



**DREDGING CORPORATION OF INDIA LIMITED**  
**PROJECT OFFICE, RAVIPURAM KOCHI-16**

**Ref: KOC/HR/RO Building/2019-20/Date: 04-02-2020**

To,

Dear Sir,

**Sub:Tender for taking office building/office space for establishment of Regional office& Project Office for Dredging Corporation of India Limited at Kochi on 3 years lease/rental basis and extendable for another 3 years-Reg.**

\*\*\*\*

Dredging Corporation of India Limited is deploying dredgers & crafts at ports of Kochi, New Mangalore, Karwar, Tuticorin, etc to cater to the dredging requirements of the ports. In this regard, DCIL is established/establishing Regional Office at Kochi (which includes Project office) for providing the necessary shore-support to our dredgers & crafts.

We intend to hire a suitable office/building under **Two Bid System** for a period of 03 years lease/rental basis and extendable for 03 years which is either single storey or multiple storied, constructed from January 2017, to accommodate around 30 employees. The area desired is between 3000-4000 sqfeet, desired location is within 3km radius of Cochin Shipyard Limited, Kochi and with proximity to public transport like road, rail, metro and approach to truck(s), etc

The proposed office space/building should be facilitated with generator backup, 24-hours water storage/facility, parking facility (for two cars clearly marked, two wheeler parking for 10-15 vehicles clearly marked, and one guest car round the clock) and road facility, infrastructure like lift/elevator, if it is in multistoried building. Rent/lease amount will be fixed for a period of THREE years and extendable for another THREE years with increment after every three years interval.

Accordingly, we are enclosing the following documents which are to be submitted by you duly filled-in wherever required.

1. Section-I .... Scope of tender for rental lease agreement for office space
2. Section-II .... General & Special conditions
3. Section-III ... Technical Conditions for office space/building on rental basis
4. Section-IV ... Technical Bid
5. Section-V ... Price Bid
6. Annexure-I to IV.. Proformas

The Technical Bid as at Section-IV and other documents as at Section-I to IV & V (**Note:** rate should not be quoted) duly signed on all pages and enclosing the supporting documents along with Annexure – I to IV, should be submitted in one sealed cover “**Technical Bid Cover**” duly indicating “- **Technical Bid** - Tender for taking office building/office spare for establishment of Regional office & Project Office for Dredging Corporation of India Limited at Kochi on 3 years lease/rental basis”.. The **Price Bid as at Section-V** should be filled in all respect and put in a separate sealed cover “**Price Bid Cover**” duly indicating “**Price Bid** - Tender for taking office building/office spare for establishment of Regional office & Project Office for Dredging Corporation of India Limited at Kochi on 3 years lease/rental basis” .

Tender documents will be Issued on all working days between from 04-02-2020 to 10-02-2020 (1000 Hrs to 1730 Hrs) from DCIL, Project Office, Kochi. The detailed NIT and complete tender documents are also hosted in the websites [www.eprocure.gov.in](http://www.eprocure.gov.in), [www.dredge-india.com](http://www.dredge-india.com). The interested parties may also download the tender documents from the website for participation as per instructions given. No additions, deletions or any kind of amendments to be carried out after downloading the tender document and in case if any breach in this regard by the tenderer will result in summarily rejection of the tender without any further correspondence.

Both the covers (**Technical Bid Cover & Price Bid Cover**) again are to be placed in another separate sealed cover (superscribed with “Tender for taking office building/office spare for establishment of Regional office & Project Office for Dredging Corporation of India Limited at Kochi on 3-years lease/rental basis”, tender due date, tender opening date) and submitted to the undersigned on or before 10-02-2020 at **1500 hrs**. The Technical Bids of the parties will be opened on 10-02-2020 at **1530 hrs** in presence of the said parties, who are present/wish to be present at that time. On evaluation of the Technical Bids and after due inspection of the offered premises by DCIL and its feasibility, the Price Bids of the technically qualified parties will only be opened on a date, under intimation to the technically qualified parties. Price Bids (sealed) of unqualified parties will be returned to the parties/tenderers.

Tenders will be issued and received at the following address:

The Project Incharge,  
M/s Dredging Corporation of India Limited,  
Door No: 39/3907,  
Alapatt Cross Road,  
Ravipuram, Kochi  
PIN -682 016.

Interested parties may submit the techno-commercial bids (two-cover bid system) to the undersigned on or before -----

Thanking you,

Yours faithfully,  
For Dredging Corporation of India Limited,

PROJECT-IN-CHARGE

**NOTICE INVITING TENDER****SECTION – I****SCOPE OF TENDER FOR RENTAL LEASE AGREEMENT FOR OFFICE SPACE**

The scope of TENDER is required as indicated below:

1. The tenderer should provide Office Space/building space on rental basis on lease, for a period of three years initially with same rate terms and conditions (for the 3-years rental/lease period) and thereafter, extendable, after every three years, with increment after every three years interval.
2. The tenderer should provide necessary permission/support to accommodate 30 employees, and for making office cabins, cubicles, sufficient number of electrical power points for fixing electrical appliances, splits ACs, additional internal wiring for LAN/Ethernet cabling, telephone modems etc with PVC capping etc.
3. The tenderer should provide 3-Phase electricity with separate meters (for each floor, in case of multi-storied), 24-hr water supply, power, lift/elevator access and septic tank facilities, adequate ventilation with glazed windows and doors/shutters at all entrances, 24 hrs security, for safety and security of the office premises/property.
4. DCI should have the right for fitment of wireless equipments like VHF/MF-HF SSB etc.. However, DCI will arrange all the required license/s from statutory authorities for use & maintenance of these wireless equipments.
5. DCI will have the right to handle/storing ship stores, spares, courier baggage etc without any extra cost and also for storing & maintenance of Diving Equipments, hydrographic Survey Equipments, etc.
6. Regular maintenance of the building viz., Cleanliness near office surroundings, 1-time painting (interior) of the rented space in the 3-years lease/rental period), lift maintenance, generator maintenance etc should be done at office premises.
7. The tenderer/contractor should arrange for repairs to the building, interiors (which are not attributed to DCI), etc at your cost only and the quoted charges should be inclusive of all the expenses/expenditure, which are likely to be incurred during the rental/lease period.

**SECTION – II**  
**GENERAL AND SPECIAL CONDITIONS**

1. The sealed tender completed in all respects may either be submitted by post before the stipulated time and date or the same may be dropped in the tender box placed at DCI Office, Alapatt cross road, Ravipuram, Kochi -16. In case the tenders are sent by post, DCI will not be responsible for any postal delays. Unsealed tenders will be summarily rejected.
2. The technical bids will be opened at 1530 hours on the due date i.e., on 10-02-2020 in the presence of such Tenderers/their authorized representatives who wish to be/ are present at that time.
3. The tender is under Two Bid System. Hence those who fulfilled the pre qualification criteria prescribed in technical bid will only be considered for opening of their Price Bid.
4. Submission of Tenders with both Technical & Price Bid papers in single cover is liable for rejection
5. Tenders received after specified time and date will not be accepted.
6. Any corrections in the tender documents shall be authenticated by counter signature of the Tenderer and total corrections made should be indicated. Fax / E-mail offers will not be considered and shall be rejected. The language used for all correspondence in the tender documents shall be English only.
7. All tenders must be absolutely clear, failing which the same will not be considered.
8. All columns would be properly and legibly filled in. No column would be left blank. Any correction in the rates etc. would be duly attested by the Tenderer. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.
9. Rates quoted by the Tenderer in "PRICE BID" (rental rate tender) in figures and words will be accurately filled in so that there is no discrepancy in the rates written in figures and words.
10. Special care should be taken to write 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 written both in figures and in words. In case of figures words Rs. would be written before the figures of Rupees and words is after decimal figures viz., Rs.2.15 Ps. And in the case of words, the word Rupees should precede and the words paise would be written 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.
11. The rate will be quoted in decimal coinage and will be noted in words and figures. The amount for each Sq.ft (item) would be worked out and the requisite total given.
12. If the amount per Square Feet is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Tenderer in words will be taken as correct.
13. 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.
14. The rate quoted in the tender will remain firm during the currency of contract. Escalation on any account is not admissible.

15. When a tenderer signs a tender in an Indian Language, the rates and the total amount tendered would also be written in the same language. In the case of illiterate contractors, the rates or the amounts tendered would be attested by witness.
16. Sales Tax, or any other taxes in respect of this agreement / contract shall be payable by the tenderer and Dredging Corporation of India Limited shall not entertain any claim whatsoever in this respect.
17. The tender should be valid for a period of 180 (one hundred & eighty) days from the date of opening of price-bid.
18. DCI reserves the right to cancel/withdraw the tender at any stage without assigning any reason thereof.
19. Tenders with counter conditions shall not be considered & will be liable for summarily disqualification.
20. Readiness for occupation, Rental Advance security deposit, if any to be paid on refundable basis may also be specified including any other infrastructure/facility for the proposed office building/office space.
21. The tender will be finalized on overall L1 basis of the BOQ item/s at Section V (Price-Bid)
22. All claims of Dredging Corporation of India Limited against this lease agreement / contract or any other transactions whatsoever shall be recovered from the amounts due to the Tenderer under this account.
23. If the tenderer makes default in providing the office space due to lack of resources or it is not up to the expected standards, DCIL reserves right to cancel the contract/lease giving 03 (three) months notice at any time during the currency of the contract. If the tenderer fails to provide office space as per conditions of the contract the Corporation reserves the right to cancel the agreement / contract at the risk and cost of the tenderer. The Corporation would be entitled to withhold any sum due and payable to the tenderer towards the sum as a result of the said breach or default. The owner / contractor will not have any claim for compensation or otherwise on this account.
24. In the event of the tenderer, committing any breach of any of the terms and conditions of this Agreement or if the space provided by the tenderer are considered to be unsatisfactory by the Corporation or for any other reason, considered by the Corporation as insufficient, the Corporation is entitled to terminate this contract, by giving three months notice in writing and the tenderer shall not claim any compensation for such termination. The decision of the Corporation regarding the termination shall be final and binding on the owner / land lord. Similarly, the tenderer may also terminate this Agreement by giving six months notice in writing to the Corporation
25. DCI shall not be held responsible & will not be liable at any cost towards damage to building & its property by the tenderer due to *force Majeure* viz., short circuit, fire, Acts of God, natural calamities, terrorist attacks, riots, etc.
26. The tender is non transferable and if transferred, it is liable for rejection.
27. The Corporation reserves all rights to accept or reject any tender in part or in full without assigning any reason thereof.

## 28. Settlement of Disputes

28.1) If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

28.2) If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

28.2.1) Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

28.2.2) Arbitration proceedings shall be conducted in accordance with the rules of procedure specified below.

28.3) Notwithstanding any reference to arbitration herein,

- a) the parties shall continue to perform their respective obligations Under the Contract unless they otherwise agree; and
- b) the Purchaser shall pay the Supplier any monies due to the Supplier.

28.4) In the case of a dispute between the Purchaser and the Supplier the dispute shall be referred to arbitration in accordance with the Indian Arbitration and Conciliation Act 1996 and the Rules made there under or any statutory amendment thereof. The arbitral tribunal shall consist of three arbitrators, one each to be appointed by the Purchaser and the Supplier and the third to be appointed by the two arbitrators. The decision of the majority of arbitrators shall be final and binding upon both parties. The arbitration award shall be in writing and shall state the reason for the award.

28.5) Arbitration proceedings will be held at Visakhapatnam and the language of the arbitration proceedings and that of all documents and communication between the parties shall be English.

28.6) The expenses of arbitration as determined by the arbitrators shall be shared equally by the Purchaser and the Supplier. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its case prior to, during and after the proceedings shall be borne by each party itself by which such costs incurred by either party initially shall be borne, will be decided by the Arbitral Tribunal.

28.7) Applicable Law: The Applicable Law shall be Indian Law. All disputes are subject to the exclusive jurisdiction of the courts at Visakhapatnam only.

29. The tenderer will furnish a certificate / undertaking that he is not related to any officer of Dredging Corporation of India Limited or any officer of the rank of Asst. Secretary or above in the Ministry of Shipping, Government of India. The tenderer should give a declaration along with their tender about the names of the relatives, who are employed in DCIL Proforma of declaration attached (Annexure-III).

30. Tenders which do not fulfill all or any of the above conditions or are incomplete in any respect, are liable for summary rejection.
31. The office space/Building is to be provided immediately to Dredging Corporation of India Limited, Kochi as per the time schedule mentioned in all respects. In the event of delay in providing the office space, as stipulated in the lease agreement/contract, the rental lease agreement entered into will be cancelled at the risk & cost of the tenderer and no further correspondence will be entertained on the matter.
32. If tenderer fails to provide the office space, DCI reserves the right to hire an office space from the other sources at the risk and cost of the tenderer.
33. The tenderer shall ensure that no disturbance/obstruction is caused to the normal working of DCI and its employees in the proposed office space/ office building.
34. The Tenderer will understand all conditions of the contract, site conditions, local conditions and regulations, rules which has a bearing on their bid and the rates quoted will be deemed to cover all such requirements and contingencies.

**SECTION-III****TECHNICAL CONDITIONS FOR OFFICE SPACE/BUILDING ON RENTAL BASIS**

1. DCIL will communicate/notify its acceptance of the rates offered by the tenderer/contractor by email/letter/phone and accordingly, the contractor should arrange to make necessary arrangements to provide the office space/office building to DCI within one-month from the date of notification of acceptance. Thereafter, DCI & the L1 tenderer will enter into a Rental/Lease Agreement on a Rs. 200/- stamp paper (Non-judicial).
2. This Rental/Lease Agreement shall be for a period of three years initially at the same rates, terms and conditions & extendable further for three years with increment after every three years interval.
3. Extension of the Lease Agreement beyond the period shall be considered, on mutually agreed basis on satisfaction. In the event of extension of the Agreement, the tenderer will provide the office space at mutually agreed rates, terms & conditions.
4. **PAYMENT TERMS**
  - i. Invoice in Triplicate, duly indicating the work order/agreement reference, as per the mutually agreed rates (including GST, if applicable) to be raised on Regional General Manager, Regional Office, DCIL, Kochi, on or before 5<sup>th</sup> of every month, positively on monthly basis.
  - ii. The Corporation will pay the rates as indicated in Price Bid (Bill of Quantities) taking into account the offered area measuring in Sq.fton monthly basis.
  - iii. DCIL will arrange to make payments to the contractor on or before 15<sup>th</sup> of every month, unless & otherwise delayed for reasons beyond the control of DCIL.
  - iv. Payment will be released by online mode ONLY by way of NEFT/RTGS transfer to the bank account details as provided in ANNEXURE-IV by the tenderer.
  - v. No escalation claims shall be allowed for any reasons or any ground whatsoever, during the currency of the agreement (i.e. three years), and in case of non-compliance of requisite procedure, the bill is liable to be rejected.
  - vi. 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 any other amount due from the Corporation and/or on demand.
  - vii. Income tax will be deducted at Govt. prescribed rates and TDS certificate will be issued to the contractor by DCI.
  - viii. No interest is payable on the payments to be made by DCIL to the Owner / Land lord towards rental for the office space.
5. The tenderer shall comply with the following:
  - i) The tenderer shall be responsible for payment of all related taxes / dues, insurance for the building as per the relevant statutes prevailing in the state of Kerala
  - ii) The tenderer shall maintain scrupulously all the relevant records, documents, etc., for the proposed office space and shall also be liable to produce such records/documents as and when required by any of our appropriate authority.



6. The tenderer shall ensure that the office space proposed to be provided by them to DCI should have clear ownership title deed and on their possession. In case of multiple owners, an undertaking from other owners should be submitted stating that rent and advance shall be credited to the account mentioned in the tender.
7. Section (IV) technical bid to be fully filled and forms the part of technical evaluation
8. Pre-Qualification Criteria:
  - a) The office which proposed for rental should be in the possession and should have approx. carpet area to the extent of 3000-4000 Square Feet.
  - b) single storey or multiple storied building should be constructed from January 2017.
  - c) Documentary proof in support that the proposed is in name of the Owner/Party.
  - d) Income Tax (PAN) No. with a copy of same is to be submitted for verification.
  - e) Address of property
  - f) Corporation taxes (yearly/half yearly) shall be the liability of owner only.
  - g) Cleanliness near and around office surroundings.
  - h) There should be toilet facility with all fixtures separately each for gents and ladies at each floor (in case of multi-storey building).
  - i) The tenderer should provide 3-Phase electricity with separate meter, 24 hrs water supply, power, lift access and septic tank facilities, adequate ventilation with glazed windows and doors/shutters under lock and key at all entrances.
  - j) Section IV Technical bid duly filled with supporting documents against each.
9. The proposed office for rent is subject to inspection by us for the feasibility with regard to facilities available as per item at (a) to (h) of clause at 10 (Section-III).
10. The Technical Bids, which are received by the tender within due date, will be opened on 10-02-2020 @ 1530 Hrs in the presence of such Tenderers/ their Authorized representatives who are /wish to be present at that time.
11. The tenderer shall give an undertaking that they have 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. (As per Annexure-II)
12. The tenderer shall disclose any payments made or proposed to be made to any intermediaries (agents, etc.) in connection with the bid. (As per Annexure-II).
13. Please sign on all the pages of this tender and submit as a token of your acceptance of the terms and conditions of the tender.
14. Tenderer should furnish Bank Account details for the purpose of releasing payments by Electronic Transfer (NEFT/RTGS). DCI will not be responsible for non-receipt of payments in case of incorrect bank beneficiary details and hence, tenderer should ensure that correct beneficiary details are provided as per Annexure-IV.

**SECTION- IV**  
**TECHNICAL BID**

1.	Name of the Party / Owner	
2.	Address & Phone No.	
3.	Contact Person details Phone nos. Email ids.	
4.	Income Tax (PAN) No. (Attach copy of Documentary Proof)	
5.	(a) Location (b) Carpet area in sqft and floor name offered (GF/FF/SF etc) length and breadth (c) road distance from Cochin Shipyard Ltd	
6.	Age of building	
7.	Whether ownership title deed is available. If yes, please submit the copy of the same for proof for verification. (a) Ownership deed (b) Tax receipt copy (c) Latest Encumbrance certificate (d) Latest Electricity bill i. Whether commercial/ residential connection ii. Approved load in KW iii. If approved load is not sufficient for ACs etc. additional load to be taken as per the requirement by the owner by paying necessary charges. (e) Approved floor plan layout (f) corporation construction drawing permit	
8.	Details of other tenants if any in your Building (Attach the list for our record)	

9.	Please furnish an undertaking that the "Price Bid Cover" does not contain any counter conditions	
10	Whether Annexure-I, II of Genl. & Spl. Conditions & Tech. Specifications of the tender signed by the tenderer	
11	Lift availability and capacity	
12	Generator availability and capacity	(1) Yes, Capacity.....KW or KVA (2) No
13	Exclusive right to display DCI signage board and relevant notices inside and outside the office	
14	Number of fully functional toilets in each floor (including wash basin, EWC, health faucet, tap, tiling on floor and wall) Separate toilet desired for gents and ladies in each floor	
15	Flooring details	
16	Minimum time taken to hand over to DCI- with all facilities as above upon communicating acceptance of bid	
17	2 Car parking 15 two wheeler parking Exclusive for DCI clearly marked	
18	Availability of common security	
19	Fire safety compliance as per Kerala building regulations	
20	Availability of water supply on 24 hr basis	

**Note:** The details mentioned in this Section –IV "Technical bid" should be supported by documents for proof.

Place:  
Date:

**SECTION-V**

**PRICE BID**

**BILL OF QUANTITIES (BOQ)**

Tender No: KOC/HR/RO Building/2019-20/DtdXX-XX-2020

<b>To be quoted by the Tenderer for the Office Space proposed to provide on Rental/Lease basis per month.</b>	
<b>Carpet area of the Officespace (in sq.ft)</b>	.....
<b>Rate (per Square feet)</b>	Rs.....
<b>Rent per month</b>	Rs.....
<b>Security Deposit (if any)</b>	Rs.....
<b>Maintenance charges, if any</b>	Rs.....
<b>Increment in Rent/Lease rate, after every three years interval</b>	.....%
<b>Discount offered (if any)</b>	.....%

**NOTE:**

- 1) Rates to be mentioned in figures as well as in words also.
- 2) Increment in Rental/Lease rate, will be on every three years interval and be affected after 3 years from date of handing over of building/office space to DCI.
- 3) Any other special conditions to be mentioned below space provided (can be given in writing).
- 4) DCI has full right to consider full or part of offer given by the party at its convenient and discretion. No claim/counter condition is acceptable in this regard.



**PROFORMA**

To,

The Project In –Charge ,  
M/s Dredging Corporation of India Limited,  
Door No: 39/3907,Alapatt Cross Road,  
Ravipuram,Kochi  
PIN -682 016.

Sir,

Sub: Tender for taking office building/office spare for establishment of Regional office &Project Office for Dredging Corporation of India Limited at Kochi on 3 years lease/rental basis and extendable for 3 years–Reg.

\*\*\*\*\*

A.) With reference to your Tender No: KOC/HR/RO Building/2019-20/ Date: 04-02-2020 and as per clause No:11 of Section III, we here by undertake that ,we have not made any payment or illegal gratification to any person /authority connected with the tender process so as to influence the tender process and we have not committed any offence under the Prevention of corruption Act in connection with the bid.

**[ AND ]**

B)As per clause No:12 of Section-III, we here by certified that we have nothing to disclose any payments made or proposed to be made to any intermediate ( agent etc) in connection with the bid.

Thanking you,

Yours faithfully

Signature & Stamp of the tenderer

**ANNEXURE-II**

**PROFORMA**

To

The Project In –Charge ,  
M/s Dredging Corporation of India Limited,  
Door No: 39/3907,Alapatt Cross Road,  
Ravipuram,Kochi  
PIN -682 016.

Sir,

Sub: Tender for taking office building/office spare for establishment of Regional office & Project Office for Dredging Corporation of India Limited at Kochi on 3 years lease/rental basis and extendable for 3 years–Reg.

\*\*\*\*\*

A. With reference to your Tender No: KOC/HR/RO Building/2019-20/ Date: 04-02-2020, we hereby certify that, we do not have any current litigation with any party/ firms.

**[ OR ]**

B. We hereby certify that presently we are having litigation with the following party/ firms:

- 1.....
- 2.....
- 3.....
- 4.....

Thanking you,

***\*Strike out 'A' or 'B', whichever is not applicable.***

Yours faithfully,

Signature & Stamp of the tenderer

**PROFORMA**

Date:

To  
The Project In –Charge,  
M/s Dredging Corporation of India Limited,  
Door No: 39/3907, Alapatt Cross Road,  
Ravipuram, Kochi  
PIN -682 016.

Sir,

Sub: Tender for taking office building/office spare for establishment of Regional office & Project Office for Dredging Corporation of India Limited at Kochi on 3 years lease/rental basis and extendable for 3 years–Reg

\*\*\*\*\*

- A. With reference to your Tender No: KOC/HR/RO Building/2019-20/ Date: 04-02-2020, we hereby certify that, we are not related to any Officer of Dredging Corporation of India Ltd., or any Officer of the rank of the Asst. Secretary or above in the Ministry of Shipping, Government of India and also certify that we do not have any relatives employed in the Dredging Corporation of India Ltd.

**[ OR ]**

- B. We hereby certified that my relative(s) working as Officer in Dredging Corporation of India Ltd., or any Officer of the rank of the Asst. Secretary or above in the Ministry of Shipping, Government of India is given below:

- 1.....
- 2.....
- 3.....
- 4.....

***\*Strike out 'A' or 'B', whichever is not applicable.***

Thanking you,

Yours faithfully,

Signature & Stamp of the tenderer



**PROFORMA**

To

The Project In –Charge ,  
 M/s Dredging Corporation of India Limited,  
 Door No: 39/3907,  
 Alapatt Cross Road,  
 Ravipuram,Kochi  
 PIN -682 016.

Sir,

Sub: Tender for taking office building/office spare for establishment of Regional office & Project Office for Dredging Corporation of India Limited at Kochi on 3 years lease/rental basis and extendable for 3 years–Reg

\*\*\*\*\*

With reference to your Tender No: KOC/HR/RO Building/2019-20/ Date: 04-02-2020 and as per Section III ,Cl. No.14, we hereby furnish our Bank Account details for payment through E-transfer as follows:

1.	Name of the party	:	.....
2.	Name of bank	:	.....
3.	Name of branch	:	.....
4.	Account No.	:	.....
5.	Bank IFSC	:	.....

Thanking you,

Yours faithfully,

Signature &amp; Stamp of the tenderer