



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



পোর্ট প্রচালন প্রभाग
Marine Operations Division

No. MMO/208/MAIN/AC&FRZ/1273

Dated : 15.10.2018

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Dear Sir(s),

Sub :- Enquiry for supply and delivery of Split & Window type Air Conditioners to Haldia Dock Complex .

Quotations are invited from the authorized Dealers/ Distributors/ Stockists of reputed manufacturers of Air Conditioners viz. Daikin/ Hitachi/ Blue Star/ Carrier / Carrier Midea/ Voltas for supply and delivery of Split & Window type Air Conditioners, indicating the price, GST etc. in accordance with the attached terms and conditions of tender, technical specification 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.

TENDER GUIDE LINES :-

- ☞ **LAST DATE AND TIME OF RECEIPT OF BID : 3.00 P.M. on 26.10.2018**
- ☞ **TENDER TO BE SUBMITTED AT THE ADDRESS : Office of the GM(Marine), MO**
Division, Haldia Dock Complex , PIN -721607
Jawahar Tower
- ☞ **DATE AND TIME FOR OPENING OF TENDER : 3.30 P.M. on 26.10.2018**

Important instructions:-

1. Bidders are requested to read the Bill of Quantity, Technical Specification and terms & conditions of this tender before submission of tender.
2. Copy of **GST Registration Certificate** should be submitted along with the offer.
3. Copy of **valid Dealership/ Distributorship/ Stockist's certificate** from any of the following manufacturers to be submitted along with the offer : Daikin/ Hitachi/ Blue Star/ Carrier / Carrier Midea/ Voltas.
4. No tender will be accepted after the due date and time mentioned in tender.
5. No deviation to the technical and commercial terms & conditions is allowed.
6. HDC has the right to cancel this tender without assigning any reason thereof.
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. The tender document should be submitted inside a sealed envelope at the office of **GM(Marine), Jawahar Tower, Haldia Dock Complex, Haldia – 721607.**
9. Techno-commercial Bid (Part –I) & Price Bid (Part – II)) will be opened at 1600 hrs. on 26.10.2018.
10. Bidders may send their authorized representatives to be present at the time of opening of the Techno-Commercial Bid and Price Bid.

Thanking you,

Yours faithfully,

Encl: As stated above.

**(Nilanshu Banerjee),
Asst.Manager,
For General Manager (Marine),
Haldia Dock Complex,
Kolkata Port Trust.**

(Tender No. MMO/208/MAIN/AC&FRZ/1273)

TERMS AND CONDITIONS OF TENDER FOR PROCUREMENT OF SPLIT & WINDOW TYPE AIR CONDITIONERS

1. Mere participation in enquiry 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.
2. The trustees reserve the right to reject or to accept the enquiry in whole or in part without assigning any reason whatsoever thereof.
3. **SCOPE OF WORK:**
The work comprises of supply, delivery & installation of Split & Window type Air Conditioners to Haldia Dock Complex, as per Bill of Quantities and Terms & Conditions of the instant tender document. Power supply will be done by HDC.
4. **SECURITY DEPOSIT:**
The Successful bidder will have to deposit 5% of the basic value of the contract as Security Deposit within 15 days from the date of receipt of Order. If the successful bidder fails to deposit the same, 5% of the basic value of the contract would be deducted from the payment and the same would be converted as Security Deposit. The Security Deposit shall be refunded, without interest, after the successful execution of the order and completion of guarantee period.
5. **VALIDITY :**
The enquiry shall remain open for acceptance for a period of 120 days from the date of opening of techno-commercial bid.
6. **PRICING OF BIDS :**
Price should be quoted F.O.R Marine House, Chiranjibpur, 721604 at Haldia including charges for packing, forwarding, loading, stacking, transportation, unloading, and transit risk, necessary for the complete services as described in the documents i.e. on free delivery basis upto Marine House, Chiranjibpur at Haldia, but excluding GST.

ii) The Bidder shall state clearly the percentage of GST that will be charged extra, item wise, in **Annexure-A**.

iii) Orders may be placed in parts. Each bidder shall keep in mind while quoting his rate against any item that, in the event of part order being placed, his quoted rate against the ordered item, shall form the basis of the subject order. Price(s) to be quoted should remain firm till the entire supply of goods is completed.

iv) No Price escalation is admissible other than statutory increase in GST. In case of decrease in rates of statutory GST, the price would be correspondingly decreased.

v) Any modification (addition /deletion /alteration of GST) in taxes by the GOI shall be applicable.
7. **EVALUATION CRITERIA :**
 - i) Evaluation will be made on the lowest (L1) landed price, excluding GST, quoted against individual item, among the techno-commercially qualified bids subject to the fulfillment of necessary conditions.
 - ii) In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid, tender terms and conditions shall also remain unaltered. Irrespective of whether order is placed on part or, on the whole of the BOQ no plea for subsequent withdrawal or the amendment will be entertained.
8. **GST:**

The suppliers shall comply with all requirements of the GST to enable KoPT to avail full credit on buyer's GST. The payment of GST element shall be subject to compliance of the same.

Please indicate present percentage rate of GST, as applicable on quoted price of individual item. GST amount will be paid against submission of GST documents only or any other document required by KoPT. The contractor shall be required to upload the details of the invoice raised on KoPT in GST Return as per Law. In case of any failure, GST, even if paid, shall be recovered from the suppliers.

GST IN OF Haldia Dock Complex, Kolkata Port Trust: 19AAAJK0361L1Z3

9. **PAYMENT:**

100% payment will be made within 30 (thirty) days of receipt of materials in good condition with Inspection Certificate, Test Certificate of the manufacturer and Guarantee Certificate of the Supplier for all the items and satisfactory acceptance of the same by Manager (Marine Operation).

Payment will be made on the basis of actual supply, delivery & installation of materials in good condition and acceptance of the same at designated points and on submission of Bill accompanied with inspection certificate, Test Certificate of the manufacturer & Guarantee Certificate of the Supplier and challan duly signed by consignee or his authorized representative. 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.

10. **TIME OF COMPLETION AND DELIVERY :**

Delivery of the materials must be completed as per following schedule:

a) 1.5 TR Split type Air Conditioners (3- Star rated) i.e. **BoQ item no. 1 - within 21 (twenty one days) from the date of receipt of order by the supplier.**

b) 1.5 TR Window type Air Conditioners (5-Star rated) i.e. **BoQ item nos. 2 - within 21 (Twenty One days) from the date of receipt of order by the supplier.**

Materials shall be delivered and installed by the supplier to Marine House, Chiranjibpur, PIN – 721 604, at their cost, risk and responsibility.

Delivery period shall be binding on the supplier. The successful Bidder must make their own arrangements for delivery of all materials, as well as for careful and proper unloading and stacking at Marine House, Chiranjibpur. The responsibility for preventing damage / deterioration to the materials during transit, delivery, unloading and stacking at the designated point shall rest with the Supplier. All transit risk will be to supplier's account. The Bidder must send advance intimation to the concerned Officer as to the proposed dates of delivery together with a list showing quantity and particulars of the material in the consignment. Delivery of materials will not be accepted on Sundays and Holidays. No lorry shall be permitted into the protected area during night-time. Detention of lorries, if any, will be on supplier's account. The authorized representative of the Bidder should be present at the time of delivery.

11. **INSPECTION :**

Visual inspection will be carried out at site store after delivery of the materials by the authorized representative of Manager (MO). During inspection, manufacturer's test certificate and Guarantee Certificate of the supplier for all items of the bill of quantities must be available. The inspection by the authorized representative of MO Division shall not relieve the successful bidder of his obligation for supplying the materials in accordance with specification.

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. **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.
15. **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(MO) 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.
16. **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.
17. **LIQUIDATED DAMAGES:**
If the successful bidder (supplier) fails to complete the entire supply within the stipulated date or, such the extension thereof as communicated by the Manager (MO) Division in writing, the supplier shall pay, as compensation (Liquidated Damage) to the Trustees and not as a penalty, @½ % (half percent) of the total landed cost (excluding GST) of the delayed portion of the order for every week delay in supply (part of the week being treated as a full week). Provided always that the amount of such compensation shall not exceed 10% of the total landed cost (excluding GST)of the order.

Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damages as stated above, from any money due or, likely to become due to the supplier. The payment or deduction of such compensation / damages shall not relieve the supplier from his obligation to complete the supply order or, from any of his other obligations or liabilities under the contract.

GST on L.D. amount as per law time being in force, shall be levied.
18. **RISK PURCHASE :**
In case of supplier's failure and at the absolute discretion of the Manager (MO) Division, the work may be ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the Manager (MO) Division or, his representative. In case of risk purchase extra cost will be borne by the supplier (successful tenderer).

Signature of Tenderer with Office Seal

(Tender No. MMO/208/MAIN/AC&FRZ/1273)

ITEM WISE DETAILS OF STATUTORY LEVIES

BoQ item Sl. no.	Applicable percentage of GST		
	CGST	SGST	IGST
1.			
2.			

Date : -----

Signature of Tenderer with Office Seal

Place : -----

Name:-----

Phone:

Address:.....

Fax:.....

.....

E-mail:

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(Tender No. MMO/208/MAIN/AC&FRZ/1273)

TECHNICAL SPECIFICATION OF THE AIR CONDITIONERS:

1. The Air Conditioners to be supplied for High Wall 1.5 TR Split Type & window type (with remote control), should have minimum 3 Star BEE rating for both 1.5 ton split & window AC.
2. The cooling coils of indoor units and condenser coils of the outdoor units for 1.5 TR Split Type & Window type Air Conditioners, condenser coils should be of copper only.
3. The Air Conditioners should be fitted with rotary compressors and shall be suitable for operation on single phase AC supply.
4. The Window type room Air Conditioners shall be fitted with hermetically sealed type suction cooled compressor with suitable rated capacitor start electric motors. It should start unloaded and shall be equipped with overload protection.
5. The Air Filters provided shall be of cleanable type and of synthetic material.
6. The Air Conditioners are to be supplied with copper refrigerant pipe (standard length of 3.0 running metre) & electric wire (standard length of 3.0 running metre), between outdoor unit & indoor unit, and standard length of drainage pipe.

ANNEXURE-B

(Tender No. MMO/208/MAIN/AC&FRZ/1273)

UN-PRICED BILL OF QUANTITIES**NOTE: PRICE NOT BE QUOTED IN THIS PART**

Sl. no.	Description of the items	Quantity	If your offer exactly match to our specification, write 'YES', with other details given below. (Please note that no other specification would be accepted)		
1.	Supply and delivery of 1.5 TR Window type Air Conditioners (5-Star rated) fitted with Rotary Compressor, with Remote Control. Make: Daikin/ Hitachi/ Blue Star/ Carrier / Carrier Midea/ Voltas	06 Nos.	Specification is same (Yes/No)	MAKE / Brand	Whether Product Catalogue attached (Yes/No)
2.	Supply and delivery of 1.5 TR Split type Air Conditioners (3- Star rated) fitted with Rotary Compressor, with Remote Control. Make: Daikin/ Hitachi/ Blue Star/ Carrier / Carrier Midea/ Voltas	12 Nos.			

Date :-----

Signature of Tenderer with Office Seal

Place :-----

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

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E-mail:

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(Tender No. MMO/208/MAIN/AC&FRZ/1273)

PRICED BILL OF QUANTITIES**NOTE: PRICE TO BE QUOTED IN THIS PART**

Sl. no.	Description of the items	Quantity	Unit Landed Rate on F.O.R. upto Marine House, Chiranjibpur at Haldia basis excluding GST) (in Rs.) 'B'	Total Amount, excluding GST (in Rs.) 'A x B'
1.	Supply and delivery of 1.5 TR Window type Air Conditioners (5-Star rated) fitted with Rotary Compressor, with Remote Control. Make: Daikin/ Hitachi/ Blue Star/ Carrier / Carrier Midea/ Voltas	06 Nos.		
2.	Supply and delivery of 1.5 TR Split type Air Conditioners (3- Star rated) fitted with Rotary Compressor, with Remote Control. Make: Daikin/ Hitachi/ Blue Star/ Carrier / Carrier Midea/ Voltas	12 Nos.		

Date :-----

Signature of Tenderer with Office Seal

Place :-----

Name:-----

Phone:

Address:.....

Fax:.....

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E-mail:

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