



KOLKATA PORT TRUST

Hydraulic Study Department

20, Garden Reach Road, Kolkata -700043

Phone : 24093031/24093032

Fax : + 91-33- 24093036

Tender Notice No. Hyd/8156.II/1043

Dated: 30.07.2015

NOTICE INVITING TENDER

Name of work : Operation and comprehensive maintenance of the Generator set for VTM station at Jawahar Tower, Haldia Township, as and when required including supply of diesel oil, lubricant, spares etc. for a period of two years.

Duplicate sealed quotations in two-part system i.e. 1) Techno-Commercial Bid & 2) Price Bid along with Earnest Money Deposit (EMD) of Rs. 17,300/- (Rupees Seventeen Thousand Three Hundred only) and tender fee of Rs. 600/- (Rupees Six Hundred only) in separate envelopes are invited from reliable and bonafied electrical agencies / contractor of repute with experience of having performing satisfactorily such type of job.

The tender/offer shall be submitted in THREE separate 'sealed covers', superscribing on each, the NIT No. and work title of the tender as mentioned above. All these three covers shall further be put together in a single sealed envelope, superscribing thereon also, the NIT No. and work title of the tender.

- a) The first sealed cover (Cover-I) duly marked as '**EMD**' and '**TENDER FEE**' shall contain (i) original Banker's Cheque/Demand Draft/Pay order in connection with EMD (ii) original Banker's Cheque/Demand Draft/Pay order in connection with Tender Fee.
- b) The second sealed cover (Cover-II) duly marked as '**TECHNO-COMMERCIAL BID**' shall contain the Techno-commercial offer and all the required relevant documents as below. The documents are to be authenticated duly.
 - i) The qualification, experience of the personnel to be engaged for the maintenance/operation the Gen set.
 - ii) Valid Trade License
 - iii) Valid electrical contractor license issued by the Directorate Electricity, Govt. of West Bengal.
 - iv) Certificate of enrolment of the firm engaged in profession issued by the Profession Tax Authority, Govt. of West Bengal.
 - v) Last three years balance sheet and profit & loss account in support of Annual Financial turn over.
 - vi) Permanent Account No. (PAN) issued by Income Tax Authority.
 - vii) Registration Certificate under the Employment Provident Fund Scheme, the Employees Pension Scheme.

- viii) Certificate of Service Tax Registration issued by Service Tax Authority.
 - ix) Electrical Supervisor holding valid Electrical Supervisors' Certificate of competency issued by the licensing Board (Electrical) Govt. of W.B.
 - x) Valid licenses of the operators /electricians and assistants issued by the competent authority to be deployed for the subject work.
 - xi) List of similar nature of work executed by the firm with work order nos., date, values and full address of the employers.
 - xii) ESIC Registration Certificate under ESIC is to be furnished. In case bidder is not covered under ESIC Act bidder must additionally indemnify KoPT against all damages & accident occurring to the labours on a non-judicial stamp papers worth Rs. 50.00 (Rupees Fifty only)
 - xiii) VAT Registration Certificate is to be furnished.
- c) The third sealed cover (Cover-III) duly marked as 'PRICE BID' shall contain only the price, i.e. 'Bill of Quantity (BOQ)' in the format given in this Tender Document, duly signed by the Tenderer with his/ their office seal.

Exemption : NSIC Registered Firms (under single point Registration scheme) are exempted from depositing cost of tender document and depositing Earnest Money. All NSIC Registered Firms are not exempted from depositing cost of tender document and Earnest Money. Only those firms, having documents of such exemption for the tender work will be exempted. Documentary evidence must be submitted in Cover-I of their offer for claim of such exemption otherwise their offer will be rejected.

Tender without Earnest Money and Tender fee in a manner other than that stipulated above or for an amount less than the specified amount would be considered as invalid tender.

The intending bidders are requested to visit Haldia VTM station, Jawahar Tower, Haldia Township, Purba Midnapur on any week days during working hours to assess the work, environment etc. with prior permission from E.I.E. (Mob. No. +91 9674720106), Hydraulic Study Department, 20, Garden Reach Road, Kolkata-700 043. It may please be noted that the generator set was installed during the year 1998. The following points must be satisfied by the prospective bidders for eligibility criterion:

1. Average annual financial turnover during the last three years ending 31st March of the previous financial year should be at least Rs. 2.60 Lakh
2. Experience of having successfully completed such type of work during last 7 years extending up to the last day of month previous to the one to which NIT is invited should be either of the following:
 - a) 3 similar satisfactorily completed work costing not less than the amount equal to Rs.3.50 Lakh in each case.
 - OR
 - b) 2 similar satisfactorily completed work costing not less than equal to Rs.4.30 Lakh in each case.
 - OR
 - c) 1 similar satisfactorily completed work costing not less than the amount equal to Rs.7.00 Lakh.

3. The intending bidder may download the tender papers from the KoPT Website, 'www.kolkataporttrust.gov.in', after satisfying himself with the above necessary credentials with regard to such type of work. The prescribed Tender Document can also be had from the Hydraulic Study Department, Kolkata Port Trust, 20, Garden Reach Road, Kolkata – 700 043 on and from 31.07.2015 during office hours on payment of non-refundable sum of Rs. 600/- (Rupees six hundred only) by Banker's Cheque/Demand Draft/Pay Order in favour of Kolkata Port Trust payable at Kolkata. No other remittance will be allowed. Those who will download the tender document from the website are also required to pay Rs. 600/- (Rupees six hundred only) by Banker's Cheque/Demand Draft/Pay Order as cost of tender document in Cover-I otherwise their offer will be treated as cancelled.
4. The offer shall remain valid for 90 days from the date of opening of the Price Bid. Chief Hydraulic Engineer or his authorised representative may ask the bidder to extend the validity of their offer if situation demands so subsequently.
5. The last date and time of receipt of tender is up to 14:00 hrs. on 21.08.2015. In case of closure of office due to suddenly declared holidays, bundh/ strike or any unforeseen reason last date and time will be automatically extended to the next working day with no further notice. Tenders received late after the notified date and time will not be entertained. Other than this the Tender will not be extended under any situation.
6. The Pre-Bid Meeting will be held on 11.08.2015 at 15:00 hrs. at Hydraulic Study Department, Kolkata Port Trust, 20 Garden reach Road, Kolkata – 700 043. In case of closure of office due to suddenly declared holidays, bundh/ strike or any unforeseen reason last date and time will be automatically extended to the next working day with no further notice.
7. Techno-Commercial Bid will be opened at 15:00 hrs. on 21.08.2015 in the office of the Chief Hydraulic Engineer, Hydraulic Study Department, Kolkata Port Trust, 20, Garden Reach Road, Kolkata – 700 043 in presence of the bidders or their authorised representatives who may like to be present.
8. The bidder is required to submit the price offer/ bid as per B.O.Q. attached herewith, duly signed and stamped by the authorised personnel.

Kolkata Port Trust is not bound to accept the lowest offer and reserve the right to accept any or reject all offers without assigning any reason thereof.

(S. N. Basu)
Dy. Chief Hydraulic Engineer
For Chief Hydraulic Engineer

Tender Notice

Tender Notice No. Hyd/8156.II/1043

Dated: 30.07.2015

Name of the work: Operation and comprehensive maintenance of the Generator set for VTM station at Jawahar Tower, Haldia, as and when required including supply of diesel oil, lubricant, spares etc. for a period of two years.

Sealed offers for monthly charges for a period of two years are invited for manning and operation of the following Generator set including alternator installed and commissioned at Jawahar Tower Building, Haldia Township, Purba Midnapur. The parameters appear to be considered in respect of the Gen. Set to be operated and maintained are as follows. However, bidders are requested to inspect the site and Gen. Set before quoting.

1. Operation:

- a. The Gen. Set is of capacity 20 KVA, air cooled Kirloskar Gen. Set along with accessories of Model HA-394-1
- b. Operation is to be done during the mains power failure /fluctuations in voltage/frequencies/other abnormalities in the mains supply at any time, during VTMS functioning round the clock as the case may be.
- c. Prices for operation and maintenance with the cost of fuel (Diesel & Lubricant) / hour run or part thereof, including overhauling charges etc. may be indicated.

2. Maintenance:

Preventative day-to-day routine maintenance of the Gen. Set along with all accessories and electricals on a regular basis are to be done including:

- a. Renewal of all leaking joints etc.
- b. Oiling & Greasing of all necessary parts and any other maintenance work as deemed necessary from time to time for such Gen. Set for uninterrupted operation.
- c. The operator of the D.G. set should have valid license, if required for operating the specific D.G. sets. The operator is also required to have knowledge of Electrical /Mechanical work to rectify the defects of electrical connections and mechanical assembly.
- d. The offer should be valid for at least 24 months, which may be extended for further terms at the discretion of Kolkata Port Trust.

In case of absence of any of the categories, arrangements for the replacement of the absentees will be required to be made forthwith. Suspension of operation due to negligence and absence of any of the personnel will attract compensation for damages. The amount of compensation will be determined by the Officer In-charge & will be binding on the contractor.

Penalty at the rate of ½ % of the total amount per day subject to a maximum of 10%, if the work hampered. The offer should include comprehensively the charges for:

- a) Overhauling of the Gen. Sets.
- b) Replacing un-working parts/ spares.
- c) In case of replacement of the components /spares the contractor has to submit the authenticated document.
- d) The payment on account of spares etc. will be made on actual cost plus 20% handling charges of each such components /spares on certification of the Officers In-charge of the station.
- e) The contractor will also remain liable for proper upkeep of the generator room including the generator set during the period of the contract.
- f) The generator operator/ helper/ technician deputed for the purpose of operation and maintenance of the generator sets should report to the Executive Engineer of the station.
- g) The operator should hold a workman permit certificate and the supervisor should possess the government supervisors' license. The contractor should have valid electrical license.
- h) In any repair/ major break down, the generator sets are to be put back in commission on an urgent basis to avoid any disruption during operation of the system.
- i) The Earnest Money Deposit for the captioned work is Rs.17,300/- (Rupees Seventeen Thousand Three Hundred only) and to be paid in the form of Demand Draft / Pay order drawn in favour of Kolkata Port Trust.

The Earnest Money will be refunded or released to the unsuccessful tenderer without any interest after selection of successful tenderer and in case of successful tenderer this amount will be converted into part of Security Deposit and it will be released at the end of contract period without any interest. However, on submission of PBG i.e. 10% of the monthly fixed charge for the period of 24 months, the EMD may be released. If any tenderer withdraws his tender before 90 (ninety) days from the date of opening of the tender (techno-commercial bid), the Earnest Money Deposit will be forfeited by the Trustees.

- j) Sealed offer must reach to office of the Chief Hydraulic Engineer, 20, Garden Reach Road, Kolkata – 700043 latest by 14:00 hrs. on 21.08.2015 super scribing the envelope “Tender for operation of the Gen. set at Haldia VTM Station.”
- k) Security deposit @ 10% will be deducted from every bill of every month and it will be released at the end of contract period without any interest. Otherwise B.G. of 10% (ten) equivalent amount of the monthly fixed charge (clause 1. a) of Bill of Quantities) of the total contract can be submitted at the beginning of the contract period.

- l) KoPT “General condition of Contract” (GCC) will be binding for this contract. The said GCC is available in KoPT Website, ‘www.kolkataporttrust.gov.in’ under the tab ‘**Rules & Regulation**’ → **Non-Service Regulations** → **General condition of Contract**.
- m) Payment will be paid in INR after successful completion of every preceding month i.e. monthly payment basis after satisfactory maintenance. The invoices are to be submitted in quadruplicate at the office of the Chief Hydraulic Engineer, Hydraulic Study Department, 20, Garden Reach Road, Kolkata-700043, duly certificated by the Officers-in-charge of Haldia VTMS for satisfactory maintenance.
- n) A Bill of Quantity, is annexed. The bidder must inspect thoroughly the site condition and acquaint himself with the prevailing conditions and quote their rate accordingly with no prejudice.
- o) Evaluation will be made on the basis of sum total of monthly fixed charge plus cost of fuel, lubricant etc. all inclusive for 24 hrs run.
- p) Each page of the tender document is to be duly signed and stamped as mark of acceptance.
- q) The successful tenderer shall be required to execute a **Contract Agreement** as per the format given in the General Condition of the Contract together with such modifications as may be necessary within a month from the date of placement of Work Order on Non-Judicial Stamp Paper of requisite denominations all at his own cost.

Kolkata Port Trust is not bound to accept the lowest offer and reserve the right to accept any or reject all quotations without any reason thereof.

Bill of Quantities

Operation and maintenance of 20 KVA, Kirloskar make Generator Set at Haldia VTM Station, Jawahar Tower, Haldia Town Ship, Purba Midnapore.

1. **For Haldia VTM Station**

- a) Monthly fixed charges for Operation and regular comprehensive maintenance of the Generator Set with all accessories (Mechanical and electrical) in a satisfactory manner including routine day-to-day maintenance, attending breakdown repair by engaging minimum number of personnel. Cost of spares will be paid as per actual. 20% handling charge will be provided on cost of spares/ replacement items if any etc. Supply of spares is responsibility of the contractor.

Rs. Per Month _____

- b) Cost of Fuel, Lubricant etc. all inclusive per hour run or part thereof of the referred generator set.

Rs. Per hour or part thereof _____

- c) Miscellaneous item if any

Rs. Per Month _____

Note:-

- Evaluation will be made on the basis of sum total of (a+24xb+c) i.e. monthly fixed charges + Cost of fuel, lubricant etc. all inclusive for 24 hrs run
- Extra labour charges for overhauling of the D.G. set, if required, will not be paid during the contract period.
- Only Service Tax (if any), will be paid extra as per prevailing rate. Other taxes, duties etc., if any, will not be paid by KoPT.
- **Only 20% handling charge will be provided on cost of spares / replacement item if any etc.**
- No change in prices will be entertained during the contractual period.