



HEAVY ENGINEERING CORPORATION LIMITED
(A Govt. of India Enterprises)
FOUNDRY FORGE PLANT
CONTRACT CELL
Dhurwa, Ranchi- 834004, Jharkhand

SINGLE TENDER NOTICE

No:- FF/CC/INST/Calibration of Master Instruments/21-117

Date: 02.08.2021

To

M/s Electro Meter Corporation
P-5, CIT Road, Scheme LV,
Near Moulali Crossing,
Kolkata-700014, WB

SUB:- Single Tender enquiry for “Recalibration of 13 nos. Master Instruments AT FFP/HEC Ltd.’s SITE”.

Contract Cell/FFP is inviting a **Two Part bid single** tender for submitting offer from the above firm for carrying out the subject work for **FFP/HEC Ltd. at FFP/HEC’s Site.**

SUBMISSION OF OFFER:-

The firm are required to submit their offer in **one sealed envelope** consisting of **two separate sealed envelopes**- One envelop for **Techno-commercial bid (Part-I)** and another for **Price Bid (Part-II)** only.

Part-I: -Techno-commercial Bid (Eligibility Criteria):- **The Techno-commercial bid (i.e. Part-I Bid) must consists of followings to qualify the eligibility Criteria:**

- i) Documentary evidence towards proof that the firm is a NABL accredited calibration laboratory.
- ii) Copy of **PAN Card.**
- iii) Copy of **GST Registration** certificate.
- iv) Tender paper duly signed by the firm towards acceptance of **terms & conditions** stipulated therein.

Part-II:- Price Bid:- It will consist **only basic price** as per prescribed format placed at **ANNEXURE-II.**

Conditional price bid of any firm will not be considered and shall be summarily rejected. The firm are required to indicate their terms & conditions in techno-commercial bid (Part-I) only failing which the offer of the firm is liable to be rejected.

The firm are also advised to super-scribe the followings in details clearly on top of each envelope:

(A) NAME OF THE WORK:-

(B) TENDER REF. NO.:-

(C) DUE DATE & TIME FOR OPENING OF THE TENDER:-

(D) PART NUMBER AND ITS CONTENT:-

(E) FULL NAME, COMPLETE ADDRESS, CONTACT NO., E-MAIL ADDRESS & FAX NO. OF THE FIRM.

The tender document with detailed **terms & conditions** are also available on **HEC’s website www.hecltd.com** and the firm can download the same from HEC website also.

PARTICULARS OF THE TENDER:-

Earnest Money:- **Nil**, Cost of Tender Document:- **Nil**. Quantity of the instruments:- **13 Nos.**

Completion period:- **10 days** from the date of handing over the instruments by the executing department.

Due date & time for submission of offer:- **09.08.2021 upto 2.30PM.**

Due date & Time for opening of the tender:- **09.08.2021 at 3.00PM.**

Note:- In case due date of tender opening/submission falls on declared Holiday/Sunday, the tender box will be opened on next working day and the tender will also be opened on next working day at the same time & venue mentioned at page 5.



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PLACE TO SUBMIT THE OFFER:-

Sealed offer will be submitted in the **Tender Box** placed at **Main Gate** of **Foundry Forge Plant/HEC Ltd., Dhurwa, Ranchi-834004, Jharkhand** during the period mentioned above after filling it completely by the firm. **Incomplete offer in any respect is liable to be rejected.**

Encl.:- (1) Annexure-I:-Terms & Conditions, Scope of Work etc.
(2) Annexure-II:-Schedule of Quantity for **Price Bid (Part-II)**

(Ref. Page:- 3 to 7)

(Ref. Page:- 8)

For & on behalf of HEC Ltd.

(Sd/-SDGM I/c/CC & D/FFP)



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ANNEXURE-I

TERMS & CONDITIONS:-

1. The quoted price of the firm must be technically feasible, workable, competitive and unconditional. This should remain firm throughout the period of the contract. In case of any discrepancy in rate filed up in words and figures then the value in word will prevail.
2. **The firm is requested to quote their price inclusive of various workman related payments such as minimum wages, DA, ESI, PF, Bonus, Leave, EDLI, EPS, accidental compensation, gratuity, safety items etc. for the workmen to be deployed including supervisor. It is deemed that the firm are satisfied with their quoted rate for completing the job/supply as per the scope of work/tender schedule as well as above statutory liabilities. No complaint in this regard shall be entertained later.**
3. **The firm is advised to visit the site (i.e. Instrumentation dept./FFP) for physical assessment of the work before participating in the bidding process.**
4. Any offer which does not fulfill the condition laid down herein or is incomplete in any respect will be liable for rejection. Canvassing in connection with the offer is strictly prohibited and makes the offer liable to be rejected.
5. The firm shall comply with the instructions which may be issued to him by HEC from time to time.
6. **HEC reserves the right to issue amendment in respect of any clause stipulated in the tender documents before opening of the tender (i.e. Part-I Bid).**
7. **HEC reserves the right to ask the firm for submission of any document w.r.t. evaluation/clarification/verification of the techno-commercial bid (Part-I).**
8. The firm is required to quote their prices in both figures and words at the prescribed format mentioned in **ANNEXURE-II. Bids** not having prices in words are liable for rejection on the option of **HEC**. If any difference is located between the values indicated in **words and figures** in the **price bid**, the lower of the value shall be taken as price quoted by the firm. **In the price bid if the amount is derived after multiplying rate and quantity wrongly, the value written by mistake or after doing proper calculation whichever is lower to be considered.**
9. After filling the rate(s) in figures and words by the firm against designed column of prescribed format in the tender, a transparent tape may be affixed by the firm over the quoted rate(s) (both figures & words) to avoid chances of tampering.
10. Only original **price bid(s)** of the firm submitted alongwith the original tender will be considered as valid. In the event of extension of the tender opening date, the firm may submit their revised offer for **Price Bid (Part-II)** in separate sealed envelope clearly supers- cribbing "**Revised Price Bid**" on the top of the envelope.
11. The offer must be submitted by the firm at the place mentioned at **Page 2** after filling it properly and designed in all respect as per terms & conditions of the tender documents without creating any change therein. The un-priced copy of the **Price Bid (Part-II)** is also required to be submitted alongwith **Techno-commercial bid (Part-I)** clearly marking 'X X X' wherever price have been quoted. **Mere submission of bid shall not mean eligibility of the firm.**
12. Failure to comply with the instructions may result in rejection of the offer. In the event of any doubt regarding terms & conditions/formats, the firm may seek clarifications from the authorized officer of **HEC**. If any **tampering/unauthorized** alteration is noticed in the bid submitted by the firm from the tender document available on the **HEC Website/issued to the firm**, the said bid shall be summarily rejected and **HEC** shall have no liability whatsoever in the matter. However, deviations, if any, proposed by the firm may be separately indicated under a heading "**DEVIATIONS**", quoting the respective clause with justification. Such proposed deviations will not be treated as tampering for the purpose of application of the clause. Acceptance of such deviations shall be the sole discretion of **HEC**.
13. **Offer with erasing/overwriting/cutting will be rejected unless all corrections have been authenticated with the firm's signature & seal.**
14. **Evaluation of the offer of the firm is subject to submission and validity of documents for fulfillment of eligibility criteria. HEC reserves the right to assess the firm's capability and capacity to execute the job and the decision of HEC will be final in this regard.**



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15. **HEC do not bind to accept the lowest or any tender and reserves the right to accept or reject any or all offers in whole or in part without assigning any reason.**
16. **HEC reserves the right to reduce or increase the quantity of the work within the contract period as per requirement.**
17. Any claim on account of extra expenses if any incurred by the firm for any reasons whatsoever will not be entertained by **FFP/HEC**.
18. No compensation will be given by **FFP/HEC** for any rework or repeat work if done by the firm during execution of the work to meet the scope of work.
19. Submission of any document by the firm after opening of offer shall not be allowed unless asked for in writing to do so.
20. All the Statutory Rules & Regulations, Govt. Acts. Guidelines etc. issued by HEC time to time in the matter shall be followed for this tender.
21. **INSTRUCTION TO FIRM FOR SIGNING THE TENDER DOCUMENT & OFFER:-**
 - (i) Each page of the tender document must be signed by any person/persons of the firm having valid authorization to do so for & on behalf of that company upto finalization of this contract.
 - (ii) If the firm is a **Proprietorship Firm**, the "**Sole Proprietor**" can submit the tender and sign the contract agreement.
 - (iii) If the firm is a **Partnership firm**, the firm will have to furnish full name & designation of all the partners of them and approved attorney of those person/persons in respect of signing in the tender document for & on behalf of that partnership firm upto finalization of this contract.
 - (iv) If the firm is a **Registered Company**, any person acting under the authority of the Company, express or implied, can submit the tender and sign the contract agreement. It is sufficient if the person has the delegated authority. But for executing deeds, the company must empower such executants by a General Power of Attorney, or Special Power of Attorney, under its common seal.
22. **ADDRESS FOR CORRESPONDANCE:-**

To,
The Sr. DGM In-charge,
Contract Cell, 2nd Floor, Administrative Building
Room No.:- 174, Foundry Forge Plant, HEC Ltd.
Dhurwa, Ranchi-834004, Jharkhand
23. **VALIDITY OF THE OFFER:-**

The offer shall remain valid for a period of **Six Months** from the date of opening of the tender. If no period is mentioned in respect of validity of the tender in the offer submitted by the firm, it will be presumed that the firm has accepted the validity of its offer for **six months** period from the date of opening of the tender.
24. **RECEIPT OF THE OFFER:-**

Sealed offer will be received through **tender box** placed at **main gate of FFP/HEC, Dhurwa, Ranchi-834004** or through **Courier** or through **Register Post** or through **Speed Post** on or before of scheduled **date & time** mentioned at **Page-1**. For bulky size of the offer w.r.t tender box, the same will be received in **Contract Cell/FFP (Top Floor, Room No. 174, Adm. Bldg. of FFP/HEC Ltd.)** based on written request of the firm.
25. **CONDITION REGARDING RECEIPT OF THE OFFER:-**

Offer received **after due date & time will not be considered and shall be summarily rejected**. HEC takes no responsibility for delay, loss or non-receipt of offer/document sent by **post/courier** and no financial obligations shall accrue to **HEC** in such case.
26. **OPENING OF THE OFFER:-**
 - (i) Envelop of **Techno-commercial Bid (Part-I)** of the offer will be opened at **Finance/FFP** in presence of any firm or their authorized representative who wish to be present, representative of **Finance** and **Contract Cell/FFP** on due **date & time** of opening of the tender as mentioned at **Page 1**.



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- (ii) The **Price Bid (Part-II)** of the techno-commercially qualified firm (**after completion of scrutiny of Technical and Commercial part**) will be opened at a later date in presence of the firm or their authorized representatives who wish to be present, representative of **Finance** and **Contract Cell/FFP**. The date of opening of the **Price Bid (Part-II)** shall be intimated to the firm in advance.

27. SPECIFICATION OF THE INSTRUMENTS:-

Sl. No.	Details of Instruments	Id/Sl. No.	Calibration parameter/range	Qty.
1.	Line Frequency Meter (Make-Agronic, Model – 34 A 31)	991020	30 HZ to 70 Hz.	One
2.	PT-100 RTD	HT-184/79	3 Spots (-60°C -0°C -300°C)	One
3.	PT-RH-PT Thermocouple (R-Type)	R-0001	3 Spots (800°C, 1000°C & 1200°C)	One
4.	Pressure Gauge (Make-Eureka)	P/2195	0-25 Kg/Cm ² (3 Spots), 5 Kg/Cm ² , 10Kg/Cm ² & 25Kg/Cm ²	One
5.	Pressure Gauge (Make-Prema)	483477-66	0-600 Kg/Cm ² (3 Spots), 100 Kg/Cm ² , 300Kg/Cm ² & 600Kg/Cm ²	One
6.	3½ Digit Digital Insutester (Make-Motwane)	8481099	0-2000 MOHM at 500V & 1000V	One
7.	3½ Digital Clamp Meter (Make-Kyoritsu, Japan)	012335	0-1000 A AC, 0-700 V AC & 0-2000 Ohm	One
8.	Dig. Multifunction Calibrator (Make-Nagman, Model-Nagman 25) (Hand Hold Type)	993310240	Full range calibration in Source & Measure Mode	One
9.	Digital Hygro Thermometer (Make-MBC & Systems)	99001	-10°C to +50°C, 20% to 99% RH	One
10.	3 Digit Digital Pre Set Timer (Make- Selectron)	A-9803-3428	0-999 Minutes	One
11.	Analog Power Factor Meter (Transducer Type), 3-Phase	6088567	0.5 -1 - 0.5 pf Lag Lead	One
12.	5 digit Digital Multimeter (Make-Fluke, Model- 189/FVF2)	91130067	Full Range Calibration	One
13.	Steel Tape (Make-Freeman)	HEC003	0-5 Meters	One

28. SCOPE OF WORK OF SUCCESSFUL FIRM:-

- (1) Calibration check & re-calibration of 13 nos. of master instruments of FFP/HEC.
- (2) Provide calibration certificate of each & every instruments with validity upto at-least **one year** or as per the norms of NABL, alongwith stickers, your master instrument traceability certificate etc.

29. MATERIALS SUPPLY CLAUSE:-

All tools & tackles required for carrying out the subject work are to be arranged by the firm.

30. EXECUTING DEPARTMENT & SITE I/c:-

Inst. Dept./FFP will be the **executing dept.** and **I/c/Inst. Deptt./FFP** or the person nominated by him will be the **Site I/c** for this contract.

31. USER DEPT.:- Instrumentation dept./FFP.



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32. **BOARDING, LODGING & FOODING:-**

Boarding, lodging & fooding of the firm's workman will be borne by the firm.

33. **WORKING TIME:-** As per sole discretion of the **executing dept. or site I/c.**

34. **COMPLETION PERIOD:-** **10 days** from the date of handing over the instruments to the firm by the deptt.

35. **RESPONSIBILITY OF SITE I/c:-**

- (a) Giving necessary instruction to the firm to carry out the work properly if necessary.
- (b) Issue of **work completion certificate** towards successful completion of the work.

36. **PAYMENT TERM:-**

Payment will be made to the firm on submission of following documents in **Executing dept./FFP**:

- (a) **90%** payment of **basic contract value** will be made to the firm within **30 days** on submission of **GST invoice (in triplicate)** and **work completion certificate** issued by **I/c/Inst Deptt./FFP**.
- (b) Balance **10%** payment of basic contract value will be made **within 30 days** from the date of submission of **original calibration certificate** of each & every instruments with validity upto **one year at-least** or as per **NABL norms** on submission of supplementary bill for the same.

37. **PAYING AUTHORITY:-** Finance Dept./FFP.

38. **INCOME TAX DEDUCTIONS:-** It will be deducted as per the prevailing rule.

39. **GOODS & SERVICE TAX (GST):-**

Price of the firm must be exclusive of **GST** and they are required to indicate **GST in percentage (%) or value** separately in their offer. Applicable **GST** is payable to the firm extra. Payment of **GST** will be made to the firm on the basis of timely submission of **GST invoice** as per **GST rule** and submission of all documents as per payment terms. The payment of **GST** will be regularized against submission of documentary evidence i.e. **deposit challan**. Also, the firm has to file **GST return** as per **GST rule** so that **ITC (Input Tax Credit)** shall pass on to HEC account. If loss occurs in taking credit of **GST** by HEC due to the fault or error of the firm, the same will be recovered from next bill of the firm. Any increase in **GST** after expiry of the specified completion period of the contract will not be entertained by **FFP/HEC**.

40. **LD CLAUSE:-**

If the **firm** fails to calibrate the instruments (**after handing over the same by the executing department**) within the specified completion period, **LD** will be levied **@½%** of unfinished part of the work per week of delay subject to a maximum **10%** of total contract value.

41. **ARBITRATION:-**

Normally all disputes should be settled by negotiations between the company and the firm. In case any dispute/difference is not settled through negotiations, the firm can seek remedy by arbitration by invoking the same within **120 days** of dispute.

- (a) The Arbitrator (s) will be appointed to resolve the disputes between the parties. The CMD of HEC Ltd. is having absolute power to appoint a single Arbitrator or more than one Arbitrator or to refer the dispute to the Institutional Arbitration at his discretion and his decision is final and binding on the firm. The appointed Arbitrator(s) / Institutional Arbitration should pass a reasoned award and the firm should bear the costs of the Arbitration equally.
- (b) If any of the Arbitrators appointed by the CMD of HEC Ltd. is unable to continue as an Arbitrator for any reasons whatsoever or if the CMD of HEC Ltd. for the reasons to be recorded in writing thinks fit for appointment of a new Arbitrator in the place of existing Arbitrator, he is having a power to do so. If such a new Arbitrator is appointed, he can either continue the arbitration proceedings from the stage where the earlier Arbitrator discontinued his proceedings or alternatively the new Arbitrator may start proceedings *de novo* if the circumstances warrant him to do so.

Failing to invoke Arbitration clause within **120 days** of dispute, the matter is to be decided by **Civil Courts at Ranchi, Jharkhand** state alone and not at any other place.



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42. **TERMINATION OF THE CONTRACT:-**

The contract can be terminated in part/full under the following conditions in consultation of **Legal Dept:-**

- a) If the firm fails to follow safety rules as per **statutory provision of safety act.** towards safe execution of the work as well as fails to satisfy the executing dept. with progress of the job.
- b) If any act of malpractices like pilferage, corruption, harming/misusing company's property, ill- treating company's employee or any one related to the company by the firm or its deployed workmen including supervisor at any stage of the contract is detected.
- c) Any other reasons for which company thinks it fit to terminate the contract will be terminated with assigning the proper reason. The determination and termination of the contract at any stage is the sole discretion of the employer and binding on the firm.

43. **RISK & COST FACTOR:-**

In the event of termination of the contract in part/full due to successful firm's fault, **HEC** reserves the right to complete the work by outsourcing at the firm's risk & cost.

44. **THE FIRM'S RESPONSIBILITIES:-**

- a) The firm will be responsible for safety of all workmen engaged by him for the above contract and he will provide necessary safety appliances like **Hand Gloves, First Aid items, Safety Shoes, Safety Helmet, Protective clothing's etc.** to his deployed workmen as per suggestion of safety department of **FFP/HEC**. The nature and types of safety appliances to be supplied to different workmen may be different based on their actual position in the workplace and accordingly it is to be ascertained from the **executing department or safety dept. of HEC** at the very beginning of the contract.
- b) The firm will give strict instruction to its deployed workmen in order to follow the safety rules and to use safety appliances during execution of the contract towards safe execution of the work. He will also give instruction to its deployed workmen for not to **smoke/spit/gossip** at the work premises during working hours.
- c) The firm will give instruction to its deployed workmen that every workman will wear neat & clean suitable clothing towards safe execution of the work inside the factory area.
- d) **The firm will pay minimum wages to its deployed workmen as per Minimum Wages Act, 1948.**
- e) In case of an accident during execution of the work whether resulting in any injury or disability or death of the firm's workmen, the firm will report immediately to the **site I/c** as well as **P&A Dept./FFP** about the accident of its workman and will be liable to pay compensation to such worker in accordance with the provisions of **Employees Compensation Act 1923**. Such compensation shall be paid to the concerned worker within **one month** from the date of accident failing which **HEC** will pay the requisite compensation alongwith the payment so made to such worker and the same shall be adjusted against the firm's bill by **HEC** later.
- f) In the case of change in the entity of the firm as he has mentioned in the firm's profile submitted by him alongwith his tender and the said change has taken place during the running of the contract, the firm will submit revised profile attaching therewith all relevant documents in support of the change such as individual/property business concern/partnership firm/co-operative society etc. Any change in the constitution of the aforesaid body shall forthwith be notified by him to executing dept.

Signature of the firm with rubber stamp with name, full address, mobile No., P&T No. etc.

For & on behalf of HEC Ltd.

(Sd/-SDGM I/c/CC & D/FFP)



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ANNEXURE-II

PRICE BID (Part-II)

SCHEDULE OF QUANTITY

Name of the work:- **Recalibration of 13 nos. Master Instruments AT FFP/HEC Ltd.'s SITE.**

Sl. No.	Description of Work	Qty. (No.)	Basic Quoted Rate/No. (Rs.)	Total Quoted Value (Qty. X Basic Quoted Rate/No.) (Rs.)
1.	Line Frequency Meter (Make-Agronic, Model – 34 A 31)	1		
2.	PT-100 RTD	1		
3.	PT-RH-PT Thermocouple (R-Type)	1		
4.	Pressure Gauge (Make-Eureka)	1		
5.	Pressure Gauge (Make-Prema)	1		
6.	3½ Digit Digital Insutester (Make-Motwane)	1		
7.	3½ Digital Clamp Meter (Make-Kyoritsu, Japan)	1		
8.	Dig. Multifunction Calibrator (Make-Nagman, Model-Nagman 25) (Hand Hold Type)	1		
9.	Digital Hygro Thermometer (Make-MBC & Systems)	1		
10.	3 Digit Digital Pre Set Timer (Make-Selectron)	1		
11.	Analog Power Factor Meter (Transducer Type), 3-Phase	1		
12.	5 digit Digital Multimeter (Make-Fluke, Model- 189/FVF2)	1		
13.	Steel Tape (Make-Freeman)	1		
Total basic quoted value (Rs.):-				

Signature of the firm with rubber stamp with name, full address, mobile No., P&T No. etc.

For & on behalf of HEC Ltd.

(Sd/-SDGM I/c//CC&D/FFP)