number of days present for each workmen.

35. The wages as stated above are as per the wages notified under the Minimum wages Act by Government of India. The same will be revised as per the revision notified, if any, from time to time by Commissioner of Labour, Government of India or any Competent Authority appointed for the purpose. The wages will be reimbursed on actuals every month depending on the number of workmen deployed for each category and submission of proof of payment and other documents.
36. **Uniform:** All the maintenance staff should wear a proper distinct uniform which should be procured and maintained at the cost of the contractor. The uniform should be clean, ironed and well kept. The Corporation will have the right to impose a penalty on the contractor upto Rs.100/- in case of each instance of failure of the staff of the contractor to wear neat and well-kept uniform.
37. Goods & Services Tax (GST) is applicable. Hence, necessary statutory compliances w.r.t. GST is to be complied by the contractor without fail. Any effect of tax remittance w.r.t. GST and non-compliance of remittances may attract penalty, interest which are to be borne by the contractor only.

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**SECTION-VI**  
**WAGES STRUCTURE FOR OFFICE BOY AT PROJECT OFFICE, MUMBAI**

| Sl. no. | Particulars                   | %                    | Wages per month |
|---------|-------------------------------|----------------------|-----------------|
| 1       | Basic (Minimum Wages)         |                      | 10,021          |
| 2       | VDA (Minimum Wages)           |                      | 3,614           |
| 3       | HRA                           | 10                   | 1,364           |
| 4       | Conveyance Allowance          |                      | 1,400           |
| 5       | Washing                       |                      | 500             |
| 6       | E.A                           |                      | 700             |
| 7       | <b>Gross Salary -A</b>        |                      | <b>17,599</b>   |
| 8       | <b>EMPLOYEES DEDUCTION</b>    |                      |                 |
| 9       | Provident Fund                | (Basic +DA) *12%     | 1,636           |
| 10      | ESIC                          | (Gross-W.A)*0.75%    | 128             |
| 11      | Professional Tax              |                      | 200             |
| 12      | Labour Welfare Fund           |                      | 0               |
| 13      | <b>Total Deduction- B</b>     |                      | <b>1,964</b>    |
| 14      | <b>Net Salary A-B</b>         |                      | <b>15,634</b>   |
| 15      | <b>Employers Contribution</b> |                      |                 |
| 16      | Provident Fund                | (Basic +DA) *13%     | 1,773           |
| 17      | ESIC                          | (Gross-W.A)*3.25%    | 572             |
| 18      | Bonus                         | (Basic +DA) *8.33%   | 1,136           |
| 19      | Leave Encashment              | (Basic +DA)/30*24/12 | 909             |
| 20      | Gratuity                      | (Basic +DA)/26*15/12 | 239             |
| 21      | Uniform                       | (Basic +DA)**4%      | 545             |
| 22      | <b>Total Contribution -C</b>  |                      | <b>5,174</b>    |
| 23      | <b>CTC A+C</b>                |                      | <b>22,772</b>   |
| 24      | <b>Total</b>                  |                      | <b>22,772</b>   |

**Note:-**

1. The wages for workers working at Project Office, Mumbai are as per the wages notified under the Minimum wages Act by Commissioner of Labour (Central), Government of India. The same will be revised as per the revision notified if any from time to time by Commissioner of Labour, Government of India or any Competent Authority appointed for the purpose.
2. The wages will be reimbursed on actual every month depending on the number of workmen deployed for each category and submission of proof of payment and other documents.
3. The projected requirement of workmen is at Section-II. The deployment of workmen may vary depending upon work requirements and DCI reserve it's right to increase or decrease the number of workmen. However, payment will be made only as per actual utilization during month for actual number of days worked.

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**SECTION-VII**  
**DOCUMENTS TO BE UPLOADED / INFORMATION TO BE FURNISHED ALONG**  
**WITH TECHNICAL BID**

**THE TENDERER SHOULD FURNISH THE FOLLOWING INFORMATION/  
PROVIDE THE FOLLOWING DOCUMENTS IN THE TECHNICAL BID COVER  
FOR EVALUATION OF TECHNICAL BID.**

|   |   |                             |                |                       |                   |                                      |                               |
|---|---|-----------------------------|----------------|-----------------------|-------------------|--------------------------------------|-------------------------------|
| 1 | Particulars of Firm/ Proprietor   |                             |                |                       |                   |                                      |                               |
|   | a   | Name                        |                |                       |                   |                                      |                               |
|   | b   | Postal Address              |                |                       |                   |                                      |                               |
|   | c   | Contact person's name       |                |                       |                   |                                      |                               |
|   | d   | Contact persons designation |                |                       |                   |                                      |                               |
|   | e   | Telephone Number            |                |                       |                   |                                      |                               |
|   | f   | Mobile Number               |                |                       |                   |                                      |                               |
|   | g   | e-mail address              |                |                       |                   |                                      |                               |
| 2 | All the pages of the Tender documents to be signed on each page with Tenderer's seal in token of acceptance of all the conditions of the Tender document. |                             |                |                       |                   |                                      |                               |
| 3 | <b>Experience Criteria</b>  |                             |                |                       |                   |                                      |                               |
|   | Sl. no.   | Nature of work              | Period of work |                       | Organization      | Value of each work done in ` in Lakh | Supporting documents attached |
|   |   |                             | From           | To                    |                   |                                      |                               |
|   | 1   |                             |                |                       |                   |                                      |                               |
|   | 2   |                             |                |                       |                   |                                      |                               |
|   | 3   |                             |                |                       |                   |                                      |                               |
|   | 4   |                             |                |                       |                   |                                      |                               |
| 5 |   |                             |                |                       |                   |                                      |                               |
| 4 | <b>Turnover Criteria</b>  |                             |                |                       |                   |                                      |                               |
|   | Sl.no   | Year                        |                | Turnover ( ` in lakh) | Document attached |                                      |                               |
|   | 1   |                             |                |                       |                   |                                      |                               |
|   | 2   |                             |                |                       |                   |                                      |                               |
| 3 |   |                             |                |                       |                   |                                      |                               |
| 5 | Bank Details  |                             |                |                       |                   |                                      |                               |
|   | 1   | Name of the Bank            |                |                       |                   |                                      |                               |
|   | 2   | Name of the Branch          |                |                       |                   |                                      |                               |
|   | 3   | Bank Address                |                |                       |                   |                                      |                               |
|   | 4   | Bank Account No             |                |                       |                   |                                      |                               |
|   | 5   | IFSC Code/ RTGS Code        |                |                       |                   |                                      |                               |
| 6 | Pan Card No.<br>(Copy of relevant document issued by the relevant authority issuing the number to be enclosed)  |                             |                |                       |                   |                                      |                               |

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|    |  |  |
|----|--|--|
| 7  | Firm's Registration No. issued by Labour Authorities under Shops & Establishment Act<br>(Copy of relevant document/ registration certificate issued by the relevant authority issuing the number to be enclosed)   |  |
| 8  | P.F. Code allotment letter issued by P.F. Authorities<br>(Copy of relevant document issued by the concerned authority issuing the number to be enclosed)   |  |
| 9  | ESI Code issued by ESI Authorities<br>(Copy of relevant document issued by the concerned authority issuing the number to be enclosed)  |  |
| 10 | Labour Licence No. with Date issued by concerned Labour Authorities in Form VI under Contract Labour (R&A) Act,<br>(Copy of relevant document issued by the concerned authority issuing the number to be enclosed)   |  |
| 11 | Service Tax/GST Registration number issued by respective authorities<br>(Copy of relevant document issued by the concerned authority issuing the number to be enclosed)  |  |
| 12 | A declaration by the tenderer as to compliance of all conditions and having put no counter conditions in the format in <b>Annexure – 1.</b>  |  |
| 13 | The details of the employees in Dredging Corporation of India Limited with whom the tenderer has any relationship along with nature of relationship in the format in <b>Annexure – 2.</b>  |  |
| 14 | An undertaking as at <b>Annexure – 3</b> that the tenderer has not made any payment or illegal gratification to any person / authority connected with the bid process so as to influence the bid process and have not committed any offence under the Prevention of Corruption Act in connection with the bid. |  |

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**SECTION-VIII**  
**PRICE BID (BOQ)**  
**(TO BE SUBMITTED SEPARATE COVER)**

| Sl. No.  | Description   | Per month | For 3 years         |
|----------|---|-----------|---------------------|
| <b>A</b> | <b>B</b>  | <b>C</b>  | <b>D = (36 * C)</b> |
| <b>1</b> | Service/Administration charges<br>(Without wages & GST) # |           |                     |

**# Note :**

- 1) GST will be paid/reimbursed at the applicable rates by the Company as per the statutory.
- 2) The payment to be made to the contractor will be the service/administration charges plus the wages as per the wage structures of the skilled/semi-skilled/un-skilled as furnished in Section VI and the other charges, if any stated in the tender document. The wages are required to be paid first by the contractor to the workers and proof of remittances to be submitted along with bill to DCI for payment.
- 3) Service/Administration charges are constant throughout the period of the contract and no variation will be allowed in the same though the period of the contract.
- 4) Tenderer has to submit documents in support of GST registration along with technical bid and as well include the GST registration number in every bill raised on the company.
- 5) Tenderer shall quote here only service/Administration charges and not the total monthly expenditure.
- 6) L-1 will be decided amongst the technically qualified parties based on the service/administration charges quoted here.

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ANNEXURE – 1

**COVERING LETTER AND UNDERTAKING AS TO COMPLIANCE OF CONDITIONS AND  
NO COUNTER CONDITIONS**

Dated \_\_\_\_\_

To

M/s. Dredging Corporation of India Ltd.,  
Project Office-Mumbai.

Sir,

**SUB: PROVIDING OFFICE BOY SERVICES AND OTHER WORKS AT  
PROJECT OFFICE, MUMBAI - Reg.**

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I/We hereby confirm having read by me/us read and/or explained to me/us all the terms and conditions stated in the tender documents and agree to be abide unconditionally to the terms and conditions stated therein.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and conditions and other provisions contained in the tender documents, which have been read by me/us read and/or explained to me/us so far as they are applicable. In default of compliance any of these conditions, I/We agree to set off the extra cost if any, for carrying out the work at my/our risk and cost against the Security Deposit available with the Dredging Corporation of India Limited, or its successors and to pay the DCI or its successors on demand as debt due any amount required to meet the extra cost of carrying out the work over and above Security Deposit furnished by me/us.

3. I/We hereby confirm having read and understood all the terms and conditions of the tender and abide by these terms and conditions. All the pages in the tender documents have been initialed/signed and stamped in token of acceptance of the terms and conditions of the tender documents.

4. I/ We hereby confirm that we have not put/ specified/ laid down any counter conditions and we accept the tender conditions and agree to abide by the same

Thanking you,

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL, NAME & ADDRESS

Place :

Date:

SIGNATURE OF TENDEROR WITH SEAL

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DREDGING CORPORATION OF INDIA LIMITED  
TENDER NO. DCI/WRO-M/HR/OFFICE BOY/2025-26, DATED 06.02.2026  
PROVIDING OFFICE BOY SERVICES AND OTHER WORKS AT WESTERN REGIONAL  
OFFINCE & PROJECT OFFICE MUMBAI

ANNEXURE – 2

DECLARATION ABOUT RELATIVES

Dated \_\_\_\_\_

To

M/s. Dredging Corporation of India Ltd.,  
Project Office -Mumbai.

Sir,

**SUB: DCI/WRO-M/HR/OFFICE BOY/2025-26, DATED 06.02.2026 PROVIDING OFFICE BOY  
SERVICES AND OTHER WORKS AT PROJECT OFFICE MUMBAI - Reg.**

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We hereby certify that, we are not related to any person employed in Dredging Corporation of India Limited.

Or

We hereby certify that, the following are the persons who are employed in Dredging Corporation of India Limited and are related to me

| Sl. No. | Name of the employee in DCI and designation | Nature of relationship |
|---------|---|------------------------|
|         |   |                        |
|         |   |                        |
|         |   |                        |

(strike out / fill-in as applicable)

Thanking you,

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL, NAME AND ADDRESS

Place:

Date:

**DREDGING CORPORATION OF INDIA LIMITED**  
**TENDER NO. DCI/WRO-M/HR/OFFICE BOY/2025-26, DATED 06.02.2026**  
**PROVIDING OFFICE BOY SERVICES AND OTHER WORKS AT WESTERN REGIONAL**  
**OFFINCE & PROJECT OFFICE MUMBAI**

**ANNEXURE – 3**

**UNDERTAKING ABOUT ILLEGAL GRATIFICATION**

**SUB: DCI/WRO-M/HR/OFFICE BOY/2025-26, DATED 06.02.2026 PROVIDING OFFICE BOY SERVICES AND OTHER WORKS AT PROJECT OFFICE MUMBAI - Reg.**

With reference to your subject Tender, we hereby give an Undertaking that we have not made any payment or illegal gratification to any person/authority connected any with the Tender Process so as to influence the tender process and have not committed any offence under the Prevention of Corruption Act in connection with the Tender. We also do undertake that we shall disclose if any payment made or proposed to be made to any intermediaries (agents etc.) during the tender process in connection with this Tender.

Thanking you,

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL, NAME AND ADDRESS

Place:

Date:

SIGNATURE OF TENDEROR WITH SEAL

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**DREDGING CORPORATION OF INDIA LIMITED**  
**TENDER NO. DCI/WRO-M/HR/OFFICE BOY/2025-26, DATED 06.02.2026**  
**PROVIDING OFFICE BOY SERVICES AND OTHER WORKS AT WESTERN REGIONAL**  
**OFFINCE & PROJECT OFFICE MUMBAI**

**ANNEXURE – 4**

**PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT**  
**(To be executed on Rs.100/- Non-Judicial Stamp Paper)**

NOTE : The Bank Guarantee should be issued by a Nationalized Bank and enforceable at Visakhapatnam.

The Dredging Corporation of India Ltd.,  
“Dredge House”, H.B.Colony Main Road,  
Seetammadhara,  
Visakhapatnam-530 022

WHEREAS \_\_\_\_\_ (hereinafter called the “Tenderer”) has submitted its tender dated \_\_\_\_\_ No. \_\_\_\_\_ for \_\_\_\_\_ (name of the work) (hereinafter called the said “Tender”) in favour of DREDGING CORPORATION OF INDIA LIMITED, Dredge House, H.B.Colony Main Road, Seetammadhara, Visakhapatnam-530 022 (herein after called the “CORPORATION”).

KNOW ALL MEN by these presents that we, (Bankers full address) \_\_\_\_\_ (hereinafter called “Bank”) are bound unto the Corporation for the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for which payment will and truly to be made to the said Corporation, the Bank binds itself its successors and assigns by these present.

THE CONDITIONS of this obligation are:

If the Tenderer withdraws his Tender

- 1 a) during the period of validity of the Tender specified in the Tender  
(or)  
b) after having been notified of the acceptance of his Tender by the Corporation during the period of Tender Validity.
2. fails or refuses to execute the Agreement, if required, or
3. do not commence the work as per the Letter of Intent or Work Order.

We undertake to pay to the Corporation upto the above amount upon receipt of their first written demand without the Corporation having to substantiate their demand, provided that in their demand the Corporation will note that the amount claimed is due to him owing to the occurrence of one or more of the above conditions, specifying the occurred condition or conditions.

Notwithstanding anything herein contained our liability under this guarantee is limited to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and will remain in force upto 120 days from the date of opening of Tender and any demand in respect thereof must reach the Bank not later than the date of expiry of this guarantee failing which all the rights of the Corporation under the guarantee shall be forfeited and the Bank shall be deemed to be relieved or discharged from all liabilities hereunder.

Dated:

SIGNATURE OF THE BANK

SIGNATURE OF TENDEROR WITH SEAL

**DREDGING CORPORATION OF INDIA LIMITED**  
**TENDER NO. DCI/WRO-M/HR/OFFICE BOY/2025-26, DATED 06.02.2026**  
**PROVIDING OFFICE BOY SERVICES AND OTHER WORKS AT WESTERN REGIONAL**  
**OFFINCE & PROJECT OFFICE MUMBAI**

**ANNEXURE – 5**

**PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT**  
**(To be executed on Rs.100/- Non-Judicial Stamp Paper)**

NOTE : The Bank Guarantee should be issued by a Nationalized Bank and enforceable at Visakhapatnam.

In consideration of Dredging Corporation of India Limited, a Company incorporated under the Companies Act, 1956 and having its Head Office at Dredge House, HB Colony Main Road, Seethammadhara, Visakhapatnam – 530 022 (herein after called the “DCI”) having agreed to exempt M/s ..... having its Registered Office at .....(herein after called the said “Contractor” from the demand under the terms and conditions of an Agreement / Contract / Work Order dated .....made between DCI and Contractor for .....(herein after called the said “Agreement”), of Security Deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for .....

..... only), we .....(Hereinafter referred to as “the Bank” (indicate the name of the Bank) at the request of M/s..... (Contractor) do hereby undertake to pay to the DCI an amount not exceeding .....against any loss or damage caused to or suffered or would be caused to or suffered by the DCI by reason of any breach of the said Contractor of any of the terms and conditions contained in the said Agreement.

2. We \_\_\_\_\_ do hereby undertake to pay the amounts due and (indicate the name of Bank) Payable under this guarantee without any demur, merely on a demand from the DCI stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the DCI by reason breach by the said Tenderer of any of the terms or conditions contained in the said Tender or by reason of the Tenderer’s failure to perform the said Tender. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.\_\_\_\_\_.

3. We undertake to pay to the DCI any money so demanded notwithstanding any dispute or disputes raised by the said Tenderer in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said Tenderer shall have no claim against us for making such payment.

4. We \_\_\_\_\_ (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Tender and that it shall continue to be enforceable till all the dues of the DCI under or by virtue of the said Tender have been fully paid and its claim satisfied or discharged or till the DCI certifies that the terms and conditions of the said Tender have been fully and properly carried out by the said Tender and accordingly discharges this guarantee. Unless a

**DREDGING CORPORATION OF INDIA LIMITED**  
**TENDER NO. DCI/WRO-M/HR/OFFICE BOY/2025-26, DATED 06.02.2026**  
**PROVIDING OFFICE BOY SERVICES AND OTHER WORKS AT WESTERN REGIONAL**  
**OFFINCE & PROJECT OFFICE MUMBAI**

demand or claim under this guarantee is made on us in writing on or before \_\_\_\_\_, we shall be discharged from all liability under this Guarantee thereafter.

5. We \_\_\_\_\_ (indicate the name of Bank) further agree that the DCI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Tender or to extend time of performance by the said Tenderer from time to time or to postpone for any time or from time to time any of the powers exercisable by the DCI against the said Tenderer and to forbear or enforce any of the terms and conditions relating to the said Tender and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Tenderer or for any forbearance, act or omission on the part of the DCI or any indulgence by the DCI to the said Tenderer or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Tenderer.

7. We, \_\_\_\_\_ (indicate the name of Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the DCI in writing.

Date the \_\_\_\_\_ day of \_\_\_\_\_ 2024  
For \_\_\_\_\_  
(indicate the name of Bank)