

# **Haldia Dock Complex**

## **Notice Inviting Tender**

**(Tender No. HDC/MM/LT-09/53/26)**

**Short Term Tender are invited from genuine local dealer / Suppliers situated in and around Haldia & Tamluk of District East Medinipur of West Bengal for Supply and Delivery of 04 Nos of Motorcycles to Haldia Dock Complex.**

**Last date & time of submission of tender is up to 15.00 Hrs. on 23.08.2017.**

**No on-line tender is acceptable.** For details of tender, please visit HDC's website i.e. [haldiadock.gov.in](http://haldiadock.gov.in) or KoPT's website i.e. [kolkataporttrust.gov.in](http://kolkataporttrust.gov.in)

কলকাতা পোর্ট ট্রাস্ট  
**KOLKATA PORT TRUST**  
হাল্দিয়া গোদী পরিসর  
**HALDIA DOCK COMPLEX**  
AN ISO-9001: 2008 ORGANISATION



Office of the M.M. Division, Jawahar Tower, 2<sup>nd</sup> Floor,  
P.O. Haldia Township, Dist. Purba Medinipur,  
PIN: 721607, TELEFAX : 03224-263255  
Ph. No. 03224-263266/264416/9434031208

M/s. \_\_\_\_\_

Dear Sir(s),

Sub :- **Tender for supply and delivery of 04 Nos of Motorcycles to Haldia Dock Complex.**

REF :- **TENDER NO. HDC/MM/LT-09/53/26**

Please submit your quotation for supply and delivery of **"04 Nos of Motorcycles"** indicating the price, taxes, duties etc. in accordance with the attached terms and conditions of tender and detailed Bill of Quantities. Please sign and submit the enclosures containing as mentioned in Part-I (Techno-Commercial Bid) as Annexure-A & B and Part-II (Price Bid) as Annexure-C. Part-II Price bid will be opened of only those bidders whose Part-I (techno-Commercial offer) is in order.

**TENDER GUIDE LINES :-**

- ☞ **LAST DATE AND TIME OF RECEIPT OF BID** : **3.00 P.M. on 23.08.2017**
- ☞ **DATE AND TIME FOR OPENING OF TENDER (Part-I)** : **3.30 P.M. on 23.08.2017**
- ☞ **TENDER TO BE SUBMITTED AT THE ADDRESS** : **Office of the Manager (MM),  
M.M. Division, Haldia Dock  
Complex.**

**Important instructions:-**

1. Tenderers are requested to read the Bill of Quantity and terms & conditions of this tender before submission of tender.
2. Copy of GST Registration Certificate should be submitted along with the offer.
3. No tender will be accepted after the due date and time mentioned in tender.
4. No deviation to the technical and commercial terms & conditions is allowed.
5. HDC has the right to cancel this tender without assigning any reason thereof.
6. The tender should be submitted with Signature and Official Seal on every page strictly as per the terms and conditions and laid down procedures only.
7. Due date of submission of tender will not be extended under any situation except only in case of an unscheduled HOLIDAY / BANDH / STRIKE on the prescribed last date of submission and opening of Bid, in such cases, the next working day will be treated as the scheduled prescribed day for the same.
8. **Part-I consist of Annexure-A & B and to be submitted in Envelope-I whereas Part-II consist of Annexure-C and to be submitted in Envelope-II**

Thanking you,

Yours faithfully,

Encl: As above.

(Emanuel Singh)  
Asst.Manager (MM)  
For Manager (MM)

**TERMS AND CONDITIONS OF TENDER FOR PROCUREMENT OF 04 NOS OF MOTORCYCLES**

1. HDC will not be responsible in any way for postal delay.
2. Mere participation in tender will not mean that a particular bidder will automatically be considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.
3. The trustees reserve the right to reject or to accept the tender in whole or in part without assigning any reason whatsoever thereof.
4. **SCOPE OF WORK:**  
The work comprises of supply of Motorcycles to Haldia Dock Complex with permanent registration, Life time road tax, 06 month pollution test & one year insurance and delivery at CISF Unit, HDC at Chiranjibpur of Haldia Dock Complex.
5. **VALIDITY :**  
The tender shall remain open for acceptance for a period of 120 days from the date of opening of techno-commercial bid.
6. **PRICES:**  
Price of Motorcycles with accessories, 01 year insurance, Permanent Registration, Life Time Road tax, 06 month pollution test etc should be complete in all respect and should be quoted on F.O.R. Store/ site of CISF Unit, HDC at Haldia i.e. free delivery up to Store/ site of CISF Unit, HDC at Haldia. The Bidder shall state clearly the percentage of various GST and other charges if applicable extra over his quoted rates. The quotation shall be faultless in figures and free from erasing. Corrections, if any, must be initialed by the tenderer.  
Price shall remain firm till the goods are delivered and no price escalation shall be allowed if there is price variation clause or any other clauses, the same shall be clearly mentioned in the offer by the tenderer.
7. **Evaluation :**  
Evaluation will be made on turn key lowest offer basis on F.O.R. HDC's Store/ site, Haldia quoted rate (i.e. L1 rate basis) including percentage of various GST and other charges if applicable for accessories, Permanent Registration, one-time road tax, one year insurance, 06 Month pollution test, etc
8. **PAYMENT:**  
Payment will be made against supplier's clear bill within 30 (Thirty) days of receipt of satisfactory acceptance of materials at HDC's CISF Unit at Haldia. Payments shall be credited to supplier's bank account through ECS/NEFT/RTGS mechanism at all centers where such facilities are available in the bank. Accordingly bidders are requested to submit their bank Account No with the name and address of the bank along with the branch name and code number in the bill.
9. **DELIVERY :**  
Delivery of the materials must be completed within 45 days from the date of receipt of order by the supplier at CISF Unit, HDC at Chiranjibpur of Haldia Dock Complex. Motorcycles would be accepted based on the Pre-despatch Inspection Certificate, guarantee certificate, and other documents such as Permanent Registration certificate , Life time road tax, 06 Month pollution test & one year insurance certificates etc. Also, manuals and tools as stated in the Annexure-B of the tender.
10. **INSPECTION :**  
Pre-despatch inspection will be carried out by the representative of HDC at your premises. All facilities for inspection should be provided by the Tenderer. Permanent Registration, one-time road tax, one year insurance, 06 Month pollution test etc activities will be done by supplier after pre-dispatch inspection only to the marked Motorcycles by the representative of HDC at your premises during Pre-dispatch inspection.

Signature of Tenderer with Office Seal

**ANNEXURE-A****(To be submitted in Envelope-I)**

(Tender No. HDC/MM/LT-09/53/26)

**TERMS AND CONDITIONS OF TENDER FOR PROCUREMENT OF 04 NOS OF MOTORCYCLES****11. Permanent Vehicle (Motorcycle) Registration:**

All the Motorcycle need to be registered as per the Motor Vehicle Act,1988 . Registration should be done in the name of Haldia Dock Complex. All the charges for registration would be born by supplier.

**12. PACKING OF MATERIALS:**

The Supplier shall be responsible for proper packing and delivery of Stores. The materials should be packed by the Supplier/Manufacturer at their own cost and arrangement for protection against any damage, loss, breakage or leakage etc.

**13. JURISDICTION OF COURT :**

The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Calcutta.

**14. Technical Specification**

Full particulars as to specification, Brand and Maker's name and delivery should be stated, failing which the tender shall not be considered.

**15. GUARANTEE:**

The materials to be supplied must be guaranteed against manufacturing defect for a period of 12 months from the date of acceptance of the material by Haldia Dock Complex. If any manufacturing defect, whatsoever, develops during this guarantee period, the same will have to be rectified / replaced (as the case may be) by the supplier at his / their own cost and arrangement.

**Guarantee Certificate is to be furnished by the supplier at the time of supplying the material to store.**

**16. SERVICE SUPPORT**

Supplier will have to ensure and clearly indicate the number of free services on its Motorcycles so that KoPT,HDC may avail these services within the stipulated conditions of time period or km range, whichever is earlier from the date of purchase. After the completion of free services or its validity period, supplier should have facility in and around Haldia , East Medinipur Distt of west Bengal for paid services /or for the spares / stores, assemblies/ subassemblies, fitment items and consumables, Special Maintenance Tools(SMT) / Special Test Equipment (STE), repairing & servicing on cost basis.

**17. DOCK PERMITS :**

The successful Bidder shall have to obtain permits from the Chiranjibpur/Office of the Sr. Dy. Manager (Sh&Ch) or Sr.Dy.manager(I&CF), on the basis of recommendation of Manager(MM) / Sr. Dy. Manager (MM) or his authorized representative or as directed for entry of their vehicles and workers into the Trustees' Stores for unloading and stacking of the material. Such permits shall be issued to the Bidder against receipt of proper application with payment of necessary charges (if applicable) for the same during normal working hours on any working day.

**18. WORKMEN COMPENSATION :**

The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading & stacking job at HDC's site, under workmen compensation act, fatal accident act and personal injuries insurance act for protection against any injury / accident and shall have to bear all the consequences and cost as applicable as per relevant acts.

**19. PERSONAL PROTECTIVE EQUIPMENT (PPE):**

Suppliers and their workmen including driver & helper must use **PPE** i.e. **Safety Helmet** etc. at the time of supply of materials inside the dock premises.

**20. Genuineness of Documents :**

The supplier shall submit a certificate that the necessary documents that are submitted as per tender conditions are genuine and correct. In case, any document is found to be false/forged/incorrect at any point of time including execution of contract, he shall be liable for all consequences and responsible for making good any loss to the trustees. Moreover, in such case trustees reserve the right to take action against the bidder as deemed proper.

Signature of Tenderer with Office Seal

**ANNEXURE-A****(To be submitted in [Envelope-I](#))****(Tender No. HDC/MM/LT-09/53/26)****TERMS AND CONDITIONS OF TENDER FOR PROCUREMENT OF 04 NOS OF MOTORCYCLES**

TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES:-

SL. NO.	TARIFF HEAD	WHETHER APPLICABLE	APPLICABLE RATE (%)	Whether INCLUSIVE / EXCLUSIVE
1.	GST			
2.	OTHER CHARGES (IF ANY)			

Date : -----

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Signature of Tenderer with Office Seal

Place : -----

Name:-----

Phone: .....

Address:.....

Fax:.....

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E-mail: .....

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**ANNEXURE-B**

(Tender No. HDC/MM/LT-09/53/26)

(To be submitted in [Envelope-I](#))**UN-PRICED BILL OF QUANTITIES****NOTE: PRICE NOT BE QUOTED IN THIS PART****SPECIFICATION FOR PROCUREMENT OF 04 NOS OF MOTORCYCLES**

SL. NO	Description / Specifications for Motorcycle (137.5 ± 12.5 cc)	Quantity (In Nos)	If your offer exactly match to our specification, write 'YES', with other details given below. (Please note that no other specification would be accepted)		
			Specification is same (Yes/No)	MAKE / Model	Whether Leaf let attached (Yes/No)
1.	1.0 Class of Vehicle : Motorcycle 2.0 Month and Year of manufacturing: Not more than 06 month old at the time of delivery. 3.0 Seating capacity (Including Driver) : Two Seater 4.0 Type of Body : Solo 5.0 General: Motorcycle of Sturdy design suitable for driving even in rough road and unladen (kerb) weight should be within 140 Kg and should be easy in operation and maintenance. 6.0 Engine: Air-cooled Four Stroke, Petrol engine with displacement from 137.5 ± 12.5 cc developing maximum power and accordingly RPM and maximum torque to be designed. 7.0 Gauges: Should include speedometer, odometer, turn signal indicator, neutral indicator, fuel gauge etc. 8.0 Transmission : Minimum 4 speed 9.0 Brake (Hydraulic Operated) : Disc / Drum or latest 10.0 Frame / Chassis and Suspension : Sturdy frame and suspension with telescopic hydraulic shock absorber 11.0 Ground clearance : Not less than 155 mm 12.0 Battery : Not less than 12V, 3.5 Ah 13.0 Essential accessories: A. Headlight, Tail light and Brake light, Turn Signal lights B. Rear view mirrors (two, for left and right side) C. Safety lock for handle D. Grip Cover E. Battery Cover F. Seat Cover G. Side Guard (Leg Guard etc), H. Side Box I. Helmet per unit of motorcycle 14.0 Fuel tank : Not less than 08 litre 15.0 Reserve fuel capacity: Not less than 1.30 liters 16.0 Wheel Type: Alloy Steel 17.0 Tyre Type: Tubeless 18.0 Emission Standard: The emission standard should comply with latest applicable Bharat stage emission standards (BSES) set by the Central Pollution Control Board under the Ministry of Environment & Forests and climate change. 19.0 Starting System : Self start and kick start 20.0 Fuel Economy : Not less than 65 KPL 21.0 Anti Rust coating should be done in the inner part exposed portion to the atmosphere wherever possible. 22.0 Instructions: All signs and instructions in the vehicles should be in English. 23.0 Manuals : A copy of owner's or , operator's Manual should be provided for each unit of motorcycle <b>24.0 Tools: A set of tools required for general maintenance shall be provided with each unit of motorcycle.</b>	04			

(Signature of Tenderer with Office Seal)

**ANNEXURE-C**

(Tender No. HDC/MM/LT-09/53/26)

(To be submitted in [Envelope-II](#))**PRICED BILL OF QUANTITIES****NOTE: TENDERERS ARE TO QUOTE PRICE IN THIS PART****Tender for supply and delivery of 04 Nos Of Motorcycles of Haldia Dock Complex.**

Sl. No.	Description of Item	Quantity (In Nos)	PRICE QUOTED BY THE PARTY ON F.O.R. BASIS UPTO HDC's SITE INCLUDING DELIVERY, UNLOADING & STACKING			
			BASIC PRICE	GST %	UNIT RATE	TOTAL AMOUNT
			(IN Rs)	(IN Rs)	(IN Rs)	(IN Rs)
1.0	Motorcycle (137.5 ± 12.5 cc) all complete and ready to drive on Road i.e. on Turn Key basis as detailed in Annexure-B.	04				
2.0	Charges for permanent registration, Life time road tax, 06 month pollution test & one year insurance					
Total ( i.e. Turn Key Basis Charges including delivery at HDC Site)→						

Date :-----

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**Signature of Tenderer with Office Seal**

Place :-----

**Name:**-----**Phone:** .....**Address:**.....**Fax:**.....

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**E-mail:** .....

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