



## **NOTICE INVITING TENDER AND INSTRUCTION TO TENDERERS**

Enquiry No. HMB/SP/TPT/WP/269/TE-200
Date 17/08/2012

**Quotation from the interested transporters are invited as per instructions in Tender Document for transportation of Wider Width Plates (350 MT approx.) from Bhilai Steel Plant, Bhilai to HMBP Stores, Ranchi. The tender has to be submitted by 1:00 PM on or before 23/08/2012.**

Sr. DGM (Dragline Group)/MM

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## **TENDER DOCUMENT**

### **INSTRUCTION TO BIDDERS**

**Please read carefully before you quote.**

Receipt of Tender Document : Up to 23/08/2012 at 1:00 PM

Due date of tender opening : On 23/08/2012 at 3:00 PM

1. **Validity** . Minimum 60 days from the date of opening of tender.
2. **Payment** . 100% within 60 days.
3. **Security Money**- Rs. 10,000/- through DD payable to HEC Ltd, Ranchi within 2 weeks after placement of order.

**A. Scope of Work: -**

Transportation of Wider Width Plate (3.0 X 12 and 3.2 X 12 mtrs) of Dragline (Total weight 350MT approx.) from Bhilai to HMBP, HEC, Ranchi.

The dispatch of items will be done tentatively from 3<sup>rd</sup> week of Augd2 to 3<sup>rd</sup> week of Octd2, however the contract shall remain valid for a period of 4 months from the date of placement of Work Order.

**B. Method of submission of offer:**

**The offer has to be given in one part.**

- (a) Tender should be kept in one envelope with Annexure . 1 and 2 and super scribe name of the enquiry and date of opening of tender for the offer to be send by fax/courier. In case of courier offer should come in a sealed envelope with name of the enquiry and date of opening at the following address: -

**SDGM (Dragline Group)/MM, HMBP  
Room No. 38, 1<sup>st</sup> Floor  
HMBP Administrative Building,  
HEC Ltd, Ranchi – 834 004.  
Fax no. 0651 240 1166**

- (b) Annexure . 1 to be submitted after filling all the information as required in the given format.
- (c) Offer of the firm can be sent by fax/by hand/courier however it has to reach Special Projects Divn. by the date of opening. Our fax no. shall be 0651 240 1166. Tender no. and the date of opening to be written very clearly in the offer. The rates should be clearly written in figure as well as in words. In case of any discrepancy rate written in words shall be considered.
- (d) The rates to be given in the format attached in Annexure . 2.
- (e) Hard copy of the offer should be followed by courier after submission of offer through fax. All papers sent through fax should be signed and with the stamp of the firm.

**Terms and conditions: -**

1. DAMAGES TO PERSONS AND PROPERTY: - The contractor shall ( Except if and so far as the work order otherwise provides) indemnify and keep indemnified the employer for all losses and claims for injuries or damages to any person or property whatsoever and against all claims, demands, proceedings, damages, costs charges and expenses whatsoever in respect thereof or in relation thereto.
2. PAYING AUTHORITY: SDGM I/c Finance of HMBP will be the paying authority. For getting payment transporter has to submit Bill in Triplicate Special Projects of HMBP who will forward the same to Finance for payment after checking. Copy of Receipted Challan.
3. The contractor shall be paid for the work at the rates specified in the accepted schedule of rates.
4. ON ACCOUNT+PAYMENT: - Unless otherwise specified, payment to the contractor will be made by cheque, but no cheque will be issued for an amount less than ten rupees.
5. TAXES & DUTIES: - Taxes and Duties other than Service Tax is to be borne by the Transporter.
6. The contractor shall exercise proper care and due diligence in transporting of the consignments covered under this contract by his servants, agents or other persons employed by him in performing the above works and the contractor shall be responsible for any loss, breakage or damage of the materials due to any reason whatsoever while in his custody and shall indemnify the Corporation against any such loss, breakage or damage to the extent of the cost of the materials or part thereof as assessed by the Corporation.
7. The contractor shall not load any material other than the Corporation's materials in the same truck/trailer.
8. The contractor will collect necessary documents relating to consignment of the materials under the contract from office of RR, Bhilai at Bhilai.
9. The Contractor shall not without the Corporation's consent in writing, assign or sublet the contract or any part thereof provided that any such consent shall not absolve the contractor from any of the obligations and liabilities under this contract.
10. The contractor shall submit the bills in quadruplicate mentioning/enclosing therewith the relevant work order number, challan no., copy of Gate-Pass and duly supported by unqualified receipted challan(s) as mentioned above and any other documents for arranging payments and the Corporation shall endeavor to settle the bills within a period of one month after receipt of clear and complete bills.
11. The Contractor shall obtain necessary permit or authority from the road transport/police authorities for the journeys to be performed at his own cost.
12. On the termination of the contract either by influx of time or otherwise as provided in the contract, the contractor shall deliver to the corporation all documents/consignments/materials/ stores relating to the said contract which shall be in his possession or control.
13. No terms and conditions other than those stipulated in the tender document shall be entertained. The bidder shall furnish acceptance of terms & condition in Appendix-III.
14. Detention charge at un-loading point will be payable after Two clear day (Excluding date of reporting and date of un-loading) @ Rs. 500/= per truck per day and @ 1000/= per trailer per day.

15. There will be no guarantee of minimum work.
16. Rate contract will be valid for 4 months from the date of issue and may be extended on discretion of HEC Ltd. However it has to be mutually acceptable also.
17. Once the order is placed on the firm the rates shall remain fixed throughout the contractual period. In this case contractual period shall be by 31<sup>st</sup> March 2012.
18. Being L-1 only shall not qualify to get the order. It shall be prerogative of the management to award the order after considering the offer in totality and in this case judgment of HEC management shall be final and binding on the firm.
19. The successful bidder will be required to deposit security money of Rs. 10,000/- through Bank Draft within 2 weeks after placement of order.
20. **DAMAGE OR LOSS TO PRIVATE PROPERTY & INJURY TO WORKMEN :**  
The contractor shall, at his own expense and to the satisfaction of the employer, reinstate and make good or be liable for any compensation for any injury, loss or damage occasioned to any property or right whatsoever including the property and rights of the employer or agents, servant or employees of the employer, being injury, loss or damage arising out of or in any way connected with the execution or perorated execution of the contract and further the contractor shall indemnify the employer against any agent, servant or employee of the employer or which would be so enforceable against the employer, were the employer a private person in respect of any such injury (including any injury resulting in death or disability, permanent or otherwise), loss or damage to any person or property, including all claims which may arise under the workmen's Compensation Act or under any other law for the time being in force or otherwise.
21. Payment shall be made to the firm within 30 days after submission of all the papers.
22. **TAXES & DUTIES:** - All statutory Taxes and Duties other than Service Tax are to be borne by the Transporter. Quoted Price/ rate shall have break-up of these elements. Statements like ~~inclusive of taxes~~ or ~~taxes and duties extra~~ is not acceptable.
23. Bid containing over-writing in the tender documents will not be considered. Where alterations are considered necessary by the bidders that should be made by neatly crossing the incorrect entry and making the fresh entry neatly above it duly signed by the bidder.
24. The bidder is expected to have gained familiarity with the destinations and acquainted himself with the road conditions, distance, routes before quoting for the work.
25. No claim shall be entertained either in respect of extra cost incurred by the bidder or any damage etc. sustained to his vehicle in course of transportation of materials.
26. The Contractor shall be responsible for all losses or damages due to any cause whatsoever from the time they receive the consignment and during the period it is held by them in transit and/or till the time consignments is delivered to the consignee/place as instructed by the Corporation.
27. The Corporation reserves the right to reject any or all the bids without assigning any reason for doing so.
28. The transporter shall be responsible for loading and unloading work for the collection of material from the works of Bhilai Steel Plant and transporting it upto HMBP Stores Ranchi. Unloading shall be done by HEC.

29. Loading and unloading will be done by the consigner and the consignee respectively.
30. No separate charges will be payable for insurance of material. The contractor may, however ensure the materials to cover his own risk, if so desired without any liability to this corporation. Notwithstanding the above, the contractors shall be fully responsible for the safe custody and movement of consignment/materials taken over by them till final delivery to the consignee (s) under all eventualities. Failure to deliver the exact consigned material / goods, the contractor/ transporters shall be liable to pay the total cost of material or as determine by the employer. This payment may be adjusted from the pending bills of the transporters and the balance if any will be payable by transporter separately. Further in this event the transporter shall be liable to other action as contained in this contract.
31. Diesel rate enhancement clause shall be applicable as per the rules of the company which is applicable to other transportation contracts in HMBP.



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**Engineering Corporation Limited**  
(A Govt. of India Enterprise)  
**Heavy Machine Building Plant**  
*DRAGLINE GROUP*

269/TE-200

Date 17/08/2012

**Annexure – 1**

1. Offer validity accepted - Yes / No
2. Payment Terms acceptance  
(As per tender Documents) - Yes / No
3. Security Deposit acceptance - Yes / No
4. Address and Phone no. of Head office -
5. Address and Phone no. of office at Bhilai -
6. If firm has no office at Bhilai then whether  
any agent shall be deputed at Bhilai. - Yes / No
7. All vehicles supplied by firm shall comply  
with RTO rules and regulations. - Yes / No
8. Registration of the firm as per MVA  
(If yes submit photo copy of the same) - Yes / No
9. All the conditions stipulated in the NIT are  
acceptable to us - Yes / No

(If any deviation then it is to be mentioned separately by the firm.)

(Signature of Tenderer with seal)

**Annexure – 2**

**(Price Bid Format)**

No \_\_\_\_\_

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

To,  
 The SDGM (Dragline Group)/MM  
 HMBP, HEC Ltd.,  
 Ranchi- 834 004

Dear Sir,

We are giving below our offered rate for transportation in terms of provision of your Tender for transportation of consignment from Bilai to HMBP, Ranchi.

Sl. No.	Type of work	Rate for transportation Rs. Per MT
1	Transportation of Wider Width Plate (3.0 X 12 and 3.2 X 12 mtrs) from Bhilai Steel Plant, Bhilai to HMBP Stores, Ranchi (Total weight 350MT approx.).	

(1) Contract person, Address at Bhilai & phone No. of your office.

(2) All terms and conditions of the tender documents is acceptable - Yes/No.

(3) If the Answer to 2 is No then give detail.

(Name of the Tenderer with Official Seal)

**Important :-**

1. Rate must be given in figure as well as in words.
2. The tender should be preferably type written.
3. Hand written tender is liable to be rejected.