

**Kolkata Port Trust,  
Haldia Dock Complex  
MM Division**

No. HDC/MM/LT-20/12/20/ Enquiry/

Date: 26.09.2019

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

\_\_\_\_\_

\_\_\_\_\_

Dear Sirs,

**Sub: - Supply and delivery of "ISI Marked V- Belt of Size C- 124", for O&CH  
Plant, P&E Division of Haldia Dock Complex.**

**REF: - TENDER NO. HDC/MM/LT-20/12/20**

Please submit your single part bid local tender for supply and delivery of subject material indicating the price plus GST etc. in accordance with the attached terms and conditions of tender and detailed Bill of Quantities. Please sign and submit the enclosures consisting of three (03) pages.

**TENDER GUIDE LINES :-**

- |   |  |
|---|--|
| ☞ LAST DATE AND TIME OF RECEIPT OF BID  | : 15:00 P.M. on 16/10/2019   |
| ☞ DATE AND TIME FOR OPENING OF TENDER   | : After 15:30 P.M. on 16/10/2019   |
| ☞ TENDER TO BE SUBMITTED AT THE ADDRESS | : 2 <sup>nd</sup> Floor, Jawahar Tower<br>MM Division,<br>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. 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.

Thanking you,

Yours faithfully,

Encl: As above.

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

## **TENDER FOR PROCUREMENT OF "ISI MARKED V- BELT of SIZE C- 124"**

**(REF: TENDER NO. HDC/MM/LT-20/12/20)**

**Important instructions:-** Tenderers are requested to read the Bill of Quantity and terms & conditions of this tender before submission of tender.

### **Terms & Condition:**

1. HDC will not be responsible in any way for postal delay. HDC / KoPT reserves the rights to reject all tenders to accept any tender in whole or part without assigning any reason thereof.
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. **SCOPE OF WORK:**  
The work comprises of supplying and delivery including loading, unloading & stacking of ISI Marked V- Belt of Size C- 124 as specified in the Bill of Quantities to the store of the O&CH Plant, P&E Division of Haldia Dock Complex, Haldia at bidder's own cost, risk and responsibility.
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. **GST:**  
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. **Copy of GST Registration certificate must be submitted along with offer.**
7. **Payment Terms:**  
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.
8. **Delivery:**  
Material will be supplied to the store/site of the O&CH Plant, P&E Division of Haldia Dock Complex at your own risk, responsibility and cost. Supply and delivery has to be completed within 20 (twenty) days from the date of receipt of order by you.
9. **Evaluation of price:**  
Evaluation of price will be made on lowest offer quoted on F.O.R delivery basis against each item.
10. **Basis of Rates:**  
Rate to be quoted against each item on Firm, F.O.R. up to store of the O&CH Plant, P&E Division of, HDC, basis, all including transportation, loading, unloading, forwarding and stacking at site store, Haldia.  
(Prescribed format of BOQ is enclosed with this Enquiry Form).
11. **Guarantee:**  
The materials to be supplied must be guaranteed for a period of 12 months from the date of acceptance of the material by Haldia Dock Complex.

**Signature of the Tenderer with seal**

**TENDER FOR PROCUREMENT OF “ISI MARKED V- BELT of SIZE C- 124”**

**(REF: TENDER NO. HDC/MM/LT-20/12/20)**

12.	<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.
13.	<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.
14.	<b><u>PERSONAL PROTECTIVE EQUIPMENT (PPE):</u></b> 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.
15.	<b><u>REJECTION OF MATERIALS</u></b> Notwithstanding the inspection and passing of materials by Trustees' authorized person (representative of P&E division), any material found to be defective in quality and not conforming to the relevant specification, shall liable to be rejected and the supplier shall replace the same at his cost and arrangement at the earliest.  Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Stores, H.D.C. within a period of 15 days from the date of rejection on observing usual procedure on the matter. If the contractor fails to remove such materials within a reasonable time, the Trustees shall have the right to dispose of the same and the supplier shall have no claim against the Trustees in respect of the said rejected materials.
16.	<b><u>LIQUIDATED DAMAGES</u></b> 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 (Materials Management 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 basic value of the delayed portion of 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 basic value of the order. GST on L.D. amount as per law time being in force, shall be levied.

**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 Tender Document. 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

Full Name :-----

Address :-----

**TENDER FOR PROCUREMENT OF "ISI MARKED V- BELT of SIZE C- 124"**

**(REF: TENDER NO. HDC/MM/LT-20/12/20)**

**Bill of Quantity**

BOQ item Sl.No	Item Description	Quantity Required	Quoted Make / Brand	If your offer exactly matches to our specification, write with other details given below. (Please note that no other specification would be accepted)		
				Ruling per UNIT price as per price list	UNIT PRICE (after discount on Ruling price) F.O.R. HDC delivery basis	Total Amount
1.0	V- Belt Size C – 124 (ISI Mark as per IS 2494 (Part-I) - 1994 or latest amendment if any)	100 Nos.				

**Total Cost in Rupees in word-----only.**

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

**Signature of the Tenderer with seal**

**Full Name :**

**Address :-----**

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