

HOOGLY DOCK & PORT ENGINEERS LTD.,

(A Govt. of India Undertaking)
6, Howrah Road, Salkia, Howrah - 711 106.

PURCHASE DEPARTMENT

TENDER NO. HP/SND/318(08)/40M & 43M/E-167.

Dated 06/03/2009.

**TENDER DOCUMENT & SPECIFICATIONS
FOR
SUPPLY OF CANTEEN ITEM LIKE FISH, MEAT, VEGETABLE AND
GROCERY, SWEETS etc. FOR HDPEL SALKIA WORKS.(FOR ONE
YEAR)**

Last date of submission	26/03/2009 at 3.00 pm.
Date & time of opening of Techno Commercial bid of Tender	27/03/2009 at 3.00 pm.

Salkia Works
Howrah.

Price : Rs.250/= per set (Non-refundable).

For Hooghly Dock & Port Engineers Ltd.,

Head (Purchase)
Salkia Works.

(2)

HOOGHLY DOCK & PORT ENGINEERS LTD.,
PURCHASE DEPARTMENT

TENDER NOTIFICATION

TENDER NO. HP/SND/318(08)/40M & 43M/e-167.

Dated 06/03/2009/

Subject : Supply of Canteen item like Fish, Meat, Vegetables, Grocery and Sweets etc. for HDPEL Salkia Works (for one year).

Sealed tenders in prescribed form are invited from reliable, resourceful and experienced Contractors for supply of above of HDPEL Salkia Works.

i)	Tender Document Fee	Rs.250/- per set
ii)	Earnest Money	Rs.12,000/=
iii)	Sale of Tender Document from Salkia Works, HDPEL	16/03/2009 – 10.00 am to 23-03-2009 – 3.00 pm.
iv)	Last date of submission of Tender	26/03/2009 at 3.00 pm.
v)	Date & time of opening of Techno-commercial Bid of Tender	27/03/2009 at 3.00 pm.
vi)	Opening of Price Bid	To be communicated latter.

Tender document may be obtained from the office of Purchase Department at Salkia Works. Howrah – 711 106 on deposition of Rs.250/= in cash, towards the cost of tender document, against application. Alternatively the prospective tenderers may download the complete tender document from HDPEL's website www.hooghlydock.gov.in and in that case, the prospective tenderers would be required to deposit Rs.250/= in the form of Bank draft/Banker's Cheque (in favour Hooghly Dock & Port Engineers Ltd., from any schedule bank, payable at Howrah / Kolkata) along with the filled up techno-commercial part of the tender. The tender will not be accepted if it is not accompanied by the requisite draft / banker's cheque towards cost of tender document in case the same is downloaded from HDPEL's website.

The HDPEL reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.

For Hooghly Dock & Port Engineers Ltd.,

Head (Purchase)
Salkia Works.

**HOOGHLY DOCK & PORT ENGINEERS LTD.,
PURCHASE DEPARTMENT
6, HOWRAH ROAD, SALKIA,
HOWRAH – 711 106.**

GENERAL INSTRUCTIONS TO TENDERERS

To
M/s.....
.....
.....

Dear Sir,

SUBJECT :

For supply of Canteen Item like Fish, Meat, Vegetable, Grocery & Sweets etc. of Salkia Works (for One Year)

1. Sealed tenders are invited from reliable, resourceful and experienced Contractors for supply of Canteen item like Fish, Meat, Vegetable, Grocery & Sweets etc. of HDPEL Salkia Works.
2. The tender must be submitted in sealed covers super scribed “**Tender for Canteen Ingredients for Salkia Works**” and put in the Tender Box bearing the same superscription kept for the purpose in the office of the Purchase Department. SW, HDPEL by 15.00 hours on 26 / 03 / 2009. The manner of submission of tenders shall be as detailed below :
 - i] The tender must be submitted in two parts, both under separate sealed covers duly super scribed “Price Bid” & Techno-commercial Bid” and both the sealed covers should be kept within the main sealed cover super scribed “**Tender for Canteen Ingredients of Salkia Works**”.
 - ii] The sealed cover, super scribed “Price Bid”, should contain Price only duly signed, stamped and completely filled in No condition or conditional rebate should at all be indicated in the Price Bid.
 - iii] The sealed cover, super scribed “Techno-commercial Bid” should contain the following :
 - a] E. M. D. money of Rs.12,000/= in the form of Demand Draft / Banker’s Cheque.
 - b] In case the prospective tenderer downloads the complete tender document from HDPEL’s website www.hooghlydock.gov.in Rs.250/= in the form of draft / banker’s cheque (in favour of Hooghly Dock & Port Engineers Ltd., from any scheduled bank, payable at Kolkata) should also be enclosed with the techno-commercial part of the tender, if not deposited in cash earlier.

- c] Evidence for execution of at least one order (for supply of Canteen items like Fish, Meat, Vegetable, Grocery & Sweets etc. in last two years.
- d] Valid & relevant Trade License.
- e] Partnership deed in case the tenderer is a partnership firm,

OR

Certified copy of Memorandum of Association in case the tenderer is a company

OR

Statement indicating that the tenderer is a proprietorship firm.

- f] The successful tenderer must have an office in the Kolkata / Howrah area otherwise his offer may not be accepted. Accordingly, the full address of the contractor's Kolkata / Howrah Office with the name of the contract officials along with the contact telephone Nos. fax No.
- g] A separate forwarding letter indicating unconditional acceptance of HDPEL's Terms & conditions in full.

Note : Tenders may note that non-submission of any of the aforesaid documents / non-fulfilment of any of the aforesaid criteria, might lead to disqualification of their offers.

3. EVALUATION CRITERIA :

In general, lowest evaluated tender will be considered for awarding the order. However, group-wise L1 bidder will be found out, for award of contract. **Part order is to be accepted.**

4. E. M. D. :

Each tenderer shall have to deposit a sum of Rs.12,000.00 (Rupees twelve thousand only) in the form of Bank Draft / Banker's Cheque as Earnest Money along with the techno-commercial part of the tender without which no tender will be accepted. In case the prospective tenderers download the tender document from HDPEL's website, tender fee of Rs.250/= is to be deposited in the form of Banker's Cheque / draft from any scheduled Bank drawn in favour of Hooghly Dock & Port Engineers Limited, payable at Howrah, along with the techno-commercial part of the tender.

The amount of Earnest Money will be refunded to the unsuccessful tenderer(s) without interest, through A/C payee cheque, after finalization of the tender within 7 days. In case of successful tenderer, this amount will be converted into Security Deposit. The Security Deposit will be retained by HDPEL till expiry of the contractual period. In the event of the contractor failing to execute the contract without sufficient reason acceptable to HDPEL, the Security Deposit will be forfeited along with cancellation of the contract.

5. SECURITY DEPOSIT:

Successful Bidder (s) is / are to deposit Rs.5,000/= (Rupees Five thousand only) as security deposit in the form of CASH / DD/ BG. The security amount will be refunded after satisfactory execution of the contract without any interest.

6. **REFUND OF SECURITY DEPOSIT** :

On due and satisfactory performance of the Contract and on completion of obligations by the contractor under the contract, the Security Deposit will be refunded to the Firm without interest, subject to the following conditions:

- a] After deducting the amount from the Security Deposit, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by HDPEL.
- b] The contractor shall have to apply for the refund of Security Money along with Original Money Receipt issued against Security Deposit as applicable.
- c] Before releasing the Security Money, the contractor shall also have to submit certification to the effect that they have no claim(s) against HDPEL, under this contract. If any Bill(s) for the job done under this contract is / are left pending at the time of releasing the Security Money, the contractor may furnish the certificate in the following format :

“I/We hereby certify that there are no claims against HDPEL under Contract No..... for the job except to the extent of the claim preferred by me/us as per the under-noted bills already submitted to you”.

7. **APPROXIMATE YEARLY CONSUMPTION** :

Items & quantity enclosed ANNEXURE – ‘A’.

DELIVERY SCHEDULE : As & when required by HDPEL in consultation with HD(Personnel).

8. **PAYMENT TERMS** :

Payment will be released on monthly basis after submission of bill duly certified by Head (Personnel & Administrative), Salkia Works on **thirty days credit** basis.

9. **PERIOD OF CONTRACT** :

Contract will be issued initially for one year. However validity of contract may be extended for further one year, if required, based on satisfactory performance.

10. **PRICE VARIATION** :

Price / rate of each item will remain firm through out the annual contract period. However if the contract is extended further, price / rate will be settled after mutual discussion / negotiation and acceptance.

11. **VALIDITY OF YOUR OFFER** :

The tender shall remain valid for acceptance for a period of 2 (two) months from the date of opening of the price part of the tender. If any tenderer withdraws his tender before the aforesaid two months, the Earnest Money deposit will be liable to be forfeited.

12. **FORMAL ORDER** :

Formal order will be placed on the successful tenderer(s). However for non receipt of security deposit contract will be void.

Tentatively, the contractor shall be required to start running the supply of Canteen Ingredients w.e.f. 2nd May, 2009.

13. **INCOME TAX DEDUCTION** :

The contractor shall pay income tax on all payments made to him under this contract. The income tax will be recovered from the contractor at source, at the appropriate rate as per relevant provision of Income Tax Act, 1961 or any amendment thereof.

14. **TERMINATION OF CONTRACT** :

The contract may be terminated anytime within the contract period by HDPEL at its sole discretion for any of the following factors & for such cancellation, HDPEL under no circumstance be liable for any financial repercussion to the contractor (s) :-

- a] Failure to supply contracted canteen items in proper quality, quantity and at proper time / schedule as will be instructed by appropriate authority.
- b] Breach of any terms and conditions of contract.
- c] Any unlawful act of the contractor(s) on any third party on behalf of the contractor entailing any damage / loss to the property / material of HDPEL or any inconvenience to the HDPEL.
- d] Any other reason.

The decision of the C & MD / Managing Director, HDPEL to this effect, shall be final and binding on the contractor.

15. **L. D. CLAUSE** : L.D. Clause as applicable standard HDPEL.

16. **RISK PURCHASE** : Risk Purchase as applicable standard HDPEL.

17. **ARBITRATION** : In the event of any dispute, question or difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Chairman, HDPEL shall be final and binding upon all parties.

18. **LEGAL DISPUTE** : In case of legal dispute, the same would be settled subject to the jurisdiction of Hon'ble Kolkata High Court.

For Hooghly Dock & Port Engineers Ltd.,

Head (Purchase)
Salkia Works.

Encl : Annexure A

ANNEXURE - 'A'.

SL NO.	Description of Articles	Approx. Yrly. Consumption		Total Consumption	Rate/per kg/pcs.
		W/Canteen.	O/Mess.	Kg. / pc.	
<u>CATEGORY NO. I. (Fish) :</u>					
01.	Dressed Pona Fish (without head) Size : 1.5 kg to 2 kgs.	3,950 kgs.	285 kgs.	4,235 kgs.	
02.	Fish Chara Pona	375 kgs.	93 kgs.	468 kgs.	
03.	Hilsa(July to Sept.)	125 kgs.	25 kgs.	150 kgs.	
04.	Fish Head (Size : 1.5 kg to 2 kgs)	300 kgs.	58 kgs.	358 kgs.	
<u>CATEGORY NO. II.(Meat, Chicken & Egg) :</u>					
01.	Mutton(He Goat) in dressed condition.	2,400 kgs.	275 kgs.	2,675 kgs.	
02.	Chicken (Broyler) dressed condition	-----	275 kgs.	275 kgs.	
03.	Egg (Duck)	6,000 pcs	950 pcs.	6,950 pcs.	
<u>CATEGORY NO. III.(Sweet Items)</u>					
01.	Sweet Curd(100 grms in pot)	18,500 pots	-----	18,500 pots.	
02.	Sour Curd (100 grms in pot)	3,500 pots	-----	3,500 pots.	
03.	Sour Curd	100 kgs.	700 kgs.	800 kgs.	
04.	Rasogolla/Pantua(Sweet)	-----	4,800 pcs.	4,800 pcs.	
05.	Paneer	-----	36 kgs.	36 kgs.	

**HOOGLY DOCK & PORT
ENGINEERS LIMITED.**

**Ref. To our Enquiry No.HP/SND/318(08)/
40M & 43M/E-167 dated 06-03-2009**

CONTD. PAGE NO.2.

SL Rate/per NO.	Description of Articles	<u>Approx. Yrly. Consumption</u>		Consumption <u>Kg / pc</u>	Total <u>kg / pc</u>
		<u>W/Canteen.</u>	<u>O/Mess.</u>		
<u>CATEGORY NO. IV. (Grocery items)</u>					
01.	Mustard Oil(Sealed Tin in 15 kgs) Make : MASAL/	3,100 kgs.	340 kgs.	3,440 kgs.	
02.	Mug Dal	1,100 kgs.	140 kgs.	1,240 kgs.	
03.	Arhar Dal	150 kgs.	71 kgs.	221 kgs.	
04.	Beuli Dal	500 kgs.	71 kgs.	571 kgs.	
05.	Chana Dal	140 kgs.	24 kgs.	164 kgs.	
06.	Masoor Dal	1,650 kgs.	140 kgs.	1,790 kgs.	
07.	Kabli Chana	----	24 kgs.	24 kgs.	
08.	Channa Whole	40 kgs.	10 kgs.	50 kgs.	
09.	Boiled Rice(good quality)	18,500 kgs.	-----	18,500 kgs.	
10.	Boiled Rice(Miniket/Ratna)	-----	1,500 kgs.	1,500 kgs.	
11.	Atta	-----	40 kgs.	40 kgs.	
12.	Chana Bason	50 kgs.	40 kgs.	90 kgs.	
13.	Nut Meg (Jaifal)	140 pcs	110 pcs.	250 pcs.	
14.	Rexona/Lux Soap	-----	24 pcs.	24 pcs.	
15.	Kamini Rice	-----	40 kgs.	40 kgs.	
16.	Sugar	1,470 kgs.	575 kgs.	2,045 kgs.	
17.	Turmeric Powder'Cookme'	180 kgs.	24 kgs.	204 kgs.	
18.	Chilly Dust "Cookme"	125 kgs.	18 kgs.	143 kgs.	
19.	Corrinder Powder"Cookme"	10 kgs.	12 kgs.	22 kgs.	
20.	Cummin Seed Powder "Cookme"	50 kgs.	18 kgs.	68 kgs.	
21.	Cummin Seed Whole(jeera)	70 kgs.	12 kgs.	82 kgs.	
22.	Dry Chilly Whole	65 kgs.	12 kgs.	77 kgs.	
23.	Papper whole(Golmorich)	01 kgs.	2.5 kg	3.5 kgs.	
24.	Mustard Whole	130 kgs.	10 kgs.	140 kgs.	

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CONTD. PAGE NO.3.

SL Rate/per NO.	Description of Articles	Approx. Yrly. Consumption		Consumption Kg / pc	Total kg/pcs.
		W/Canteen.	O/Mess.		
<u>CATEGORY NO. IV.(Grocery Items) :</u>					
25.	Mustard Whole(white)	-----	06 kgs.	06 kgs.	
26.	Panch Frong	65 kgs.	05 kgs.	70 kgs.	
27.	Bay Leaf(Tejpata)	15 kgs.	06 kgs.	21 kgs.	
28.	Cardamom (Elachi)	02 kgs.	01 kgs.	03 kgs.	
29.	Cloves (Lavanga)	02 kgs.	01 kg.	03 kgs.	
30.	Cinamon Stick(Darchini)	2.5 kgs.	01 kgs.	3.5 kgs.	
31.	Poppy Seed (Posta)	110 kgs.	11 kgs.	121 kgs.	
32.	Ani Seed (Mouri)	14 kgs.	10 kgs.	24 kgs.	
33.	Jawan	05 kgs.	03 kgs.	08 kgs.	
34.	Kala Jeera	03 kgs.	01 kg.	04 kgs.	
35.	Papad (Madhuri)	50 kgs.	04 kgs.	54 kgs.	
36.	Salt Tata	180 kgs.	175 kgs.	355 kgs.	
37.	Sambar Masala	-----	2.4 kgs.	2.4 kgs.	
38.	Flour	100 kgs.	04 kgs.	104 kgs.	
39.	Bari Masala	140 kgs.	12 kgs.	152 kgs.	
40.	Ground Nut	20 kgs.	12 kgs	32 kgs.	
41.	Nutrella (Soya Bin)	50 kgs.	12 kgs.	62 kgs.	
42.	Motor Whole (White)	50 kgs.	12 kgs.	62 kgs.	
43.	Laxmi Ghee	35 kgs.	06 kgs.	41 kgs.	
44.	Amsatta	13 kgs.	12 kgs.	25 kgs.	
45.	Khejur	25 kgs.	12 kgs.	37 kgs.	
46.	Kismis	02 kgs.	03 kgs.	05 kgs.	
47.	Tata Tea	-----	105 kgs.	105 kgs.	
48.	Ness Caffee	-----	1.2 kgs.	1.2 kgs.	

**HOOGHLY DOCK & PORT
ENGINEERS LIMITED.**

**Ref. To our Enquiry No.HP/SND/318(08)/
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CONTD. PAGE NO.4.

SL Rate/per NO.	Description of Articles	<u>Approx. Yrly. Consumption</u>		Consumption Kg / pc.	Total kg/pcs.
		W/Canteen.	O/Mess.		
<u>CATEGORY NO. IV.(Grocery items)</u>					
49.	Tooth Pick box(Plastic)	----	36 Boxes	36 Boxes.	
50.	Wheel Powder	590 kgs.	55 kgs.	645 kgs.	
51.	Duster 36" x 36"	90 pcs.	144 pcs.	234 pcs.	
52.	Duster 24" x 24"	90 pcs.	144 pcs.	234 pcs.	
53.	Muratic Acid 750 ml.	35 Bottles	-----	35 Bottles.	
54.	Asafostida (Hing)	03 kg	01 kgs	04 kgs.	
55.	Basket (Bamboo)	20 pcs.	06 pcs	26 pcs.	
56.	Coconut Coir Rope	12 kgs.	-----	12 kgs.	
57.	Salt Ordinary	1,200 kgs.	-----	1,200 kgs.	
58.	Swab Big size.	12 pcs.	-----	12 pcs.	
59.	Broom stick	10 kgs.	-----	10 kgs.	
60.	Deck Brush	12 pcs	-----	12 pcs.	

CATEGORY NO. V.(Vegetable items) :

SL Rate/per NO.	Description of Articles	<u>Approx. Yrly. Consumption</u>		Consumption Kg / Pc	Total kg/pcs.
		W/Canteen.	O/Mess.		
01.	Potatoes(Std. Size)(All Seasons).	16,500 kgs.	1,285 kgs.	17,785 kgs.	
02.	Onion Big(All seasons)	4,300 kgs.	377 kgs.	4,677 kgs.	
03.	Onion Small(all seasons)	1,740 kgs.	-----	1,740 kgs.	
04.	Garlic(all seasons)	190 kgs.	24 kgs.	214 kgs.	
05.	Biter Guard(Karala/all seasons)	1,350 kgs.	127 kgs.	1,477 kgs.	
06.	Ginger(all seasons)	580 kgs.	75 kgs.	655 kgs.	
07.	Brinjal (all seasons)	3,450 kgs.	249 kgs.	3,699 kgs.	
08.	Bottle Guard(Lau/all seasons)	1,250 kgs.	153 kgs.	1,403 kgs.	

**HOOGHLY DOCK & PORT
ENGINEERS LIMITED.**

**Ref. To our Enquiry No.HP/SND/318(08)/
40M & 43M/E- 167 dated 06-03-2009**

CONTD. PAGE NO.5.

CATEGORY NO. V. (Vegetable items)

SL Rate/per NO.	Description of Articles	<u>Approx. Yrly. Consumption</u>		Consumption <u>Kg / Pc</u>	Total <u>kg/pcs.</u>
		<u>W/Canteen.</u>	<u>O/Mess.</u>		
09.	Pumpkin(all seasons)	1,250 kgs.	153 kgs.	1,403 kgs.	
10.	Green Papaya(all seasons)	1,250 kgs.	154 kgs.	1,404 kgs.	
11.	Green Chilly(all seasons)	335 kgs.	24 kgs.	359 kgs.	
12.	Green Plantation(all season	750 kgs.	102 kgs.	852 kgs.	
13.	Lemon(Big Size/all seasons)	26,500 pcs	3,118 pcs	29,618 pcs.	
14.	Coconut Std. Size. (All seasons)	245 pcs	50 pcs	295 pcs.	
15.	Carrot(Nov. to May)	140 kgs.	135 kgs.	275 kgs.	
16.	Beat Root(Nov. to May)	100 kgs.	135 kgs.	235 kgs.	
17.	Sweet Potato(Jan to Oct)	50 kgs.	75 kgs.	125 kgs.	
18.	Uchhay (Jan to July)	-----	68 kgs.	68 kgs.	
19.	Note Sak (Feb to Sept.)	600 kgs.	60 kgs.	660 kgs.	
20.	Puin Sak(April to Oct.)	600 kgs.	84 kgs.	684 kgs.	
21.	Palang Sak(Sept. to April)	900 kgs.	228 kgs.	1,128 kgs.	
22.	Beha Sak (Dec to May)	50 kgs.	-----	50 kgs.	
23.	Katowa Data(July to Aug)	100 kgs.	14 kgs.	114 kgs.	
24.	Radish(May to Jan)	400 kgs.	69 kgs.	469 kgs.	
25.	Green Jack Fruit(Jan to May)	1,100 kgs.	98 kgs.	1,198 kgs.	
26.	Piyanj Kali(Oct to March)	140 kgs.	69 kgs.	209 kgs.	
27.	Cauli Flower (including nominal leaf std. Size)/ (Nov. to Feb.)	1,900 kgs.	317 kgs.	2,217 kgs.	
28.	Ol-kapi(Nov to Feb)	200 kgs.	----	200 kgs.	
29.	Chichinga(April to Aug)	300 kgs.	97 kgs.	397 kgs.	
30.	Amra(Ordinary)(June to Aug)	100 kgs.	24 kgs.	124 kgs.	
31.	Amra(Biliti)(July to Oct.)	-----	30 kgs.	30 kgs.	
32.	Tomato(all seasons)	3,800 kgs.	495 kgs.	4,295 kgs.	

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CONTD. PAGE NO.6.

CATEGORY NO. V. (Vegetable items)

SL NO.	Description of Articles	<u>Approx. Yrly. Consumption</u>			Total kg/pcs.
		<u>W/Canteen.</u>	<u>O/Mess.</u>	Consumption <u>Kg / Pc</u>	
33.	Cabbage (Sept to July)	2,580 kgs.	428 kgs.	3,008 kgs.	
34.	Ladies Finger(Mar to Sept)	1,070 kgs.	137 kgs.	1,207 kgs.	
35.	Barbati(April to Oct.)	200 kgs.	69 kgs.	269 kgs.	
36.	Drum Stick(Jan to July)	600 kgs.	54 kgs.	654 kgs.	
37.	French Beam(Dec to Mar)	100 kgs.	79 kgs.	179 kgs.	
38.	Country Beam(Dec to Mar)	475 kgs.	79 kgs.	554 kgs.	
39.	Green Mango(April to Sept.)	580 kgs.	230 kgs.	810 kgs.	
40.	Olive(Jalpai)(Sept to Dec)	70 kgs.	28 kgs.	98 kgs.	
41.	Patal (Mar to Oct.)	1,700 kgs.	315 kgs.	2,015 kgs.	
42.	Chal Kumra(June to Aug)	100 kgs.	58 kgs.	158 kgs.	
43.	Dhaniapata(Feb to April)	15 kgs.	23 kgs.	38 kgs.	
44.	Jhingya (Mar to Oct.)	1,080 kgs.	315 kgs.	1,395 kgs.	
45.	Neem Pata(Feb to April)	50 kgs.	7.5 kgs.	57.5 kgs.	
46.	Karamcha(June to Aug)	-----	11 kgs.	11 kgs.	
47.	Pine Apple(June to Oct)	600 kgs.	115 kgs.	715 kgs.	
48.	Cucumber(all seasons)	220 kgs.	119 kgs.	339 kgs.	
49.	Curry Pata(All seasons)	-----	05 kgs.	05 kgs.	
50.	Karai Suti(Dec to Mar)	170 kgs.	95 kgs.	265 kgs.	
51.	Ool (June to Sept.)	270 kgs.	14 kgs.	284 kgs.	
52.	Tamarind (all season)	50 kgs.	06 kgs.	56 kgs.	

For HOOGHLY DOCK & PORT ENGINEERS LTD.

**HEAD (PURCHASE)
SALKIA WORKS**