



Hindustan Shipyard Limited

(A Government of India Undertaking)
GANDHIGRAM, VISAKHAPATNAM – 530 005,INDIA.
(An ISO 9001 Company)

Telephone: (+91-891) 9951542205/2321
Telefax: (+91-891) 2577502, 2577356

Cable: SHIPYARD, Visakhapatnam,
Email: purchase@hslvizag.in
Web-site: www.hsl.nic.in

Annexure-I

Regd. Office: 406, Vikram Tower, New Rajendra Place, New Delhi-110 008

TENDER NO.MP/Q / 004202 / 2010-11

DT.04.11.11

ADDITIONAL TERMS –ANNEXURE-I

sub: Invitation of bids for supply of M.S. plates & sections to I.S.2062 grade-B- for V.C.11162-64, out fit jobs –reg.

1. Your kind attention is invited on the subject matter and it is requested to submit your firm's most competitive offer for the required steel plates & sections to i.s.2062 grade-B as per the sizes, quantities enclosed with this tender. Please follow the terms & conditions detailed below while quoting the materials and submit a copy of the commercial questionnaire duly signed and stamped along with your techno-commercial bid i.e. (part-1) for scrutiny of your offer on technical and commercial matters before consideration of your offer.

1.1.	Mode of submission of offer- (please follow the additional terms and general terms & conditions).	As per Annexure –1 (additional terms) & II (general terms) enclosed to this tender.
1.2	Required sizes and quantities for M.S. plates and M.S.Sections to I.S.2062 grade-B -196.570M.T.	M.S. Plates and M.S.Sections to I.S.2062 grade-B, the sizes and quantities as per the tender document enclosed (erp tender documents)-196.570M.T.
1.3	Submission of mills test certificates:	1)Mills test certificates indicating chemical analysis and mechanical properties should be submitted from Govt.approval laboratory Or Govt.laboratory shall be submitted along with the supply of materials complying to I.S.2062 Grade-B, in 5 sets i.e. 1 original +4 copies. Please confirm this point in your offer 2) Please submit your offer quoting unit rates as per M.T. basis only, for each item/size.

1.4	Commercial questionnaire (terms & conditions) of the tender enquiry.	<p>As per annexure – ‘III’ enclosed, please go through the same and confirm clause wise in toto, if any deviations taken, please clearly indicate the deviations for consideration.</p> <p>Please go through our terms & conditions and confirm the same in toto by tick marking the clause at ‘yes’ and submit a copy of the same duly signed and stamped along with your technical bid (part-1).</p>
1.5.	performance bank guarantee format	as per annexure – ‘IV’ enclosed (1 page)
1.6.	Delivery period.	<p>We require the materials from rolling mills/ready stock, the maximum lead time is 3 to 4 weeks from the date of placement of order (or) quote least possible delivery period for our consideration. hence it is requested to offer suitable delivery period from rolling mills/ready stock, for the requirement for consideration of your offer.</p> <p>please note that if the quoted delivery period is not suitable to our required delivery period of 3 to 4 weeks from the date of placement of order , your offer is liable for rejection.</p>
1.7.	Terms of delivery	FOR-HSL Stores, Visakhapatnam.
1.8	Last date / time for receipt of offers.	on 28.11.11 at 1100 am hrs for receipt of offers.
1.9	date and time of opening of tender (part – i techno-commercial part only).	on 28.11.11 at 1500 p.m. hours on the same day of due date i.e. dt.28.11.2011 in the presence of tenderers / their authorized representatives.
1.10	Track record and financial worthiness of the bidder	Bidder shall invariably enclose their track record in supplying similar materials while clearly mentioning the manufacture and manpower facilities available. also bidder is required to enclose copy of their latest balance sheet to their techno-commercial bid to assess their financial worthiness. average annual financial turnover during the last ‘3’ years ending 31st march of the previous years, should be at least Rs.60 lakhs, <u>if their financial status is not meets to our requirement, their offer will is liable for rejection.</u>
1.11	Earnest money deposit (EMD)	A demand draft for rs.1,00,000/- towards emd drawn in favour of hindustan shipyard ltd, visakhapatnam, should be submitted in a separate

		sealed cover and same shall be attached to the techno-commercial bid (part-I). <u>Bids received without EMD will be summarily rejected for opening of offer.</u> EMD amount of the unsuccessful bidders will be refunded after finalisation of the order for subject materials. the EMD can alternatively be submitted in the form of bid bond as per the format available in our web site. www.hsl.nic.in.
1.12	Tender fee	A demand draft for Rs.1000/- drawn in favour of hindustan shipyard ltd, visakhapatnam, should be submitted along with the techno-commercial offer/bid (part-I).
1.13	Validity of offer.	Your offer should be kept firm and valid for '90' days from the date of opening of tender (part-I bids) and same needs to be extended, if required.

2. **Tenderers are requested to go through the enclosed annexures carefully and submit their offers clearly in two bid system i.e.techno-commercial bid (part-i) and price part (part-ii) in compliance with general terms & conditions and commercial terms & conditions enclosed to this tender.**
3. The bidders shall follow the enclosures viz: annexure-i (additional terms), annexure-ii (general terms), annexure-iii (commercial questionnaire) and annexure-IV (HSL bank guarantee format) shall be duly filled in and agreed to by the bidders in toto by signing on each page as a proof that the bidder has accepted all the paras of above annexures without any deviation.

If any deviations taken, necessary loadings will be applicable as per our business terms and conditions available in our web site www.hsl.nic.in.
4. If the bidders need any clarifications on techno-commercial points, they may approach HSL immediately but before submission of their bid within the due date and ensure submission of bids as per the terms and conditions of the tender.
5. **Tenderers are requested to quote the unit rates in per M.T.,** please note that the price bid submitted along with techno-commercial bid against this tender will be treated as final offer and supplementary bids / discounts before opening the original price bids shall not be accepted. In other words, price bids submitted along with technical bids as on due date shall only be considered for opening on the scheduled date.
6. **The tenderers are required to note that HSL reserves the right to ignore the incomplete offers and the offers submitted not in compliance with the tender requirements.**
7. Only authorized representatives of the tenderers, who have submitted their tenders are eligible to be present with necessary authorization letter at the time of opening of tenders

and may, if they so desire, note down the particulars of the other tenderers in the manner directed by the officer presiding over the said tender opening.

8. **Incomplete tenders and tenders submitted without complying the procedure prescribed in our general terms & conditions are liable for rejection. Quotation by e-mail / fax received on or before the stipulated date may be considered at the sole discretion of the Hindustan shipyard limited, Visakhapatnam.**
9. **The offers shall be strictly in accordance with the standard specification and or requirements specified in the tender enquiry and any offers in deviation to these requirements are liable for rejection. the offer shall be for invoicing against the supplies on “ theoretical weight “ basis only (please see clause no.12 below for loadings in deviation in this terms).**
10. **The offer shall be preferably for the sizes/grades for each item indicated in tender. in case of alternate sizes/grades are offered then it shall be clearly and separately indicated against each item. Any deviations in sizes/grades at a later stage/after placement of order will not be accepted/allowed.**
11. **Rejection criteria for the offers:**
 - 11.1. **Bidders shall submit their offer exactly to the HSL required sizes/tailor made sizes in terms of thickness, width & length ,grades etc, but not mills standard sizes in respect of plates and sections. any deviation to this may entail rejection of their offer.**
 - 11.2 **HSL reserves its right to accept or reject any one or all the offers, in part or in full without assigning any reason.**
 - 11.3 **HSL reserves its right to cancel the subject tender if the situation so warrants at their sole discretion. Offers received without EMD, will be summarily rejected for opening of bids.**
 - 11.4. **The bidders shall quote full quantities (as per schedule) of each schedule item and the offers of those who quote part quantities in individual items will not be considered for those items. HSL reserves the right to place orders on individual itemwise lowest basis, hence part order clause shall be accepted by the bidders.**
 - 11.5. **The offers of those bidders who quotes long delivery period are liable for rejection.**
 - 11.6 **Shortest delivery period i.e. maximum by 3 to 4 weeks from the date of placement of order, for supply was required for consideration of your offer, hence quote least/minimum delivery period for our consideration, if the delivery period does not suit to our requirement , your offer is liable for rejection.**
 - 11.8. **Mills test certificates indicating chemical analysis and mechanical properties should be submitted from Govt. approval laboratory Or Govt. laboratory shall be submitted along with the supply of materials complying to I.S.2062 Grade-B, in 5 sets i.e. 1 original +4 copies.**

- 11.9. Your offer shall be strictly in accordance with the tender requirement as specified in the tender enquiry and any deviations to these requirements are liable for rejection.
12. **Chargeable weight in the invoice:** The chargeable weight for invoicing shall be theoretical at 7.85 kg / dm³ density. in case where offers are made on actual weight basis without indication of tare weight, the price on “nett to nett” basis will be computed by adding 3% of the quoted prices towards the difference in weight. **please confirm this point in your techno- commercial offer specifically.**
13. **The bidders shall give an undertaking that they have not made any payment or illegal gratification to any person/authority connected with the bid process so as to influence the bid process and have not committed any offence under the pc act in connection with the bid.**
14. **The bidders shall disclose any payments made or proposed to be made to any intermediaries (agents etc.,) in connection with the bid.**
15. The quoted price/rate on F.O.R. and or ex-works basis, shall conform to the units on offer/tender confirming to the specification/requirements stated in the tender indicating the earliest delivery period , legibly written in ink/typewritten on their letter head /offer both in figures and words duly authenticated by the competent authority representating the vendor and any correction/corrections made using whitening fluid /overwriting shall be authenticated with signature and date by the competent authority of the tenderer.
16. Your offer shall be submitted in two bids system i.e. part-i – techno-commercial bid in one sealed cover and part-ii price bid in another sealed cover each in duplicate, both the sealed covers shall be kept in a single cover and sealed and written the tender number & due date on top of the cover. the sealed covers are to be sent Dy.General Manager, (Purchase), Hindustan Shipyard Limited, Gandhigram Post, Visakhapatnam-5 well before the tender due date and time i.e.1100am hours or to deposit the sealed cover to our tender section in the green coloured box and to sign in the register placed at the tender section in the presence of HSL personnel.
17. Vendors choose to submit offers/bids through courier, e-mail,fax,telegram etc., at their risk, shall ensure that the offers reach HSL tender section before the due date and time stipulated. unless or otherwise specified/communicated in writing, the due date of tender shall not be altered under any circumstances. Offers received after due date and time stipulated by any one or more of any one of the above modes are liable for rejection/not considered.
18. Your offer should be clearly indicate the incidences against C.S.T.,Vat,Octroi, and any other statutory levis, duties applicable and also regarding submission of test certificates, delivery period, sizes offered and validity of your offer. in case your offer is silent/blank on the above issues, it will be considered that your offer

is as per our tender terms and no deviations will be accepted at later stage/after placement of order.

19. **The rates offered shall be valid for 90 days from the date of tender opening (technical bid opening) for our acceptance. the quoted rates shall be firm and fixed until delivery of the entire ordered quantity to our yard.**
20. **The incidents against each of the following heads namely:-Customs, Excise duty, Central/state sales tax, packing & forwarding, freight, insurance, octroi and or any other statutory levies/duties applicable shall be clearly , separately and specifically indicated in the offer and are not to be included in the basic rates. possibility of issue of form ‘c’ shall be clearly spelt out.**
21. **It shall be the responsibility of the manufacturers/ suppliers to ensure that the material is inspected for quantity and quality is as per i.s.2062 grade-B for the tendered sizes of plates & sections prior to dispatch and ensure that only such goods have been duly inspected , approved and certified by the inspecting authority , once delivered the goods to stores.**
22. To furnish a certificate along with dispatch documents as under: “certified that the goods shipped/dispatched have been inspected and approved by the prescribed inspection authority in accordance with the terms of the contract/purchase order to the extent applicable and required copies of the inspection certificates issued in this regard are enclosed”.
23. The following are to be over seen by the inspection authority: a)unless other wise specified in the tender all plates/sections will have to be inspected and stamped by third party inspection agencies /classification society or required grade, as per purchase tender requirements, with certification of all tests having been carried out as per specification.

b)Each piece of plate/section shall be legibly marked preferably by hard die stamping of heat/cast number/plate numbers for identification and by which the steel can be related to the relevant test certificates.
24. The rejected materials if any shall have to be promptly removed by the supplier at his own expenses with his labour/transport as the case may be . failure for lifting/removing rejected materials within one week’s time from the time of rejecting the materials and intimation to the supplier, will be liable for disposal of the rejected material without notice and also for recovery of ground rent for storage of such materials.
25. The ordered material shall be supplied to goods receiving section (steel stores) between 0900 hours to 1530 hours on all working days. late supplies shall not be accepted.

26. Outstation suppliers shall intimate steel stores 48hours in advance of the supply date, but not beyond the normal working time. hsl shall not be liable for detention of trucks/trailors and supplier's manpower for unloading materials beyond normal working hours.
27. Insurance: in case of ex-works/ex-transporter's warehouse or railway godown offers, the vendor/sub-contractor/supplier shall give details of materials with despatch particulars and their value to purchaser's insurance company i.e.

**M/s.The New India Assurance Company Ltd.,Divisional office: iii ,
Upstairs of daliraju super market,Near sangam bus stop,
Akkayyapalem, Visakhapatnam-530 016.
Fax no.0891-2517781 ,ph:0891-2517737,0891-2591977.**

under advise to purchaser immediately after the dispatches. The insurance charges will be borne by purchaser.

28. A public grievance cell headed by V.K.Praviraj, Dy.General Manager (Purchase) has been set up in the company. members of public having complaints or grievances are advised to contact him between 9.00am to 5.00pm in their office, HSL, Purchase dept.,, Gandhigram post, Visakhapatnam or send their complaints /grievances to him in writing for redressal. His contact cell phone no.9493792022.
- 29. The above points are to be strictly complied with while submitting your offer. failure to comply above points may disqualify the quoted bid / offer in toto.**

Please acknowledge receipt of this tender enquiry. if you are unable to participate in the tender for any reason, please send a regret letter per return by e-mail / fax (fax.no.0891 – 2577502 / 2577356) to the attention of Dy.General Manager (Purchase) for our records. Please note that regret letter is a must in case of your non-participation and the same shall be adhered without fail.

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