

कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
सामग्री प्रबंधन प्रभाग

AN ISO 9001:2015 ORGANISATION
MATERIALS MANAGEMENT DIVISION

TENDER NO. HDC/MM/LT-31/51/09

Dated: 15.01.2020

M/s-----

Dear Sir(s),

SUB : - SUPPLY AND DELIVERY OF ELECTRO MECHANICAL TIME SWITCH TO HALDIA
DOCK COMPLEX

REF. : - TENDER NO. HDC/MM/LT-09/15/06

Tender in Single Cover Bid system (Techno-Commercial Bid + Price Bid) are invited from reliable, bonafied & experienced suppliers for supply and delivery of "ELECTRO MECHANICAL TIME SWITCH FOR HALDIA DOCK COMPLEX" as per Bill of Quantities to Haldia Dock Complex indicating the price, GST, in accordance with the attached terms and conditions of tender and detailed Bill of Quantities. Please sign and submit the enclosures containing Priced Bill of Quantities and Terms & Conditions of tender (Annexure-A) in a sealed envelope along with your tender.

Earnest Money Deposit (EMD): The intending bidders must deposit Rs. 350.00 (Indian Rupees: three hundred fifty only), as Earnest Money, to Haldia Dock Complex, through DD/Banker Cheque in favour of Kolkata Port Trust on any Scheduled/Nationalized Bank payable at Haldia, otherwise their offer will be summarily rejected. In case the said Earnest Money is not deposited by the bidder, the respective bid will be summarily rejected, treating the same as non-responsive.

TENDER GUIDE LINES:

- **LAST DATE AND TIME OF RECEIPT OF BID : 07/02/2020 upto 15.00 Hrs.**
- **DATE AND TIME FOR OPENING OF TENDER : 07/02/2020 from 15.30 Hrs.**
- **TENDER TO BE SUBMITTED AT THE ADDRESS: - Office of the Sr. Dy. Manager, Materials Management, 2nd Floor, Jawahar Tower, Haldia Dock Complex.**

OPENING OF BIDS:-

- 1) Bids will be opened on the above – mentioned date and time, at the Office of the Sr. Dy. Manager, Materials Management, 2nd Floor, Jawahar Tower Haldia Dock Complex. Any Bidder who wishes to be present at the time of opening may do so.
- 2) Bids received after the stipulated date and time due to any reason whatsoever will not be considered. KoPT, HDC will not be responsible for the loss of the Bid document or, for the delay in postal transit.
- 3) 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. In this regard, decision of the undersigned will be final.
- 4) The Bidder should sign and submit the enclosed Tender Document (Annexure-I) along with their offer.
- 5) KoPT, HDC, reserves the right to reject any or all bids and also to accept any tender in part or, full without assigning any reason thereof.
- 6) Mere issue of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.
- 7) Due date of submission of tender will not be extended under any situation.

Thanking you.

Encl: - As above.

Yours faithfully,

Sr. Dy. Manager (MM)

Enclosures: Terms and Conditions & Priced Bill of Quantities:-Annexure-A

TENDER NO. HDC/MM/LT-31/51/09

**TERMS AND CONDITIONS OF TENDER FOR SUPPLY AND DELIVERY OF
ELECTRO MECHANICAL TIME SWITCH
Commercial Terms & Conditions**

1.	<p>PRE-QUALIFICATION CRITERIA OF THE BIDDERS:-</p> <p>a) Copy of GST Registration certificate must be submitted along with offer otherwise the offer would be liable for rejection.</p> <p>b) Credential for supply of hardware items, electrical items etc. for Rs. 21,000=00 (cumulative value in any number of orders), during the 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"> i) Receipted Challan, ii) Certificate of Execution, iii) GRN, v) Excise Invoice, v) Tax Invoice, vi) Consignment Note. Etc. as a proof of supply as required by the tender issuing authority.
2.	<p>Orders may be placed in parts based on the minimum rates quoted against individual items, subject to the fulfillment of other necessary Tender Conditions. In the event of Part Order being placed, the rate(s) against each of the Item(s) quoted in the Price Bid. Tender terms and condition shall also remain unaltered, irrespective of whether Order is placed on part or, on the whole of the B.O.Q. No. Plea for subsequent withdrawal or, the amendment will be entertained. The Trustees are not bound to accept the lowest or any tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof..</p>
3.	<p>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.</p>
4.	<p>The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Calcutta.</p>
5.	<p>SCOPE OF WORK: The work comprises of supply and delivery of Electro Mechanical Time Switch to Haldia Dock Complex as per Bill of Quantities and Terms & Conditions of the instant tender document .</p>
6.	<p>VALIDITY : The tender shall remain open for acceptance for a period of 120 days from the date of opening of techno-commercial bid.</p>
7.	<p>SECURITY DEPOSIT: The Successful bidder will have to deposit 5% of the basic value of the contract as Security Deposit within 30 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.</p>
8.	<p>PRICES: Price should be quoted F.O.R HDC's site store(s), MM Division, Haldia, i.e. on free delivery basis up to site store(s) of MM, HDC at Haldia.</p>
9.	<p>EVALUATION CRITERIA :- Evaluation will be made on the lowest (L1) rate quoted against individual items among the techno-commercially qualified bids subject to the fulfillment of necessary Tender conditions.</p>

Date:.....

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Signature of Tenderer with Office Seal

TENDER NO. HDC/MM/LT-31/51/09

10.	<p><u>DELIVERY :</u> Delivery of the materials must be completed within 90 (Ninety) days from the date of receipt of order by the supplier. Materials shall be delivered by the supplier to HDC's site/store at Haldia at their cost, risk and responsibility.</p> <p>The materials are to be delivered at the Central Store of MM Division, HDC at Chiranjibpur, Haldia, PIN: 721604.</p>
11.	<p><u>GST:</u> Prevailing rate in % of GST to be mentioned clearly indicating whether exclusive or inclusive in their quoted rates.</p>
12.	<p><u>PAYMENT:</u> Payment will be made within 30 (thirty) days of receipt of materials in good condition with Inspection Report , Test Certificate of the manufacturer and Guarantee Certificate of the Supplier for all the items and satisfactory acceptance of the same by the authorized officer of P&E Division, HDC at site/store.</p> <p>Payment will be made on the basis of actual supply and delivery of materials in good condition and acceptance of the same at designated points and on submission of Bill accompanied with Inspection Report, Test Certificate of the Manufacturer, if applicable & 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.</p>
13.	<p><u>LIQUIDATED DAMAGES:</u> If the successful bidder (supplier) fails to complete the entire supply within the stipulated date or, such the extension thereof as communicated by the Sr. Dy. 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 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.</p> <p>GST on L.D. amount as per law time being in force, shall be levied.</p>
14.	<p><u>Guarantee Period:</u> The materials to be supplied should be guaranteed for a period of 18 months from the date of supply & acceptance by KoPT or 12 months from the date of installation, whichever is earlier against any defect or poor performance. If any defect develops within guarantee period, the materials should be rectified/replaced free of cost by you. Guarantee certificate is to be produced by you in this regard.</p>
15.	<p><u>CERTIFICATES :-</u> The successful Bidder should submit Test Certificate of the Manufacturer and Guarantee Certificate of the supplier along with supplies.</p>
16.	<p><u>INSPECTION :</u> Visual inspection will be carried out at Central Store/site store after delivery of the materials by the authorized representative of Sr. Dy. Manager (P&E). During inspection, Manufacturer's Test Certificate, if applicable and Guarantee Certificate of the supplier must be available. The inspection by the authorized representative of Sr. Dy. Manager (P&E) shall not relieve the successful bidder of his obligation for supplying the materials in accordance with specification.</p>

Date:.....

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17.	<u>PACKING OF MATERIALS:</u> you shall be responsible for proper packing and delivery of Stores. The materials should be packed by you at own cost and arrangement for protection against any damage, loss, breakage or leakage etc.
18.	<u>WORKMEN COMPENSATION :</u> You 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.

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:.....

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Signature of Tenderer with Office Seal

TENDER NO. HDC/MM/LT-31/51/09**BILL OF QUANTITY AND PRICE BID**

BoQ item sl. no.	Description of Item	Qty.	Make /Brand/ Model	If your offer exactly match to our specification, then quote the rate below	
				Unit Rate on F.O.R. upto HDc's Store basis (Landed Unit Rate, excluding GST) (in Rs.)	Total Amount, without GST (in Rs.)
1.	<p>Electro Mechanical Time Switches with daily dial with Modular Construction with 1 module.</p> <p>Operating Voltage: 220-240 Volt (A.C) Supply frequency: 50Hz Switching Current rating: 16 Amps (A.C)</p> <p>Provision for Inbuilt manual override facility.</p> <p>Shortest Switching time daily: 15min. Time switch will have to be provided with power reserve of 150 Hours. Time switch should be suitable for DIN rail Mounting Type.</p>	20 Nos.			

GST: ----- % [Applicable extra]_____
Signature of the Tenderer with office seal**Full Name :****Address :-----****:-----****Contact No. :-----**