



KAMARAJAR PORT LIMITED
(A Company of Chennai Port Authority)
Ministry of Ports, Shipping and Waterways

**“INVITES APPLICATION FOR EMPANELMENT OF CONTRACTORS TO
CARRYOUT MAINTENANCE WORKS/SUPPLY OF
MATERIALS/PROVIDING SERVICES & OTHER MISCELLANEOUS
WORKS UNDER MARINE DEPARTMENT OF KPL”**

Name of the Applicant: M/s.

Last date for submission: **04.11.2025**

KAMARAJAR PORT LIMITED,
Vallur Post, Near N.C.T.PS,
Chennai-600120

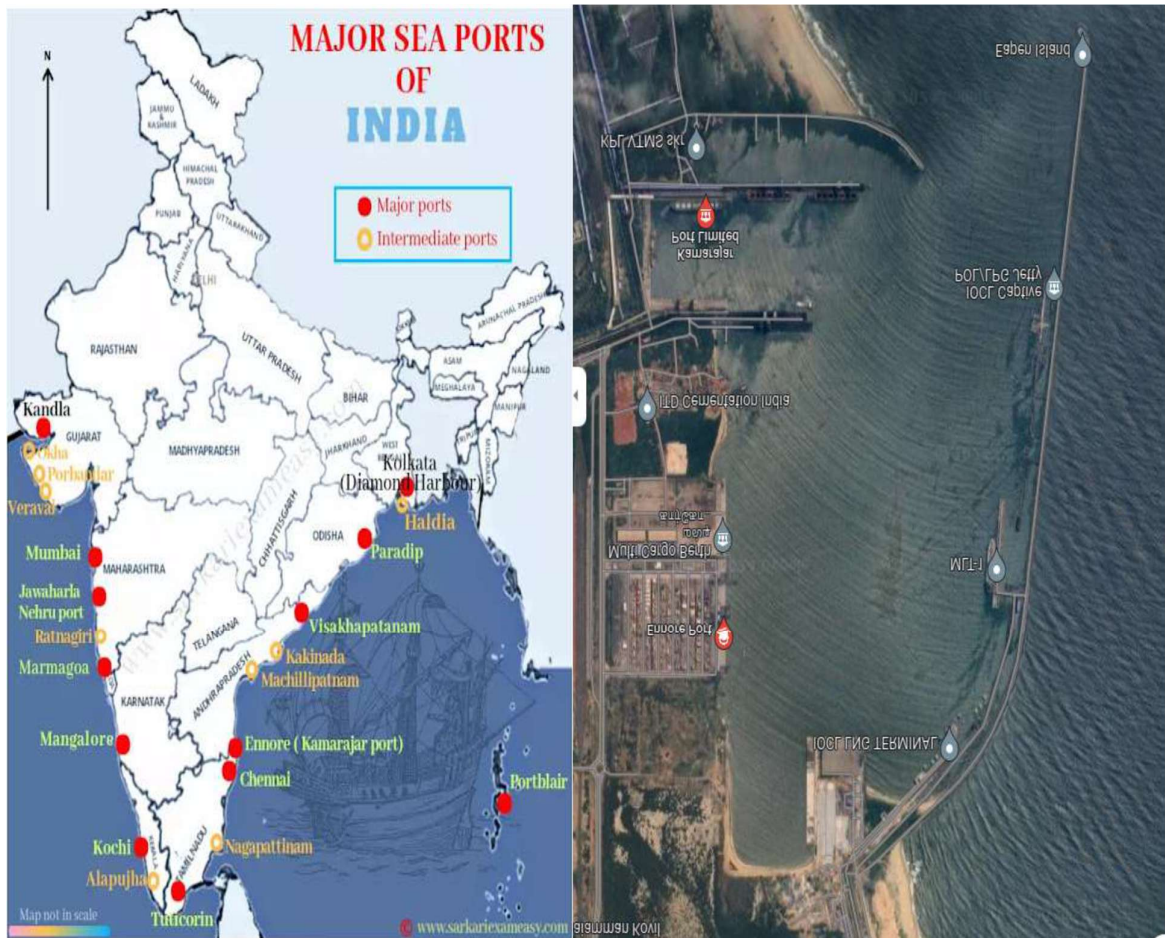
E-mail : gm-ms@kplmail.in
Website : www.kamarajarport.in



INVITES APPLICATION FOR EMANELMENT OF CONTRACTORS TO
CARRYOUT MAINTENANCE WORKS/SUPPLY OF MATERIALS/PROVIDING
SERVICES & OTHER MISCELLANEOUS WORKS UNDER MARINE
DEPARTMENT OF KPL

1. About KPL

The Govt. of India declared Kamarajar Port (Erstwhile Ennore Port) as the 12th Major Port in March 1999 and later, the Port was incorporated as a corporate entity, Kamarajar Port Limited (KPL), under the Indian Companies Act, 1956 on 11th October 1999. Latitude 13°15' 30" N and Longitude 80° 21' 00" E on the Coromandel coast, as depicted in **Fig: 1.1**.



KPL which was looked upon initially as a mono commodity coal port dedicated to handling Thermal Coal requirements of Tamilnadu Generation and Distribution Corporation Limited (TANGEDCO) formerly Tamilnadu Electricity Board (TNEB) from June 2001 and has over the period developed as a Multi Cargo Port. KPL, which is the only corporatized Major Port under Ministry of Shipping, has become a wholly owned subsidiary of Chennai Port Authority, subsequent to Chennai Port Authority acquiring the Government of India share in the Kamarajar Port Limited in March 2020.



1.1.1 Port at a glance

Kamarajar Port is an all-weather port with breakwaters on both northern and southern sides. KPL operates as a Facilitator Port limiting its functions to overall planning for development; conservancy of the port, regulatory aspects, environmental monitoring; dredging berth areas, port basin & approach channel; installation of navigational aids/fire-fighting facilities, road and rail connectivity while, Development and operation of cargo handling terminals are being carried out through captive and private sector participation on PPP-BOT model.

Kamarajar Port Limited (KPL), is in process of empaneling Registered GST Compliance contractors to carry out the works related to Mechanical, Electrical, Electronics, Navigational Aids & 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 completes in all respects, 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 TO CARRYOUT MAINTENANCE WORKS/SUPPLY OF MATERIALS/PROVIDING SERVICES & OTHER MISCELLANEOUS WORKS UNDER MARINE DEPARTMENT OF KAMARAJAR PORT LIMITED" and shall be submitted to the below address on or before **04.11.2025 up to 1500hrs IST**.

To,
The General Manager (Marine Services),
Marine Services Department,
Kamarajar Port Limited,
Vallur Post, Near NTCPS,
Chennai-600120
Tamilnadu.

Note:

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

Name: Captain. G M Balan,
Designation: General Manager (MS)
Contact No (P): +91 9384051681
Email: balan@kplmail.in

Signature and Seal of the Contractor

Date:



SECTION-I

The empanelment of a contractor under the Marine Department of **Kamarajar Port Limited (KPL)** shall **only entitle him/her to be considered** for the issue of tender enquiries/quotations, **subject to the conditions** laid down in each individual enquiry of the Marine Department.

It shall **not confer any right** on the contractor either to be necessarily issued the tender enquiries or for the award of work. KPL reserves the right to invite tenders exclusively from empanelled contractors or to float **open tenders to the public**.

"The empanelment shall be valid for an initial period of TWO (2) YEARS from the date of empanelment/registration at KPL. Based on the performance of the empanelled parties and the requirement of KPL, this period may be further extended for a period of ONE (1) YEAR. The extension or termination of empanelment shall be at the sole discretion of the enlistment authority."

Eligible contractors may apply for **a single trade of works or multiple trades**, depending on their experience and capability.

Contractors desiring to apply for more than one trade (Trade A, B, C, D, or E) must **submit SEPARATE applications** in the prescribed format along with requisite supporting documents.

**** The subject works will be carried as per the operational requirement and On call basis ****

Trade- A: Mechanical Works

Sl. No.	Type of Work	Scope / Description
1	Pipe fabrication & erection	MS/GI/SS piping for marine operations
2	Structural fabrication/fitting	Ladders, platforms, buoy frames, etc.
3	Supply of spares, Mechanical spares supply	Machined parts, castings, fabricated items, Gears, pumps, valves for marine & port equipment
4	Supply of rubber items	Buffers, oil seals, gaskets, sleeves
5	Hydra crane supply	For buoy loading/unloading from yard to jetty
6	Labour engagement	Fitters, welders, helpers for mechanical works during the marine works.
7	Compressor/Air system works	Servicing and supply of marine air compressors



Trade- B: Electronic Works

Sl. No.	Type of Work	Scope / Description
1	System maintenance	CCTV, PA system, fire alarms
2	Supply of components	Batteries, controllers, sensors
3	VHF/Radio maintenance	Marine communication upkeep
4	PCB/equipment repair	Soldering, component-level servicing
5	AMC of electronics	Periodic servicing of electronics
6	Labour engagement	Electronics technicians, testers
7	Marine electronics calibration	Radar, sonar, echo sounder servicing for marine navigation units
8	Electronic chart systems maintenance	Support for ECDIS and other digital nautical charting systems
9	Safety alarm systems	Gas leak detectors, emergency shutdown systems in marine zones
10	Radio repeater & antenna servicing	Maintenance of tall mast units supporting VHF/MF/HF marine radio comms
11	Battery bank monitoring	For radio towers, navigation buoys, unmanned equipment stations
12	Labour engagement (dept-specific)	Technicians trained in marine electronics, field radios, survey devices

Trade- C: Navigational Aids Maintenance

Sl. No.	Type of Work	Scope / Description
1	Buoy deployment/restoration	As per operational requirement
2	Buoy maintenance	Cleaning, repainting, replacing lights/batteries
3	Navigational spares supply	Radar reflectors, chains, shackles
4	Underwater cleaning	Stilling wells, using divers
5	Tide gauge room upkeep	Calibration, cleaning, equipment checks
6	Diver engagement	For underwater works and inspections
7	Labour engagement	Skilled/Semiskilled and Unskilled Support staff for various works.
8	Buoy battery bank supply	Long-duration marine-grade power packs for buoys
9	Solar panel fitting for buoys	Small-scale solar units for navigational aids
10	Marine sensor integration	GPS, AIS & weather sensors integration into buoys
11	Leading Lights	Supply/repair of Transit lights
12	Lantern Lights	Supply/repair of Transit lights



Trade- D: Electrical Works

Sl. No.	Type of Work	Scope / Description
1	Temporary electrical setup	For functions, briefing events, camps etc.
2	Power backup solutions	Portable generators, UPS systems for marine units
3	Lighting arrangements	Lantern lights, flood lights etc.
4	Electrical supply items	Cables, connectors, extension boards
5	Port safety electrics	Light indicators, alarms, marine signal lighting

Trade- E Other Miscellaneous Works

Sl. No.	Type of Work	Scope / Description
1	Land Survey works	Positioning, Levelling on land near to shore.
2	Security supply items	Torchlights, uniforms, barricades
4	Stationery supply	Office files, pens, registers
5	Momentos/Shawls	For functions, dignitaries
6	Food/snacks supply	For port functions, VIP visits, surveys
7	Bouquet's supply	Ceremonial and VIP requirements
8	Photography/framing	Event documentation, photo displays
9	Labour engagement	For miscellaneous field/site tasks
10	Temporary tents/PA system	Event arrangements, briefings
11	Event logistics	Chairs, tables, podiums, water dispensers
12	Personal Protective Equipment (PPE) Kits	Helmets, gloves, goggles, face shields, reflective vests, safety shoes
13	Life Vests / Life Jackets	Mandatory for marine, buoy, survey, and boat deployment operations
14	Rainwear Sets	Raincoats, waterproof boots for monsoon marine operations
15	Hand Protection	Rubber gloves, cut-resistant gloves, electrical-insulated gloves
16	Safety Helmets	Industrial grade with chin straps, color-coded for role identification
17	Hats/T-Shirts	Supply during any occasions like swachta, Environment Day, coastal clean-up days etc.
18	Hired Craft Pollution Monitoring	Monitoring of Pollution of hired crafts on call basis.



Note:

- The above classification is **illustrative but not exhaustive**. KPL reserves the right to add or remove any scope under each trade as per operational needs.
- Contractors applying for empanelment are encouraged to **clearly indicate their experience and capacity** for each type of work applied.
- **All works shall be executed on an “as and when required” basis**, unless specified otherwise in the individual tender/enquiry. The scope, frequency, and value of such works will be determined by operational needs, and award of work will be subject to KPL’s discretion.



SECTION II

Application forms are invited for empanelment from **Registered GST Compliance contractors** having valid registration in Government department/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions/ banks and other reputed private firms during last 7 years.

Contractors/ Supplier/vendors shall apply for empanelment in prescribed format. The application document is also available on our website www.kamarajarport.gov.in The application available on the website is for information only to make aware all the details of tender for prospective bidder.

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

1. Eligibility Criteria for each category:

The Contractor, to be considered for empanelment, has to fulfill the Eligibility Criteria as given below. The Company/Firm/ Agency should satisfy the following criteria for participating in the tender process.

1.1 Experience of having successfully completed similar works (individual works in Mechanical, Electronics, Electrical, Navigational Aids or Other Miscellaneous works trade for which application is submitted) during last Seven years ending 31st March 2025 sufficing any one of the below three eligibility criteria.

a) Works executed in **Major Ports / Minor Ports.**

OR

b) Works executed for **Central Government departments / Public Sector Undertakings (PSUs).**

OR

c) Works executed in **Private Ports / reputed Private Sector organizations of comparable scale.**

1.2 Operational Capability:

- a) Registered office within 150 Km Radius of Kamarajar Port.
- b) Readily available stocks of critical spares, tools and consumables.
- c) Trained personnel available 24x7 for marine emergency deployments.



1.3 Mechanism After Empanelment

- Empanelment does **not guarantee work award**.
- Work orders will be issued on an **“as and when required”** basis, through limited competition among empanelled vendors preferably through online mode.

The bidding Company/Firm/Agency should have a registered office in Chennai. (Submit a copy of registration/Incorporation Certificate).

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.

The evaluation will be carried out by a committee constituted for the purpose by KPL and will be based on the eligibility criteria, expertise, work experience, technical & financial capability and valid documents submitted by the contractor (applicant). Decision of KPL 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:

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

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

The following essential documents shall be submitted:

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



6. The application will summarily be rejected in case applicant is not able to furnish all relevant information/documents as detailed above.
2. The contractors should have a Valid GST Registration No., PAN No., MSME/NSIC Registration, ESI & EPF Registration and should have necessarily file IT returns during the last 3 (Three) financial years ending 31.03.2025.
3. KPL shall approach the Contractor's clients, corporations, organizations, etc. to verify the Genuineness of the contractor's general reputation /competence / documentary evidence.
4. KPL reserves the rights to accept or reject any application without assigning any reason.
5. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete application or application without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
6. If information and details furnished by applicants are found to be false/misleading at any time in future or any information withheld, which comes to the notice of KPL, at later date, the empanelment of such applicant will be cancelled immediately.



SECTION-III

GENERAL CONDITIONS FOR EMPANELMENT OF CONTRACTORS UNDER MARINE DEPARTMENT OF KPL

1. APPLICABILITY:

- 1.1 Application form for the empanelment shall be submitted in sealed envelope super scribing Empanelment of Contractors to carry out “Maintenance Works/Supply of Materials/Providing Services and other miscellaneous works under Marine Department at Kamarajar Port”.
- 1.2 The application shall be submitted strictly in the format as mentioned along with the supporting documents.
- 1.3 The application shall be signed by the person/s on behalf of the organization having necessary Authority/Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney/Memorandum of association (Wherever applicable) shall be furnished along with application.
- 1.4 The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of contractors.

KPL enlists contractors who intend to work with the Marine 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 Marine department of Kamarajar Port 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.

- 1.5 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.
- 1.6 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.



- 1.7 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 to the Office of General Manager (Marine Services), Marine Service Department, Kamarajar Port Limited, Vallur Post Near NTCPS, Chennai-600120, Tamilnadu- 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 i.e. 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 KPL reserves its right to accept/reject any or all the applications and/or cancel the notification for empanelment of contractors without assigning any reason. Decision of KPL 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 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 addresses, 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 Marine 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 Kamarajar Port 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 KPL 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 Marine dept, then KPL 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 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,'
- x. Organizations which prima facie appear to be true; or
- xi. Has already been demoted for other reason(s); or
- xii. Ceases to fulfill eligibility criteria based on which empanelment was done.

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

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

10. 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.



11. 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.
12. 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.
13. 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.
14. 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 KPL.
15. The contractors who intend to apply for more than one trade, as mentioned in **Section-1**, have to apply for each trade using separate application form as per **Annexure-2**.
16. Empaneled 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 empaneled list.
17. The contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.
18. KPL reserves the right for open-tendering process for any particular work depending on the nature/magnitude of work. For such tenders, the Empaneled contractor* meeting the stipulated criteria of tender can also participate.
19. KPL is an ISPS Compliance Port. The contractors shall comply with the measures related to Quality, Health and Safety & Environment (HSE) policy of KPL.
20. It is the sole responsibility of the contractor to follow all safety rules & regulation, during the currency of contract in KPL, 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.



21. KPL 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, the contractor shall indemnify and keep KPL indemnified against all such damages and compensation and against all claims, demands, proceeding, costs, charges and expenses whatsoever in respect thereof or in relation thereto.
22. The contractor shall obtain adequate 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.
23. All the information requested for empanelment of contractor shall be submitted in English language only.
24. **Execution and Rate Finalization Process**

KPL will undertake maintenance works, procurement of local goods, request-for-service works, and other miscellaneous activities on an "as and when required" basis. These works will be executed through empanelled contractors.

The procedure for determining the rates and execution is as follows:

 - **Quotation Collection:** KPL will invite quotations from all **empanelled contractors** for each required scope of work.
 - **Rate Determination:** The **lowest quoted rate** among the empanelled contractors will be considered as the **approved operating rate**.
 - **Issuance of Work Order:** The **contractor who has quoted the lowest rate** will be **issued the work order** for **execution**.
25. This mechanism ensures fair competition, cost efficiency, and uniformity in the execution of works by empanelled contractors.
26. KPL reserves the right to reject any application/bid without assigning any reason.
27. The tenderer should take care that the rate/amount written in figure and words. In case of ambiguity/difference between the amount in figure and words in the document, the lesser the rate / amount will be treated as valid.
28. The quotations for works will be invited from time to time as and when required as per the requirement of KPL for works excluding GST. The GST will be reimbursed by KPL on reflection in GST Portal.



29. KPL will provide free Electricity during the execution of work at one point, however the contractor has to make his own arrangement for water.
30. The bidder/Contractors may visit the Kamarajar Port Premises (site) before quoting the rates.
31. The contractor should take utmost care to prevent damage to existing site while doing the Repair, Maintenance works.
32. Payment will be made after completion of work in all respects and full satisfaction of engineer in charge/supervisor charge. The contractor has to submit the bill in the due format based on the executed work.
33. Nothing extra shall be payable over the quoted rates. However, GST will be reimbursed by KPL on reflection in GST Portal.
34. Income Tax and other recoveries etc., shall be made as per statutory rules and as per Government orders from time to time.
35. Time allowed for executing and complete each and every work will be as per the direction specified in the respective work order issued to each contractor.
36. Penalty up to 1% per fortnight on the job delayed over the above period subject to maximum of 10% will be at the discretion of KPL.

37. DISPUTE BETWEEN THE CONTRACTOR AND KAMARAJAR PORT LTD.

In case of any dispute arising out of the work, the contractor may submit a written application indicating the same within 15 days of the occurrence and submit it to the General Manager (Marine Services) for settlement.

If the Contractor feels aggrieved by the decision of the General Manager, Marine Services (GM MS), the decision shall be considered final unless the Contractor chooses to refer the dispute to the dispute resolution mechanism outlined below.

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.



38. VALIDITY OF THE EMPANELMENT:

The empanelment shall be valid for an initial period of **two (2) years** from the date of empanelment/registration at KPL. Based on the performance of the empanelled contractors, as evaluated by the Enlistment Authority of KPL, the empanelment **may be extended for a further period of one (1) year** at the sole discretion of KPL.

KPL reserves the right to **review the performance of empanelled contractors annually** and retain only those demonstrating satisfactory performance. Non-performing contractors may be removed from the panel at any time, based on performance evaluation.

Furthermore, KPL reserves the right to **terminate the empanelment at any point during the empanelment period, including the initial two-year period, without assigning any reason.**

39. The Contractor/ Applicant shall submit the following details & relevant documents for the empanelment of Contractors in Marine department of KPL.

- Self-declaration in Contractor's / Applicant's letter head as per **Annexure- I.**
- 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.

Name: Captain. G M Balan,
Designation: General Manager (MS)
Contact No (M): + 91 9384051681
Email: balan@kplmail.in

Signature and Seal of the Contractor

Date:



IMPORTANT INSTRUCTIONS:

- All applications received at KPL as on due date will be considered for immediate scrutiny & evaluation and subsequently the qualified contractors will be empaneled.



ANNEXURE-1

SELF DECLARATION

(To be submitted on Applicant's/Contractor's Letter Head)

(Applicant/Contractor Reference No. and Date)

Sir,

With reference to the Notification No. KPL/MS/S&D/EMP/2025 dated xx xx xxxx for the Empanelment of Contractors for Maintenance and other miscellaneous works under Marine Department of KPL, I/We. _____ (same of the applicant/ contractor) have read and understood the general conditions, Guidelines for evaluation, words in various trades, testimonials to be submitted and eligibility criteria. I/We do hereby submit complete application form [Annexure-1, 2, 4, 5 & 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 KPL 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.

Thank you,

Yours faithfully,

(Signature of the Applicant/ Contractor)

(Name of the Applicant / Contractor)

Company Seal



ANNEXURE-2

**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR MAINTENANCE &
OTHER MISCELLANEOUS WORKS UNDER MARINE DEPARTMENT OF KPL”
DECLARATION**

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 ‘A’ MECHANICAL WORKS	Category Applied (Please Put Mark)	Relevant Documents submitted	
			YES	NO

(Signature of the Applicant/Contractor)

Company Seal



ANNEXURE-2

**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR MAINTENANCE &
OTHER MISCELLANEOUS WORKS UNDER MARINE DEPARTMENT OF KPL”
DECLARATION**

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’ ELECTRONIC WORKS	Category Applied (Please Put Mark)	Relevant Documents submitted	
			YES	NO

(Signature of the Applicant/Contractor)

Company Seal



ANNEXURE-2

**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR MAINTENANCE &
OTHER MISCELLANEOUS WORKS UNDER MARINE DEPARTMENT OF KPL”
DECLARATION**

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’ NAVIGATION AIDS MAINTENANCE	Category Applied (Please Put Mark)	Relevant Documents submitted	
			YES	NO

(Signature of the Applicant/Contractor)

Company Seal



ANNEXURE-2

**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR MAINTENANCE &
OTHER MISCELLANEOUS WORKS UNDER MARINE DEPARTMENT OF KPL”
DECLARATION**

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’ ELECTRICAL WORKS	Category Applied (Please Put Mark)	Relevant Documents submitted	
			YES	NO

(Signature of the Applicant/Contractor)

Company Seal



ANNEXURE-2

**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR MAINTENANCE &
OTHER MISCELLANEOUS WORKS UNDER MARINE DEPARTMENT OF KPL**
DECLARATION

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

Category No.	TRADE ‘E’ OTHER MISCELLANEOUS WORKS	Category Applied (Please Put Mark)	Relevant Documents submitted	
			YES	NO

(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.
 - i) Tender Enquiry response
 - ii) Timely completion of work
 - iii) Quality of work
 - iv) Skill of workman
 - v) Supervision of work
 - vi) Acceptance of minor deviation in work
 - vii) Attending guarantee defects
 - viii) Adherence to KPL safety rules
 - ix) Technical Knowledge
3. Removal of Contractors who are not responding to more than Five (5) consecutive tender enquiries from Marine 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 Marine 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.

(Signature of the Applicant/Contractor)

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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 Aadhar/NSIC)	
8	Whether the firm belongs to SC/ST Categorization.	
9	Name and address of the sister concern or 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	Please provide Safety Policy of your Company (Enclose the details in separate sheet)	
16	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.	
17	Any other special or relevant details	

B. GENERAL

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 facilities available for design/drafting/R&D	
7	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
8	Submission of List of all similar 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 copies)	
3	GST No. (enclose the copy)	
4	Income Tax return details for last three years (enclose the necessary audited sheets as proof)	



5	Average Annual Turnover in INR during last three years (enclose the necessary audited documents proof)	
6	Annual profit in INR during the last three years (enclose the necessary audited documents as proof)	
7	Bank Account details (enclose necessary proof)	
8	MSME Certificate	
9	If any etc.	

Yours faithfully,

(Signature of the Applicant/ Contractor)

(Name of the Applicant / Contractor)

Company Seal



ANNEXURE -5

**PARTICULARS IN RESPECT OF MARINE NAVIGATION AIDS, DIVING, UNDER WATER
WELL CLEANING, WORKS EXECUTED**

Sl. No .	Name of the work/ works executed with address	Short descripti on of work executed	Name and address of owner / client	Value of work executed	Stipulated time of completi on	Actual time of compl etion	Month & Year of completion	Any other relevant informa tion
1								
2								
3								
4								

Signature of the Applicant

**ANNEXURE - 6****PARTICULARS IN RESPECT OF WORK IN HAND**

Sl. N o.	Name of the work executed with address	Short description of work executed	Name and address of owner	Value of work executed	Date of start of work	Stipulated time of completion	Status of Work	Expected date of completion	Any other relevant information
1									
2									
3									
4									
5									
6									
7									

- Note: 1. The contractor shall mention only those works executed during last 5 years which fulfils the eligibility criteria on this page.
2. The list is to substantiate with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected.
3. Other works should be mentioned on separate sheet.

Signature of the Applicant



ANNEXURE - 7

LIST OF KEY PERSONAL PERMANANTLY/TEMPORARY EMPLOYED

Sl.No.	Name	Designation	Qualification	Total Experience	Years with the Firm	Any other information
1						
2						
3						
4						
5						

Signature of the Applicant