



# DREDGING CORPORATION OF INDIA LIMITED

CIN No. L29222DL1976PLC008129 GST NO. 37AAACD6021B1ZB

Head Office : "DREDGE HOUSE", Port Area, Visakhapatnam-530001

Phone : 0891 2523250, Fax : 0891 2560581/ 2565920,

Website: [www.dredge-india.com](http://www.dredge-india.com)

Regd. Office : Core-2, First Floor, Scope Minar , Laxminagar District Centre, Delhi – 110092



DCI/CS/44<sup>th</sup> AGM/ DIVIDEND/2020/

20/05/2020

Sub : Tender no. CS-T1-Dividend/2020 – Providing services for disbursement of dividend for the year 2019-20.

Quote is invited from your Bank for disbursement of dividend for the year 2019-20 in single cover system as per the Scope of the work given in the tender document, hereinafter given.

2. Tenderers are requested to go through the tender documents in detail, before submitting their quotes. The quote should be strictly as per the tender document and no editing, addition, deletion or modification of the tender document 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 bid in as per the conditions stated in the tender document along with relevant documents and submit their tender in a closed sealed cover superscribed as "TENDER NO. CS-T1- DIVIDEND /2020 DATED 20/05/2020 " so as to reach the following address on or before the time and date mentioned below:-

COMPANY SECRETARY  
DREDGING CORPORATION OF INDIA LIMITED  
DREDGE HOUSE PORT AREA,  
VISAKHAPATNAM – 530001.

Last Date : 5/6/20 at 1500 hrs

Thanking you,  
Yours faithfully,  
For DREDGING CORPORATION OF INDIA LIMITED

Company Secretary  
Encl: As above.



**DREDGING CORPORATION OF INDIA LIMITED  
VISAKHAPATNAM  
(A GOVERNMENT OF INDIA UNDERTAKING)**

**TENDER NO. CS-T1-DIVIDEND/2020 DATED 20/05/2020**

**TENDER DOCUMENT**

**FOR**

**PROVIDING SERVICES FOR DISBURSEMENT  
OF DIVIDEND FOR THE YEAR 2019-20.**

**ADDRESS TO WHICH TENDER DOCUMENTS ARE TO BE DESPATCHED:**

**COMPANY SECRETARY  
COMPANY SECRETARY DEPARTMENT  
DREDGING CORPORATION OF INDIA LIMITED  
"DREDGE HOUSE", PORT AREA  
VISAKHAPATNAM - 530001**

<b>DATE OF ISSUE OF TENDER</b>	<b>-20/05/2020</b>
<b>LAST DATE OF RECEIPT OF BIDS</b>	<b>- 1500 HRS -05/06/2020</b>
<b>DATE OF OPENING OF BIDS</b>	<b>- 1530 HRS -05/06/2020</b>
<b>SCHEDULED DATE OF WORK ORDER</b>	<b>30/06/2020</b>

**DREDGING CORPORATION OF INDIA LIMITED  
TENDER NO. CS-T1-Dividend/2020 dt 20/05/20  
PROVIDING OF SERVICES FOR DISBURSEMENT  
OF DIVIDEND FOR THE YEAR 2019-20.**

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**DREDGING CORPORATION OF INDIA LIMITED**  
**TENDER NO. CS-T1-Dividend/2020 dt 20/05/2020**  
**PROVIDING OF SERVICES FOR DISBURSEMENT**  
**OF DIVIDEND FOR THE YEAR 2019-20.**

**SECTION - I**

**NOTICE INVITING TENDER**

1. Sealed Tenders are invited under **Single** bid system for “Providing Services for Disbursement of dividend for the year 2019-20. The amount of Dividend to be distributed to the shareholders will be `8.4 Crore.” as per the Eligibility Criteria & Scope of Work indicated in Section - II.
2. The offers have to be submitted in closed cover along with relevant information/ documents mentioned in Section IV and the quote in the format mentioned in “PRICE BID” at Section V and both of these placed in a cover and sealed and superscribed as “TENDER NO. CS-T1- DIVIDEND /2020 DATED 20/05/2020” and sent by post/ courier/ speed post / registered post/ hand delivery so as to reach the following address on or before the last dated and time:-

COMPANY SECRETARY  
DREDGING CORPORATION OF INDIA LIMITED  
DREDGE HOUSE PORT AREA,  
VISAKHAPATNAM – 530001.

3. DCI will not be responsible for any delayed receipt of bids beyond the last date and time mentioned. Bids received after the last date and time for whatsoever reason will not be considered and summarily rejected. Bids will not be accepted by e-mail/fax.
4. Details of tender:

i	Name of Work	Providing Services for Disbursement of dividend for the year 2018-19. The amount of Dividend to be distributed to the shareholders will be `8.4 Crore.
ii	Single Cover/ Two Cover	<b>Single Bid System</b>
iii	Date of issue of tender	<b>20/05/2020</b>
iv	Last date for receipt of tender	<b>05/06/2020 – 1500 hrs</b>
v	Date & Time of Opening of Bids	<b>05/06/2020 - 1530 Hrs</b>
vi	Scheduled date of placing work order	<b>30/06/2020</b>
vii	Cost of Tender Document	<b>NIL</b>
viii	EMD	<b>NIL</b>
ix	Security Deposit/ Performance Security	<b>NIL</b>

5. For any clarification please contact (by e-mail/ mobile):-  
COMPANY SECRETARY  
COMPANY SECRETARY DEPARTMENT  
DREDGING CORPORATION OF INDIA LIMITED  
DREDGE HOUSE, PORT AREA  
VISAKHAPATNAM - 530001  
Mobile : 9949825233  
e-mail : [sreekanth@dcil.co.in](mailto:sreekanth@dcil.co.in)
6. Addendum, modification, change of last date, if any etc., will be intimated by e-mail only.
7. In the event of the scheduled due date of opening of bids being declared as a closed holiday for purchasers office or a “bundh”, the due date for opening of bids will be the following working day at the scheduled time.

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under the contract or descriptions of the size, dimension, quantity, quality or other information concerning the service, or any other information that has been shared by the company either directly or through its Registrar and Transfer Agent or through anybody, unless prior written permission has been obtained from DCI.

14. **NON SOLICITATION** : The bidder shall not solicit or attempt to solicit the services of any employee of the DCI during the tenure of the contract.
15. **LAW GOVERNING AGREEMENT**: The Agreement shall be governed by the relevant laws of Republic of India and shall be construed in accordance thereto.
16. **ARBITRATION**: Should any dispute or difference arise between the Corporation and the contractor in connection with this contract, or as to the rights and liabilities of the parties hereto, it will be referred to Arbitration by a Sole Arbitrator, a person mutually agreed to by both the parties subject to the provisions of the Arbitration and Conciliation Act, 1996, (Act 26 of 1996) read with the Arbitration and Conciliation (Amendment) Act , 2015 and/or any amendments to the same. The award of the Arbitrator shall be final and binding upon the parties hereto. The Arbitrator has to give a reasoned award and be in accordance with the provisions of the Arbitration and Conciliation Act referred above or any statutory modifications or re-enactment thereof. The Sole Arbitrator is prohibited from awarding any interest in the award for the pre-reference period, pendent lit, post award period. The venue of the Arbitration will be at Visakhapatnam, and the courts at Visakhapatnam will have exclusive jurisdiction on all matters with reference to this contract.
17. **JURISDICTION OF COURTS**: All contracts will be in accordance with the prevalent Indian Laws and all disputes will be subject to the Jurisdiction of Visakhapatnam only.

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**DREDGING CORPORATION OF INDIA LIMITED**  
**TENDER NO. CS-T1-Dividend/2020 dt 20/05/2020**  
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**SECTION – II**

**SCOPE OF WORK**

1	Name of the Work	:	Providing of services for disbursement of dividend for the year 2019-20.
2	Scope of Work	:	<p>The amount of dividend will be known after declaration by Board. The dividend amount for the previous year was Rs.8.4 Cr. If no dividend is declared by the Board, this tender is deemed to be cancelled. The dividend will be paid only after formal declaration by the AGM in its meeting scheduled to be held by 30/9/20.</p> <p>The Promoters holding is :- Visakhapatnam Port – 19.47%; Pradip Port : 18%; Jawaharlal Nehru Port – 18% and Deendyaal Port- 18%. Remaining 26.53 % is held by FII, Body Corporates, Insurance Companies, Individuals etc. The total number of shareholders is about 50000.</p> <p>The selected Banker is required to arrange for disbursement of dividend to the shareholders through NECS/ECS/NEFT/RTGS/Dividend warrant/Demand Draft or any other agreed mode of disbursement under the timelines prescribed and as intimated by the company.</p>

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**DREDGING CORPORATION OF INDIA LIMITED**  
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**OF DIVIDEND FOR THE YEAR 2019-20.**

**SECTION – III**

**GENERAL AND SPECIAL CONDITIONS**

1. The disbursement would be primarily by way of NECS/NEFT/ECS/any other electronic mode. Dividend warrants would be issued to those who have not furnished NECS/NEFT/ECS A/c details. The cap of each warrant would be `1 lakh. The dividend warrants shall be payable "AT PAR" across all cities printed overleaf of the dividend warrant and shall have validity period of three months.
2. The Bank should handle the disbursement individually without associating any correspondent Bank. All the Dividend warrants would be in the name of the Bank payable at par at all Branches of the Bank throughout India.
3. The master data and the MICR controls will be made available to the Bank by our Registrars & Transfer Agents-M/s. KARVY, Hyderabad in about seven days from the date of book closure. The printing of dividend warrants and despatch of the dividend warrants will be undertaken by the R&T Agent, M/s. KARVY.
4. Demand Drafts are required to be issued by the Bank for the following cases:-
  - a) for the holders whose payout is more than `1 lakh and/or not covered by NECS/NEFT/ECS/ any other electronic mode.
  - b) Warrants returned by the holder after expiry of validity period of three months.
  - c) warrants returned by the holder for change of mandate
  - d) for any rejection/return/correction case of NECS/ECS/NEFT/ Dividend warrants/Demand Drafts
  - d) in any special cases as may be informed by DCI/ KARVY

The details of the holders etc., would be informed by KARVY

5. Collection/ or any other charges whatsoever should not be levied by the Bank on the holder or the Company/ KARVY.
6. The selection of the Bank would be based on the basis of reimbursement of the amount by the Bank of the expenses incurred by the Company either directly or paid/claimed by KARVY towards:-
  - i. postage, processing, printing of dividend warrants, labour charges, printing expenses and other miscellaneous expenses in connection with disbursement of Dividend for the year 2019-20 to be paid to KARVY.
  - ii. R&T expenses paid to KARVY for the services provided by them from 1/4/19 to 31/3/20 and expenses incurred by DCI/KARVY towards printing
  - iii. Expenses incurred for printing and/or dispatch of Annual Report for 2018-19.

The Company has paid/ would pay the above amounts to KARVY on rising of bills by KARVY or directly to vendor. Then the bill would be raised on the Bank for reimbursement.

7. The evaluation for the purpose of selection of Bank would be based on the aggregate amount of reimbursement for 25 days of prefunding. However, the amount of reimbursement will be for the actual number of days of prefunding. Prefunding is the total amount deposited with the Bank being the amount of the dividend declared. No of days of prefunding is the difference between the date of deposit of dividend amount to the Bank Account and the date of the warrant/ NCE/NEFT/ECs pay out date.



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8. The date of declaration of the dividend by the shareholders is scheduled for 30/9/20. The pay out date is 27/10/20. The funds will be transferred to the selected Bank on 05/10/20. The dividend warrants would be dated 27/10/2019.
9. The amount of reimbursement would be adjusted proportionately depending on the actual no. of days of prefunding and the amount of dividend declared.
10. The bank account to be opened for the purpose of disbursement of dividend shall be nomenclatured as : **"DREDGING CORPORATION OF INDIA LIMITED – DIVIDEND 2019-20"**.
11. The amount of dividend that has not been claimed within thirty days (29/10/2020) from the date of declaration and lying in balance in the above said account shall be transferred within seven days from the date of expiry of said thirty days i.e. by 05/20/20 to another account nomenclatured as **"DREDGING CORPORATION OF INDIA LIMITED –UNPAID DIVIDEND 2019-20"**. **The above said account shall be closed after transfer to the Unpaid Dividend Account.**
12. The amount so transferred to the above unpaid dividend account and remaining unpaid/ unclaimed for a period of seven years from the date of such transfer shall be transferred along with interest accrued, if any, to the Investor Education and Protection Fund of the government of India. The above Unpaid dividend account shall be closed after transfer to IEPF.
13. There shall be no charges to the maintenance of dividend / unpaid dividend account. The dividend/ unpaid dividend account shall be kept live for the periods stated above and shall not be closed/ suspended till closed.
14. The Bank shall follow such other requirements/statutory provisions as may be required with regard to maintenance of dividend account as per the Companies Act/ SEBI guidelines or any other statutory provisions.

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**DREDGING CORPORATION OF INDIA LIMITED**  
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**SECTION - IV**

**DOCUMENTS TO BE SUBMITTED / INFORMATION TO BE PROVIDED**

- Note: -
1. THIS SECTION SHOULD BE FILLED ON THE LETTER HEAD OF THE BIDDER,
  2. PLEASE PROVIDE THE SELF ATTESTED COPIES OF DOCUMENTS IN THE SAME ORDER AS STATED HEREIN I.E., THE STARTING PAGES SHOULD BE THIS SECTION V DOCUMENT DULY FILLED IN AND SIGNED FOLLOWED BY ALL THE ATTACHMENTS STATED HEREIN IN THE SAME ORDER STATED BELOW. ALL COPIES SHOULD BE SERIALLY NUMBERED AND THE PAGE NUMBERS TO BE GIVEN IN THE SPECIFIED COULUMN.
  3. ALL FIELDS ARE TO BE COMPLUSORILY FILLED. IF ANY INFORMATION IS NOT APPLICABLE/ NOT AVAILABLE/NIL, PLEASE WRITE – NOT APPLICABLE/ NOT AVAILABLE/NIL AGAINST THE PARTICULAR COLUMN.

SI.N os	Particulars	Columns to be filled in wherever applicable	Page Nos of Self attested copies		
			From	To	
1	Particulars of Bank		Not necessary		
	A	Name of the Bank			
	B	Branch Name			
	C	Postal Address			
	D	Authorised person's name			
	E	Authorised person's designation			
	F	Telephone Number			
	G	Mobile Number			
	H	e-mail address			
2	Copy of the complete Tender document signed on each page with Tenderer's seal in token of acceptance of all the conditions of the Tender document.				
3	Annexure – 1 -Undertakings				

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**DREDGING CORPORATION OF INDIA LIMITED**  
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**SECTION - V**

**PRICE BID (BOQ)**

S.No	Item Description	Lumpsum amount in figures (₹) (A)	Tax ( like GST etc.) Rate (in % ) , if applicable) (B)	Total Tax (₹) (C = A X B)	Total amount (inclusive of all taxes,.) ₹ (D = A+C)	Total amount in words
1	2	4	5	6	7	8
1	Amount of reimbursement to DCI for ₹8.4 crores being 30% dividend on the Paid-up equity share capital of ₹28 Cr. for 25 days of prefunding.  The amount of reimbursement will be for the actual number of days of prefunding and for actual amount of dividend declared.					

The quote of the Bank should be strictly in the above format. Any counter condition would disqualify the Banks.

The Taxes, if any shall be specified separately as above.

TDS may be deducted at applicable rates.

The evaluation for the purpose of selection of Bank would be based on the aggregate amount of reimbursement for 25 days of prefunding for ₹8.40 Cr dividend as quoted above. However, the amount of reimbursement will be for the actual number of days of prefunding and for actual amount of dividend declared.

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**DREDGING CORPORATION OF INDIA LIMITED  
TENDER NO. CS-T1-Dividend/2020 dt 20/05/2020  
PROVIDING OF SERVICES FOR DISBURSEMENT  
OF DIVIDEND FOR THE YEAR 2019-20.**

**ANNEXURE –1 OTHER UNDERTAKINGS  
(TO BE GIVEN ON LETTER HEAD OF THE “BIDDER”)**

Dated \_\_\_\_\_

Dredging Corporation of India Ltd.,  
“Dredge House”, Port Area,  
VISAKHAPATNAM-530001.

I/We hereby confirm having read by me/us read and/or explained to me/us so far all the terms and conditions stated in the documents in connection with the subject Tender Ref No. No. \_\_\_\_\_ dated \_\_\_\_\_ and hereby declare/state/ undertake as under:-

1	I/we further confirm and declare that all the Tender documents have been signed.	
2.	We have not been banned or de-listed by any Government or Quasi-Government agencies or PSUs including DCI” in the last three financial years	YES/ NO (Strike off as may be applicable) If YES, the details to be furnished.
3.	We (in case of firm- this is applicable to the promoters or persons who have controlling interests in the firm) are not related to any Officer of Dredging Corporation of India Ltd., or any Officer of the rank of the Deputy Secretary or above in the Ministry of Shipping, Government of India and also certify that we do not have any relatives employed in DCI. (Relative to have the same definition as under Companies Act.	YES/ NO (Strike off as may be applicable) If YES, the shall furnish the details with name and nature of relationship.
4.	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 under take 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.	
5.	With reference to subject Tender, we hereby certify that, we do not have any current litigation with the company.	YES/ NO (Strike off as may be applicable) If YES, please furnish the details of litigation:
6	I/we hereby give consent that my/our response to this Tender may not be considered by the Company/ Assignment, if awarded be cancelled if it has been found any of the undertaking(s)/information/document(s) given in/along with this TENDER has been found to be wrong, misleading, incorrect, manipulated, forged or has been obtained by any improper means whatsoever	

Thanking you,  
Yours faithfully,

SIGNATURE OF THE “BIDDER” WITH SEAL

Place :  
Date :