

ENQUIRY

HOOGHLY DOCK & PORT ENGINEERS LTD.
(A GOVT. OF INDIA UNDERTAKING)
UNIT : NAZIRGUNGE WORKS
P.O. - D.S. Lane, Howrah 711 109

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Enquiry No. 10/E/0248/07-08/P-122

Dated : 14-01-2008

To,

You are invited to quote for the following work to be executed at our Nazirgunge Works, Howrah - 711 109 as per instructions and other terms and conditions as laid down hereunder within the specified due date.

For Hooghly Dock & Port Engineers Ltd.

Head. [PPC]

Last date of submission : 24-01-2008

Scope of Work :- Subcontract for manufacturing, supplying and fitting of Wooden furniture for 300 Tons Self-Loading Cargo Vessel, Yard No. P-122.

Technical Specification and detail scope of work:

Driver Cabin & Master Cabin :

Sl.	Description	Qty.	Unit Rate	Total Value
1.	Single bunk (size 2000 x 900 x 450 mm) – with one sliding drawer size 600 x 600 x 175 mm depth with lock & key.	4 Nos.		
2.	Single leaf wooden wardrobe with lock & key (without leg) (size 600 x 500 x 1800 mm ht).	4 Nos.		
3.	Writing table with 2 nos. drawer with lock& key (size 1000 x 500 x 750 mm ht)	2 Nos.		
4.	Wooden shower grating (size 450 x 450 x 60 mm depth)	2 Nos.		
5.	Water bottle rack (size 300 x 200 mm)	4 Nos.		

4-crew cabin (P&S)

Sl.	Description	Qty.	Unit Rate	Total Value
1.	Double bunk (size 2000 x 800) lower bunk ht. 300 mm & upper bunk ht. 900 from lower bunk) with 2 nos. sliding drawer size : 600 x 600 x 175 mm depth with lock & key.	4 Nos.		
2.	Single leaf wooden wardrobe with lock & key (without legs) size 600 x 500 x 1800 mm height.	8 Nos.		
3.	Writing table with 2 nos. drawers with lock & key (size 1000 x 500 x 750 mm ht)	2 Nos.		
4.	Wooden shower grating size : 450 x 450 x 60 mm depth)	2Nos.		
5.	Water bottle rack – Size : 300 x 200 mm	4 Nos.		

Mess/Recreation Room :

Sl.	Description	Qty.	Unit Rate	Total Value
1.	Dining Table formica on top size : 1300 x 750 x 750 mm ht.	2 Nos.		
2.	Cup board with 2 shelve (size : 650 x 350 x 800 mm ht)	1 No.		

Galley :

Sl.	Description	Qty.	Unit Rate	Total Value
1.	Cutting table aluminum sheet on top size 500 x 400 x 800 mm height with 2 nos. sliding Drawer size : 500 x 400 x 175 mm depth.	1 No.		
2.	Table with 2 nos. cup board shelve under size : 600 x 400 x 800 mm depth.	1 No.		

Note on Scope of Work & Scope of Supply :-

1. All furniture to be in dismantled condition and fitted on-board with proper securing arrangement with floor as per ship building practice.
2. Quality of Wood: Camphor (Corpora) wood.
3. Sample of wood to be provided for approval by our SBR Deptt.
4. Ladder to be provided for double bank.
5. All furniture to be polished properly.
6. Final dimension to be taken from site before manufacturing the furniture. However, in case of any deviation in dimension of any item more than 25 mm, the price deduction/addition will be made on future negotiation.
7. Pre-fabrication stage inspection of furniture to be done at Vendor's workshop. However, final inspection to be made at HDPEL's works.

8. HDPEL's Scope of supply: Electrodes, gas, electricity, water and working space.
9. Vendor's Scope of supply: All labours, Materials, welding machine and accessories, gas set accessories.
10. Inspection & Certifications :
Work to be carried out to the entire satisfaction of our SBR Dept. and Surveyors.

INSTRUCTION TO BIDDERS :-

1. Offer should strictly conform to specification, indicated above.
2. Quotation to be submitted in SEALED COVER with Enq. No. & Last Date of submission clearly marked on the cover. **Offer to be submitted in 2-part bid, part-I to consist the 'Techno-commercial bid' and part - II the 'Price Bid'.**
3. Any quotation delivered to us after the last date of submission may not be considered.
4. Completion Time: Within 30 days from receipt of order subject to site clearance.
5. Price implication on total material supply part and labour part should be separately indicated in the Price Bid.
6. Please indicate your rates alongside each item of the above Scope of Work.
7. Quotation may be rejected if there is any OVER WRITING in the Offer.
8. Price preference to Govt. undertakings, S.S.I. Units may be considered as per standard Regulations.
9. Management Reserves the right to reject any or all Quotations without assigning any reason thereof.

OTHER TERMS AND CONDITIONS

1. DELIVERY / EXECUTION is to be made/carried out at our Works.
2. Security Deposit :- Contractor has to submit a Bank Guarantee [in the format of HDPEL, to be collected from our Accts. Deptt.] from a nationalised bank; for an amount equivalent to 5% of the total P.O value towards Security Deposit within 7 days from the date of receipt of the order. This amount will be released to the contractor on successful completion of the job subject to submission of the Performance guarantee @ 10% of the P.O value.
3. PERFORMANCE GUARANTEE: Contractor will have to provide a performance guarantee to the extent of 10% of the value of the order in the form of a bank guarantee [in the format of HDPEL, to be collected from our Accts. Deptt.] from a nationalised bank; prior to submission of your final bills. We would retain the same as Performance Guarantee. On your written request this Performance Bank Guarantee would be returned to you after expiry of Performance Guarantee period, which is **6 months** from the date of completion of the job.

4. **Liquidated Damage** :

Not applicable. But the contractor has to complete the assigned job in stipulated time as to be indicated by the concerned department.

5. **RISK PURCHASE CLAUSE**: In case of non-delivery/non-execution of the order by you, we would be free to execute the job from other sources, at your risk & cost which will be recovered from your pending and/or future bills with a penalty of 10% of such cost.

6. In case of any dispute the decision of our Chairman and Managing Director would be final and binding on both the parties. In case of Legal Dispute, the same would be subject to the jurisdiction of Calcutta High Court.

NOTE: Specific clauses for payment etc. would depend on the nature of job.

7. Management reserves the right to reject any or all Quotations without assigning any Reasons thereof.

8. Please mention your **PF and ESI registration nos.** in the offer. **This is mandatory.**

9. All statutory deductions e.g., ESI, PF, Income Tax, Work Contract Tax etc., will be made as per rules.

10. Service Tax is applicable as per rules.