

PURCHASE ENQUIRY

HOOGHLY DOCK & PORT ENGINEERS LTD.

(A Government of India Undertaking)
SHIP BUILDERS – SHIP REPAIRERS – ENGINEERS

Salkia Works: 6, Howrah Road, Salkia, Howrah-711 106



Registered Office:
1, R. N. Mukherjee Road,
Kolkata – 700 001



AN ISO 9001 UNIT

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Phone : 2665-9001 / 02/ 7355 / 56 / 57
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Email : hdpesw@satyam.net.in
Website : www.hooghlydock.gov.in

Reference No.: **HP/SND/199(09)/14Q/E- 70**

Date: 29-12-2009

Dear Sirs,

Please quote us your lowest rate for the following to be delivered free to our works

- 1) Your quotation should reach us strictly on or before **07-01-2010** in a closed sealed cover mentioning our enquiry no and due date on the left hand corner.
- 2) Quotation received after due date may not be considered.
- 3) If you are not interested please return this enquiry with endorsement 'NOT QUOTING' with the schedule date.

Yours faithfully,
for. HOOGHLY DOCK & PORT ENGINEERS LTD.

Head(Purchase)

S/No.	Description	Annual consumption (approx)
01.	Annual Contract for supplying Tea & Biscuit as detailed at Annexure – “A” enclosed.	Tea - 1,90,000 Cups Biscuits - 1,90,000 pcs
02.	Annual Contract for supplying Tea to our Executives as detailed at Annexure – “A” enclosed.	Tea - 22,275 Cups.

Encl : ANNEXURE – ‘A’.

HOOGLY DOCK & PORT ENGINEERS LTD.,
(A GOVT.OF INDIA UNDERTAKING)
6, HOWRAH ROAD, SALKIA,
HOWRAH – 711 106.

Enclosure to our Enquiry No. **HP/SND/199(09)/14Q/E-70**
Dated : 29-12-2009.

A N N E X U R E - 'A'.

Sealed tenders, super scribing the tender No. & due date of opening are invited to run the Tea Canteen for workmen, Staff, Sub-Staff & Supervisors. The details of the requirement and broad terms and conditions shall be as under.

The tender is to be submitted in two parts both under separate Sealed covers duly super scribed "Price Bid" & "Techno Commercial Bid" and both Sealed covers should be kept within the Main Sealed Cover super scribing "TENDER FOR RUNNING TEA CANTEEN OF SALKIA WORKS".

1.(a) The estimated average consumption per day is **700** cups in full working days and **350** cups per day in Saturday with one biscuit along with each cup of tea. The various Departments of Salkia Works.

1(b) The estimated average consumption per day is **80** cups (only Tea) in full working days and **55** cups per day in Saturday for our Executive respective departmental Office/Shop. The quantity of tea per cup shall be four (4) OZ tea with disposable cup from Monday to Friday – three times a day i.e. 8-30 A.M., 10 A.M. & 2-50 P.M. Saturday – two times only. i.e. 8-30 A.M. & 10 A.M.

2. The quantity of tea per cup shall be **four (4) OZ** with one biscuit (Britannia, Merry / Thin on alternative basis) to be served. **TEA TO BE SERVED IN EARTHEN POT ONLY TO THE WORKMEN WHO WILL BE ENGAGED ON BOARD ONLY.**
3. The quality of tea to be used shall be good quality Brook Bond (Red Level) or Tata Tea.
4. Good quality milk must be used for preparation of tea.
5. The proportion of tea leaves, milk etc. should be maintained in such a manner that the quality of tea is consistently maintained.
6. The tea and biscuits are to be served against HDPEL's tea coupons, to be collected from the employee.
7. The tenderers should submit the copies of experience for executing similar type jobs/contract in any industry (preferably) in heavy industry.

Cont.d.P/2.

Contd.P/2 ANNEXURE – ‘A’.

8.ESI & PF REGISTRATION :

Tenderers should have PF & ESI registration. PF & ESI code numbers, if registered must be mentioned in their quotations. Tenderers having PF and ESI registration will be given preference at the time of awarding the contract. Contractors shall ensure the compliance of all other statutory requirements what ever applicable.

9. The offer must be valid for acceptance for a period of 90 days from opening of tender.
10. The rate will remain firm and valid for one year from the date of opening.
11. The successful bidder will have to deposit the Security Deposit of L.S. Rs.5,000/= (Rupees five thousand only) in the form Demand Draft/Pay Order/Cash/BG. The Security Deposit will be returned after satisfactory completion of the contract. Security Deposit shall not bear any interest.
12. The tenderers shall not be allowed to sublet any part of the work without prior permission.
13. The payment shall be released against submission of monthly bills and actual consumption. The terms of payment shall be 30(thirty) days credit and shall be reckoned from the date of submission of bill.
14. The tenderers should indicate the number/details of employees to be engaged by them for the preparation and distributions.
15. The following facilities shall be extended to the contractor and the contractors should quote their rate accordingly.
 - a) The tea preparation room inside the campus shall be provided.
 - b) One small room may be provided for storing tea, biscuits, earthen pots etc. This room may be used for accommodations for 2/3 personnel, if required.
 - c) Utensils in connection with the preparation and distribution of tea shall be provided. Additional Utensils, if necessary in connection with the preparation and distribution of tea shall be arranged by you at your cost.
 - d) Lunch to maximum 10(ten) Nos. or actual employees engaged by you, whichever is less may be provided at the subsidised rate i.e. @ Rs.2.12P per meal.
 - e) Fuel in connection of preparation of tea to be provided by the contractor.

Contd. P/3.

16. The contractor shall ensure compliance of the statutory requirements, whatever applicable, for smooth operation of the tea canteen and HDPEL shall not be in any way responsible for compliance to any such requirements. Following requirements are to be fulfilled by the contractor.
- a) You will be responsible for any accident-taking place to your labour force and staff while they are within our premises and necessary insurance against each accident during execution of work is to be arranged by you at your own cost without any extra cost to HDPEL.
 - b) List of workmen to be engaged for this job with their names, full postal address, designation and rate for daily wages to be handed over to our Accounts Department.
 - c) The compliance of the Government rules and regulations concerning labour under relevant acts as prevalent during the terms of this contract will be your liability.
 - d) “Before starting the work all workmen to the contractor must get insured under E.S.I. & P.F”.
17. The contractor or even their employees shall be liable to maintain discipline and to follows the rules and regulations of the Company.
18. In case of non-compliance to the terms and conditions of contract or even the unsatisfactory performance of the contractor, the contract may be cancelled and the Company will have the option to cancel the contract at the risk and cost and / or will have the rights to forfeit the full/part of the security deposit, if any, without showing any reason.
19. Points and timing of serving Tea & biscuits to be as follows :-

S/No.	SECTION	Department Covered	T I m e	F o r
01.	Ship Yard	1) Plating, Welding, Riggers & Lascar	10.00 AM & 2-45 P.M.	Workmen, Staff & Sub-Staff.
		2) Paint, Wood Working, Crane & Lofts.	- do -	- do -
02.	Main Works	1) Machine, Fittings, Pipes & Boiler Shop & W. P. O.	- do -	- do -
		2) Electrical & Maintenance.	- do	- do -

Contd. P/4.

Enclosure to our Enquiry No. **HP/SND/199(09)/14Q/E-70**
Dated 29-12-2009.

Contd.P/4.S/No.19, ANNEXURE – ‘A’.

S/No.	SECTION	Department Covered	T I m e	F o r
03.	Administrative Building	Accounts, Drawing, Purchase, Stores, & Personnel & Garage.	10.00 AM & 2-45 P.M.	Staff & Sub – Staff & Supervisors.
04.	Lighter	For Workmen & Supervisor on the Vessel.	- do -	Workmen & Supervisor.
05.	Dock Side	For workmen & Supervisor on the Vessel at Dry Dock	- do -	- do -
06.	In ‘A’ Shift at Points	a) At Main Gate b) Electrical Dept. c) Canteen.	6-00 A.M.	Staff, Sub-Staff & Workmen.

20 The authority reserves the right to cancel any / all tenders without assigning any reasons thereof.

For Hooghly Dock & Port Engineers Ltd.,

Head (Purchase)
Salkia Works.