	<p>HINDUSTAN SHIPYARD LTD., (A GOVT.OF INDIA UNDERTAKING) (AN ISO 9001 COMPANY) GANDHIGRAM VISA KHAPATNAM-530005,</p>	<p>PERSONNEL&amp;ADMINISTRATION - GENERAL DEPARTMENT PHONE NO.+91-0891- 9493792905 FAX NO: 0891- 2577356 WEB:WWW.HSL.NIC.IN</p>
<p>REGIONAL OFFICE: 209&amp;209A VIKRAM TOWERS,16 RAJENDRA PLACE, NEW DELHI-110 008</p>		

### **REQUEST FOR QUOTATION**

Sealed tenders are invited from the reputed silver suppliers to supply 296 nos of silver plates, with purity of 92.5% each weighing 100 grams with engraving HSL Emblem and fixed in glass frame and polished pine wooden stand as indicated in the drawing enclosed to the tender and securely packed to withstand all transit damages and hazards.

To.	<p>TENDER NO&amp;DATE : MP/Q/005504/11-12 RFQ NO&amp;DATE : RFQE/005504/11-12 TENDER TYPE : PT-2 BID SYSTEM TENDER DUE DATE &amp; : 02-02-2012, Time upto 1700 Hrs TECH BID OPEN DATE : 03-02-2012.-at 1430 hrs. At HSL Purchase Department: Visakhapatnam-530005. Probable Price Bid Opening 10-02-2012 at 1430 hrs. HANDLED By : Ms. .A. Champa ,Sr. PO (GD).</p>
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### **SPECIFICATIONS FOR THE SILVER PLATES, PRICE BID FORMAT AND HSL GENERAL TERMS AND CONDITIONS ARE ENCLOSED AT ANNEXURE I, II & III**

The cost of the tender document is Rs.500 (Rupees Five Hundred Only) drawn on any Nationalised bank in favour of Hindustan Shipyard Ltd. Visakhapatnam, payable at Visakhapatnam.

The tender document is to be submitted in two bid system, each offer shall be submitted in two parts i.e.,Part-I, Technical bid (Un-priced Bid) with all commercial conditions and Part-II Price Bid. Both the technical and price bid shall be submitted in separate sealed covers superscribing the tender No. and due date and both sealed covers i.e, commercial (Unpriced Bid) and price Bid are to be put in a separate sealed cover indicating tender No and due date of submission of the tender and addressed to Deputy General Manager (Personnel & Administration), Hindustan Shipyard Limited.Visakhapatnam-530005.

Suppliers are required to submit DD for Rs 500 towards tender Fee and another DD for Rs.22000/- (Rupees twenty two thousand only ) towards EMD drawn in favour of Hindustan Shipyard Ltd. Visakhapatnam, payable at Visakhapatnam drawn on any Nationalised Bank along with Techno Commercial Bid. Offers are liable for rejection for failing to submit the Demand Drafts as mentioned above. The offers received without confirmation of submission of silver purity certificate will be summarily rejected.

Please note that HSL reserves the right to accept or reject any one or all the offers without assigning any reasons.

Yours faithfully.

**PART 1 - TECHNO COMMERCIAL PART :****ANNEXURE - 1****TECHNICAL SPECIFICATION & SCOPE OF SUPPLY**

1. Supply of 296 nos of silver plates, with purity of 92.5% each weighing 100 grams with engraving HSL Emblem and of the dimensions as given in the enclosed drawing
2. Each Plate shall be fixed in glass frame and mounted on a melamine polished (teak wood colour) pine wooden stand as indicated in the drawing enclosed to the tender document.
3. The Finished piece must be securely packed in a gift pack format to withstand all transit damages and hazards.
- 3.1 Bulk Packing will be marked with "FRAGILE - HANDLE WITH CARE" in Bold lettering indicating the right side up
4. Each piece shall be supplied with a silver purity certificate issued by Govt. approved Test House or assayer.
5. Suppliers are to fill in the following Commercial questionnaire and indicate compliance of all points stated therein

**TECHNICAL SPECIFICATION & COMMERCIAL QUESTIONNAIRE FOR  
SILVER PLATE IN ENGRAVING H S L EMBLEM**

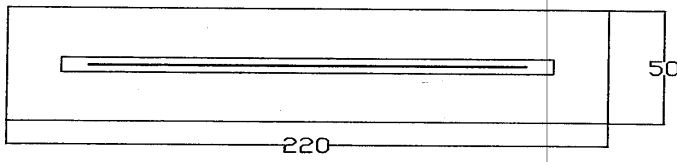
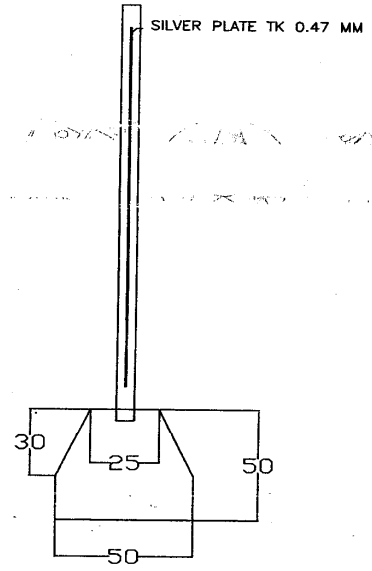
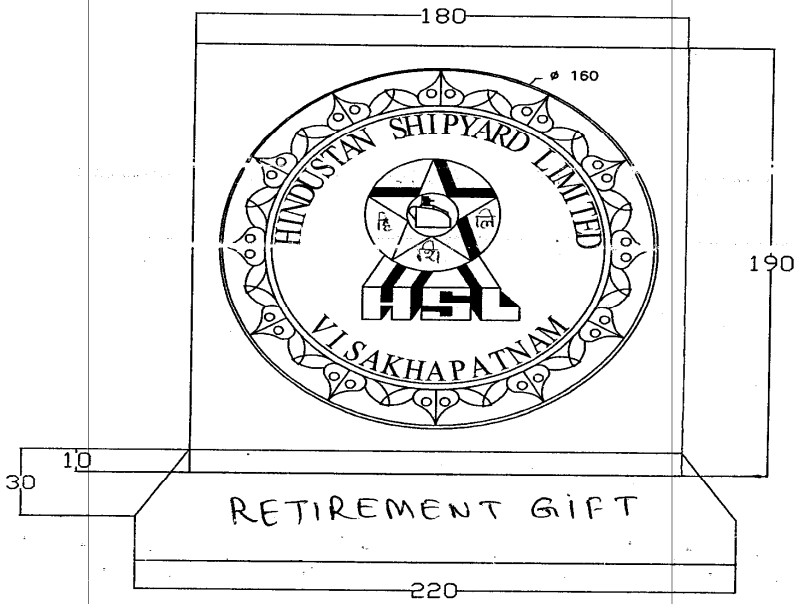
**[ Please fill and return with Part 1 Techno Commercial Part of tender]**

Clause No.	Description of Technical specification	Vendors Reply Accepted / Complied <b>OR</b> Not Accepted / Not Complied.
1.	The supply of 296 Nos. of Silver plates each Weighing 100 grams with Engraving of HSL Emblem in Glass frame with stand	YES/NO
2	The dimension of the silver plate shall be as shown in the enclosed drawing	YES/NO
2.1	Die of the Silver plate should be 160 mm	YES/NO
2.2	Thickness of the silver plate is 0.47 mm	YES/NO
2.3	The glass frame 180 mm X 190 mm with melamine polished (teak wood colour) pine wooden stand	YES/NO
2.4	Finished piece must be securely packed in a gift pack format to withstand all transit damages and hazards.	YES/NO
2.5	Bulk Packing will be marked with "FRAGILE - HANDLE WITH CARE" in Bold lettering indicating the right side up	YES/NO
3	Purity of silver should be 92.5% certificate issued by appropriate authorities should be enclosing along with each piece at the time of supply	YES/NO
4	A sample of photograph is to be submitted for HSL's approval before bulk supply	YES/NO
5	<b>GUARANTEE:</b>	
5.1	The supplier shall guarantee the materials against any defects of failures that may arise due to faulty design, defective material employed or poor workmanship	YES/NO

	involved on their part for a period of 30 months from the date of delivery of material	
5.2	In case of suppliers guarantee being applicable the suppliers shall make arrangements to repair the defects of the materials free of cost at the earliest and quickest possible means. The supplier shall provide further guarantee of 12 months in respect of such repair / replacements made during guarantee period.	YES/NO
6	<b>INSPECTION</b>	
6.1	Inspection of materials shall be carried out at HSL in relation to specification materials.	YES/NO
6.2	However this initial inspection shall not relieve the supplier of their responsibility for the short comings and defects that may come to light when the materials are in use and supplier shall make good the short comings and defects	YES/NO
7	<b>REJECTION CRITERIA</b>	
7.1	The suppliers are advised to go through all the clause of this specification and submit the quotation together with all the documents and information as required	YES/NO
7.2	DD for Tender Fee and EMD are enclosed  <b><u>Tender Fee Details:</u></b>  <b><u>EMD Details</u></b> :	YES/NO
7.3	Technical offers and price parts shall be submitted separately in triplicate	YES/NO
7.4	The quotation is liable for rejection for the non-compliance to the requirements as stated in the tender specification / terms	YES/NO
8.	<b>Terms of Delivery:</b> At HSL General stores at Suppliers Cost and Insurance / freight prepaid	YES/NO
9.	<b><u>Time of Delivery of 296 Silver Plates</u></b> : The delivery shall be on staggered delivery basis as per delivery schedule given below:  On or before 25th February, 2012- 40 Nos On or before 30th March 2012 - 81 Nos. On or before 10th April, 2012 - 95 Nos On or before 20th June 2012 - 80 Nos. (No extension of delivery period will be considered)	YES/NO
10.	<b><u>LD for Late Delivery</u></b> : Please note that LD will be levied @ 0.5% for delayed deliveries subject to a maximum of 5% of total consignment value.	
11.	Please confirm that the material shall be securely packed to withstand any sort of hazards in transit	YES/NO
12.	<b><u>Payment Terms:</u></b> After placement of the order, suppliers have to submit a proforma invoice in triplicate for each consignment as	YES/NO

	per delivery schedule indicated in the tender against which a cheque will be prepared in favour of supplier. After receipt of the material ordered and inspection and acceptance of material cheque will be posted to the supplier.	
13.	<b>Part Order:</b> HSL reserves the right to split the order. Please confirm your acceptance for placement of part order by HSL.	YES/NO
14.	<b>Taxes and Duties:</b> Please state in the commercial part of your offer the rates of taxes and duties like - CST with Form 'C' / without form "C" with % - Percentage of AP VAT ( Note : AP VAT will not be considered in case of bidders within AP for price comparison) - Percentage of ED applicable  The taxes / duties at rates as applicable at the time of supply within the offered contractual delivery period only will be considered.  Offers without the above information will not be considered for payment at a later stage.	YES/NO
15.	<b>Loading for variation for payment terms:</b> Offers taking any deviation to these terms will be loaded with a suitable loading factor as per HSL norms for comparison purpose to make the offer on par with others.( please see HSL Standard Business terms and conditions for details at HSL web site <a href="http://www.hsl.nic.in">www.hsl.nic.in</a> )	Yes/No
16.	NOTE: As the matter is to be finalized on priority no deviation/counter offer to the above points shall be entertained. Hence confirm compliance of all points by making a tick mark to Yes and also make sure that all the sheets are duly signed and stamped.	Yes/No

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*Signature*

## Annexure-II

### **TERMS AND CONDITIONS OF THE CONTRACT.**

**1. Mode of submission of offer:** As specified in the tender document, offers are to be submitted in two bid system each offer shall be submitted in two parts, viz., part-1 – Technical Bid with all commercial conditions and part 2 Price Bid. The Technical Bid & Price Bid shall be submitted in separate sealed covers super scribing the number of the respective tender and due date and shall be submitted in triplicate. Both parts of offer shall be put in one sealed cover and addressed to DGM (Personnel & Administration). Hindustan Shipyard Ltd., Visakhapatnam. PIN - 530005.

Tenderers are requested to go through the enclosed annexure carefully and submit their offers clearly in compliance with technical specification and commercial conditions in their technical part of offer and price exclusively in their price part of offer.

**2. Price:** Please quote (a) silver rates strictly in accordance with standard market rate (b) making charges separately besides (c) duly indicating all charges, levies etc., for the completely finished product. The price quoted shall be mentioned both in figures and words and the amount in words shall be considered as final in the event of any variation between figures and words. The making charges etc., shall be kept firm and fixed till the entire order is executed. The taxes / duties at rates as applicable at the time of supply within the offered contractual delivery period only will be considered.

**3. Opening of the Tenders:** Technical bids will be opened on the same day of the due date at 14.30 hrs or as specified in the tender schedule on week days from Monday to Friday. Therefore, submit the quotation strictly before the said due date and time.

#### **4. TENDER FEE & EMD:**

DD for Rs 500/- towards Tender Fee and Rs.22,000/- (Rs. Twenty Two Thousand only) towards EMD drawn in favour of Hindustan Shipyard Ltd., should be submitted in Technical Bid cover. Offers are liable for rejection failing to submit the above DDs. The amount of 500/- towards tender fee is non-refundable amount.

The EMD amount of Rs.22,000/- will be refunded to the un-successful bidders within 6 weeks and for the successful bidders, the same will be refunded after successful completion of the transaction.

#### **5 . Right of Reservation.**

The tenderers are required to note that HSL reserves the right to ignore Incomplete offers and offers submitted not in compliance with the tender requirement. HSL reserves the right to accept or reject any one or all the offers in part or in full and/or to divide the order among the tenderers, without assigning any reason. Incomplete tenders and tenders submitted without complying the procedure prescribed are liable to be rejected without further reference. Quotation by e-mail/ fax received will not be considered.

**6 . Deputation of Authorized Representatives for Tender Opening**

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.

**7. Participation In The Tender**

If you are unable to participate in the tender for any reason, please send a regret letter by email / Fax (Fax no. 0891-577502) to the attention of DGM (P&A) for our records.

**8. Place & Time of Delivery**

Delivery shall be on Door Delivery basis at HSL General stores only. Tenderers shall quote the earliest possible delivery time as required in the tender schedule. The time for and the date(s) specified in the tender schedule shall be deemed to be the essence of the contract and delivery must be completed not later than that the date(s) as specified therein. Offers not complying with the required tender delivery schedule are liable for rejection.

**9 Rejection Criteria for the Bids:**

- a) Offers not complying with tender terms & requirements in respect of certain commercial terms viz. tender fee, EMD, time of delivery i.e. schedule requirement of subject material in HSL- Visakhapatnam as per tender, validity of offer are liable for rejection
- b) The bids received after tender closing date and time. Bidders not agreeing to furnish required PBG towards proper performance of the order / contract and to cover guarantee period of the equipment material supplied where it is specified in the document.
- c) Bidder's failure to submit sufficient or complete details for evaluation of the bids even after reasonable time.

**10. Validity of offer:**

The offers should be kept firm and valid for 90 days from the date of opening of price bid and same needs to be extended, if required, failing which offers are liable for rejection.

**11 VAT / CST :**

The value on which VAT/ CST is reckoned is the aggregate amount of price quoted. HSL is registered under APVAT and CST and is entitled to avail concessions available under both. For the purpose of normalization, the rates applicable based on the issue of required' Form / 'D' Form shall be adopted in case of procurements from outside Andhra Pradesh. In respect of procurement of items from within the state of Andhra Pradesh, the estimated VAT input tax credit, if any, expected to accrue out of VAT paid on purchases and supported by vendor's Tax invoice shall be excluded for the purpose of ranking of bids.

**13. LOADING CRITERIA:** for purposes of evaluating the price Bids, Loading as specified in the HSL Standard terms & Conditions displayed in HSL website shall

be applied for those commercial terms which have not been quantified by Bidders in monitory terms.

**14. INSURANCE:** The Supplier shall insure the goods on HSL Door Delivery basis at his own cost. Any loss or damage occurred as a result of failure of to carry out the above shall be charged to the supplier.

**15. Warranty**

The suppliers shall warrant that materials supplied shall be free from all defects and faults in workmanship and manufacture and shall be of the highest grade and consistent with established and generally accepted standard and shall be in full conformity with the specifications, drawings or samples if any approved by purchasers. A certificate to this effect for the mutually agreed guarantee period shall be submitted along with other required documents.

**16. Bank guarantee**

Please confirm submission of a performance bank guarantee (as per format placed in HSL web site at annexure-II) on Rs 100/- stamp paper for 10% value of the order issued from any Nationalized Bank In India, within 10 days from the date of receipt of order. Please confirm your acceptance specifically in this regard.

**17. Short Dispatch**

The materials are subject to final inspection at our site after receipt of the same in HSL yard and inspection findings shall be binding on both parties. All shortages / damages / wrong supplies shall be replaced immediately personally or by air freight on receipt of intimation from HSL at free of cost under freight and insurance prepaid basis. All short supplied parts/replacements shall be guaranteed as per relevant Warranty clause above.

**18. PAYMENT:** After receipt of Purchase Order, the party has to submit proforma invoice in triplicate, separately for each consignment, for preparation of cheque . The party has to deliver the material after receipt of cheque details from HSL. The cheque will be issued / posted after completion of inspection and acceptance of the material.

**19. LIQUIDATED DAMAGES:** For every week of delay in supply or part thereof LD will be levied @ 0.5% of consignment value subject to a maximum of 5 %.

**20. ARBITRATION**

All disputes between the parties shall be referred to the sole arbitration of the Chairman & Managing Director of the purchasers or to a person to be appointed by the Chairman & Managing Director and if the Arbitrator appointed resigns, his post or vacates his office or is unable or unwilling to act to any reason whatsoever, the authority appointing him may appoint a new Arbitrator to act in his place. The Arbitrator so appointed may from time to time with the consent of the parties enlarge the period of time for making and publishing the award.

The Arbitrator shall on all matters referred to him shall indicate his findings along with the sums awarded separately on each individual items of dispute and the venue of Arbitration shall in all cases, subject to the convenience of the arbitrator, be Visakhapatnam only. The award of the Arbitrator shall be final and binding subject to the provisions of the Indian Arbitration and Reconciliation Act, 1996.

**21. JURISDICTION.**

The enforcement of the terms of the contract as well as all the transactions entered into by the suppliers with purchasers shall be deemed to have taken place within the jurisdiction of Visakhapatnam where purchasers works and office are situated and any cause of action arising in the due performance or breach of the Contract by either of the Parties hereto shall be deemed to have arisen within the jurisdiction of Visakhapatnam notwithstanding the residence or place of business of the Contractors/ Suppliers.

**22. FORCE MAJEURE:** Unforeseeable causes beyond the control and without any fault or negligence of either party which effect delay or failure to fulfill this agreement partially or wholly shall be regarded as force majeure and shall include causes such as acts of god,war,fires,floods epidemics, Government restrictions,strikes,earth quakes etc.

The occurrence of case of force majeure shall be notified by the party affected by it to the other party immediately by cable and confirmed by registered letter/fax, stating the nature of occurrence accompanied by a certificate evidencing the claim.

**23. HSL Standard Terms and Condition**

In all other cases of doubt, HSL Standard business terms and conditions will be applicable. For HSL Standard terms and conditions, visit our web site [www.hsl.nic.in](http://www.hsl.nic.in).

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Tender No: \_\_\_\_\_

Annexure III

**FORMAT of PRICE BID - PART II**

**TENDER FOR SUPPLY OF 296 Nos. OF SILVER PLATES EACH  
WEIGHING 100 GRAMS EACH ENGRAVING HSL EMBLEM AND FIXED  
IN GLASS FRAME WITH STAND.**

**PRICE – BID - PART II**

1. Name of the Party / Firm :  
(Full name and address:

**PLEASE QUOTE FOR EACH ELEMENT OF THE PRICE BID:**

2. Rate quoted per gram of silver:  
2.1 **CST / VAT %** as applicable :  
2.2 **Excised Duty** if applicable :

3. **Making Charges for each silver plate  
Weighing 100 grams**

- 3.1 **Charges for engraving HSL emblem**  
3.2 **Charges for fixing in glass frame  
with melamine polished (teak wood color)  
pinewood stand**  
3.3 **Packing, freight and forwarding charges incl. insurance**

Supplies shall be strictly as per Technical Specification & Scope of Supply

**[Note:** Charges under 3, 3.1, 3.2 and 3.3 are to be kept fixed till the complete execution of the entire order. Please indicate all the applicable taxes CST or VAT , charges, levies, Duties including packing and forwarding charges, freight, Insurance, Etc, clearly . Offers without above information will be treated as all inclusive and no revision will be accepted at a later date.]

4. Confirm the **purity of silver would be 92.5%**  
and will be certified by Govt. approved  
Test House or Lab / Assayer for each silver plate  
and **certificate to the effect will be enclosed to each  
piece** at Supplier's cost

- 4.1 Otherwise indicate Testing Charges and cost of  
certificate to be enclosed which will be loaded  
to the cost of the plate

**(Note:** Proof of payment of test charges for each consignment will be required for reimbursement)

Agreed that the above price as quoted is all inclusive and I hereby agree to all the terms and conditions mentioned in the tender documents.

Place:

Date:

Signature &amp; Stamp of Bidder.