

**Kolkata Port Trust,  
Haldia Dock Complex  
Materials Management Division**

No. HDC/MM/LT-04/47/16/ENQ/24

Date:27.07.2019

To,

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PIN:-----

Dear Sirs,

**Sub : Tender Enquiry from reputed suppliers for Supply & delivery of 16 nos. Probe & Guide Wheel for caisson Gate of Lock Entrance under P&E Division of Haldia Dock Complex.**

**REF: - TENDER NO. HDC/MM/LT-04/47/16**

Please submit your Single Part Bid tender enquiry for subject work indicating the price and GST duties etc. in accordance with the attached terms and conditions of tender and detailed Bill of Quantities. Please sign and submit the enclosures containing details with price as mentioned in Bid Document as **Annexure-A including drawing** consisting of 05 pages.

TIME OF COMPLETION	:	45 (Forty Five) days
LAST DATE OF SUBMISSION OF TENDER	:	20/08/2019 up to 15:00 hrs.
OPENING OF THE TENDER	:	20/08/2019 after 15:30 hrs.

**Important instructions**

1. Tenderers are requested to read the Bill of Quantity and terms & conditions of this tender before submission of tender.
2. No tender will be accepted after the due date and time mentioned in tender.
3. No deviation to the technical and commercial terms & conditions is allowed.
4. HDC has the right to cancel this tender without assigning any reason thereof.
5. 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.
6. In case there is an unscheduled HOLIDAY / BANDH / STRIKE on the prescribed last date of submission and opening of Bid, the next working day will be treated as the scheduled prescribed day for the same.
7. Due date of submission of tender will not be extended under any situation.

You may depute your representative to attend the Tender Opening on the aforesaid time and date.

Thanking you,

Yours faithfully,

**Encl:** As above.

(Emanuel Singh),  
Asstt. Manager (MM)  
For Sr. Dy. Manager(MM)

**TERMS AND CONDITIONS OF TENDER FOR PROCUREMENT OF 16 nos. Probe & Guide Wheel****Commercial Terms & Conditions**

1.	<p><b><u>PRE-QUALIFICATION CRITERIA OF THE BIDDERS:-</u></b></p> <p>1) Copy of GST Registration certificate should be submitted. along with offer otherwise the offer would be liable for rejection.</p> <p>2) Bidders have to deposit a sum of ₹ 1,000.00 as an earnest Money. The earnest Money Deposit shall have to be deposited by Demand Draft of any Nationalized / Scheduled Bank of India drawn in favour of "Kolkata Port Trust" payable at Haldia by you.</p> <p>3) The prospective bidder(s) should submit credential for supply of various types of Probe &amp; Guide Wheel / rubber bushes / rubber seals / rubber o-rings for a cumulative amount of ₹ 59,520.00 (Rupees Fifty Nine thousand Five hundred twenty only) minimum in any number of orders, during last 5 (five) years, to Govt., PSU or Public / Private organization which should be substantiated by producing PURCHASE ORDER copy along with any one or more of the following documents :</p> <ul style="list-style-type: none"><li>i) Receipted Challan,</li><li>ii) Certificate of Execution,</li><li>iii) GRN,</li><li>iv) Excise Invoice,</li><li>v) Tax Invoice,</li><li>vi) Consignment Note. etc. as a proof of supply.</li></ul> <p><b>Note :</b> Above stated PRE-QUALIFICATION CRITERIA documents should be submitted along with offer otherwise the offer would be liable for rejection.</p>
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 contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Calcutta.
4.	<p><b><u>SCOPE OF WORK:</u></b></p> <p>The work comprises of loading, supplying, delivery, unloading &amp; stacking of Probe &amp; Guide Wheel as specified in the Bill of Quantities to Lock Entrance Store (P&amp;E) of HDC at their own cost, risk and responsibility.</p>
5.	<p><b><u>VALIDITY :</u></b></p> <p>The tender shall remain open for acceptance for a period of 90 days from the date of opening of techno-commercial bid.</p>
6.	<p><b><u>EVALUATION CRITERIA :-</u></b></p> <p>Evaluation would be made on the lowest (L1) rate basis against BoQ items among the techno-commercially qualified bids subject to the fulfillment of necessary Tender conditions. Rates to be quoted on F.O.R. delivery basis to the Power House , HDC Site.</p>
7.	<p><b><u>DELIVERY :</u></b></p> <p>Delivery of the materials must be completed within 45 (Forty Five) days from the date of receipt of order by the supplier.</p>

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**Signature of the Tenderer with seal**

**TERMS AND CONDITIONS OF TENDER FOR PROCUREMENT OF 16 nos. Probe & Guide Wheel****Commercial Terms & Conditions**

8.	<b><u>GST:</u></b> Prevailing rate in % of GST to be mentioned clearly indicating whether exclusive or inclusive in their quoted rates. Please note that we do not issue any Declaration Form for concessional Sales Tax.
9.	<b><u>Payment Terms:</u></b> 95% payment shall be made through Bank to your account within 15 days of delivery and acceptance of materials. Balance 5% shall be paid after expiry of guarantee period of twelve months.
10.	<b><u>Liquidated damage Clause:</u></b> For late delivery, LD clause would be applicable and it would be imposed on basic value of the rate @½% per week or part thereof of the basic value of the the order subject to a maximum of 10% of the basic value of the order. However, GST at the prevailing rates would be applicable on the LD amount,if any.
11.	<b><u>Guarantee:</u></b> The 16 nos. <b><u>Probe &amp; Guide Wheel</u></b> to be supplied must be guaranteed for a period of 12 months from the date of acceptance of the material by Haldia Dock Complex.
12.	<b><u>CERTIFICATES :-</u></b> 1) The successful Bidder should submit Guarantee Certificate 2) Test certificate from Government / Government approved test house or from Manufacture's Test Certificate along with supplies.
13.	<b><u>INSPECTION :-</u></b> Pre-dispatch Inspection or post dispatch Inspection (as the case may be) of materials will be carried out by authorized representative of P&E Division, HDC on the basis of supplier's Guarantee Certificate & aforesaid Test Certificate.
14.	<b><u>PACKING OF MATERIALS:</u></b> 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.
15.	<b><u>WORKMEN COMPENSATION :</u></b> 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.

Date : \_\_\_\_\_

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Signature of the Tenderer with seal

**ANNEXURE-A**

**TENDER NO. HDC/MM/LT-07/22/167**

**TERMS AND CONDITIONS OF TENDER FOR PROCUREMENT OF PROBE & GUIDE WHEEL**

**DECLARATION BY THE TENDERER: -**

I / We have carefully read and understood the terms and conditions and specifications of materials and other details set out in the enclosed Annexures. I/We confirm that all laid down terms and conditions have been accepted by me/us and I/We agree that I /We shall be bound by the said terms and conditions.

I/We also hereby confirm that I/We am/are not blacklisted or debarred from participating tender, by any Govt. Agency .I would be held responsible for any incorrect declaration or suppression of facts by me and I am aware that this may lead to rejection of the Offer.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Tenderer with seal

**ANNEXURE-A****Bill of Quantity and Price Bid**  
**[TENDER NO. HDC/MM/LT-04/47/16]**

It. No	Description of Item	Quantity (in Nos)	If your offer exactly matches to our specification, write with other details given below.  (Please note that no other specification would be accepted)		
			Make /Brand/Model (If any)	UNIT PRICE	LANDED COST (UPTO HDC'S STORE, HALDIA)
1	15" dia. X 9" Length probe & guide wheel for caisson Gate as per drawing No. 120.002. Material: Solid Natural Rubber. Rubber hardness: 72-80 [ Shore A as per IS: 3400(PT-23) 2002]	16			
Total Cost in Rupees in word----- -----only.				Total Cost→	

GST:----- % (Inclusive or Extra)

\_\_\_\_\_  
Signature of the Tenderer with seal

Full Name :

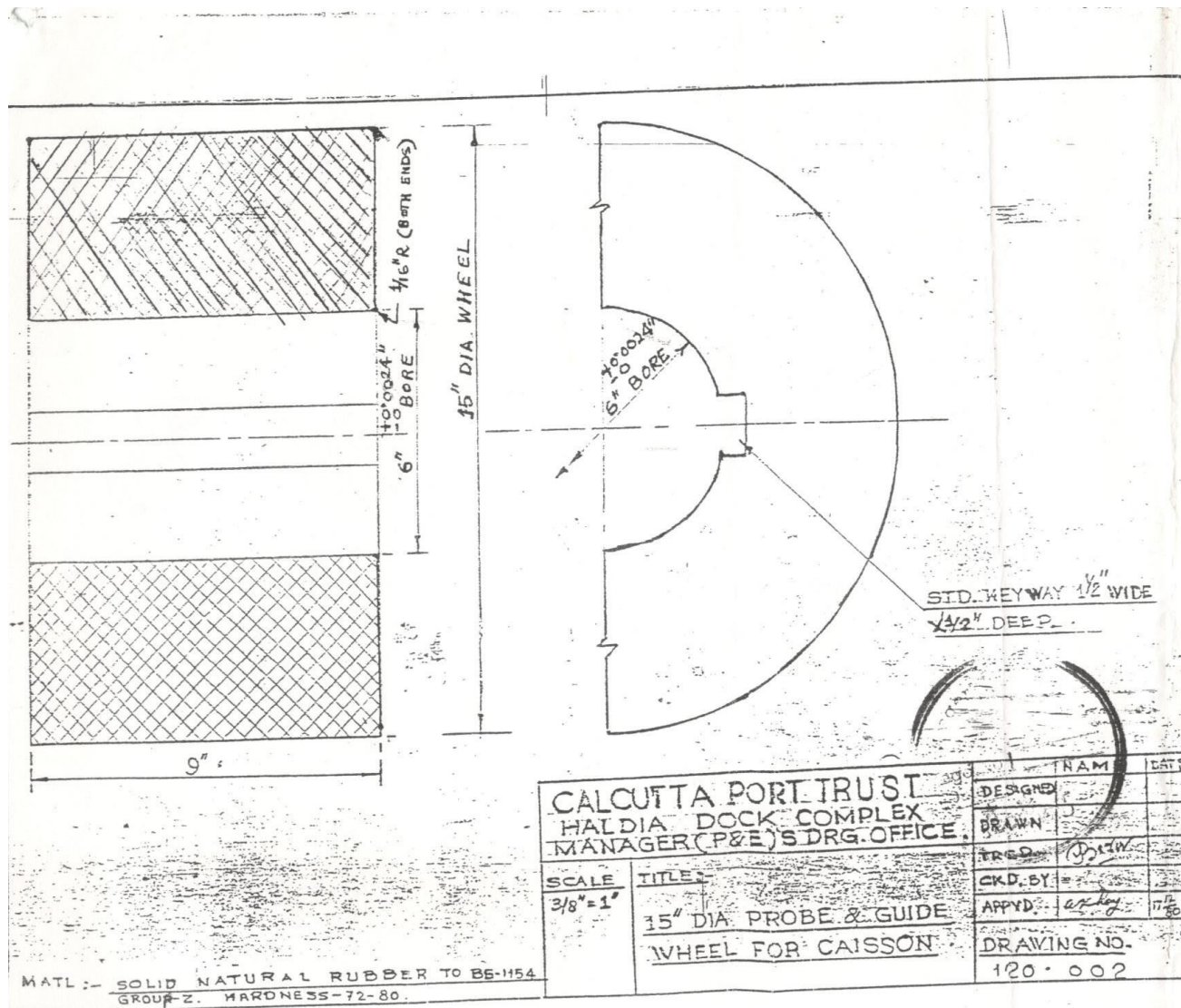
Address :-----

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Contact No. :-----

# ANNEXURE-A

## Drawing of Probe & Guide wheel [TENDER NO. HDC/MM/LT-04/47/16]



Signature of the Tenderer with seal