

**MODE OF SUBMISSION OF OFFER**

Tenderers are requested to go through the following conditions carefully and submit their offer in full compliance of all the points without fail.

1. The Technical Specification as contained in the Request For Quotation and Enclosure-A and the terms and conditions set-out in this Annexure are to be carefully and thoroughly studied and explanation / details should be offered each para – wise and point-wise. Thus, the offers shall be complete and exhaustive in all respects without giving any room for ambiguity and thereby help in finalising the order at the earliest.
2. Each offer shall be **submitted in TWO PARTS**, viz., **PART – I – Technical Bid** or un-priced bid with all commercial conditions and **PART – II – Price Bid**. The Technical bid & Price bid shall be submitted in separate sealed covers super scribing the enquiry reference number, name of the respective bid and due date and shall be submitted in TRIPLICATE. Both parts of offer shall be put in one sealed cover and addressed to CHIEF MANAGER (SR- PURCHASE).
3. The prices 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 the figures and words.
4. PART-I shall also accompany commercial terms & conditions as at Annexure–III duly filled in and signed without which the offer is liable to be ignored.
5. No deviations / alternatives to the requirement are acceptable. Hence tenderers are required to confirm specifically their acceptance to supply the equipment/material exactly as per tender technical specification.
6. **PART – II – PRICE:**  
Price Bid shall contain prices both on FOB LOAD SEA PORT And FOB LOAD AIR PORT Basis. Besides this bidders are required to quote CFR Visakhapatnam Price for both options i.e., SEA FREIGHT & AIR FREIGHT for ordering purpose. FOB price shall be inclusive of Inspection Charges, if required, as per the tech. Specification enclosed at Request For Quotation and Enclosure-A. **Price shall be submitted as per the price format enclosed to the tender.**
7. **PRICE:**  
The prices quoted should be firm and fixed without any variations/ fluctuations. Prices should be indicated in the currency in which payment is required to be made on FOB and on CFR Visakhapatnam. Tenderers not complying with this condition are liable to be rejected without further reference.
8. **INDIAN AGENTS / AGENCY COMMISSION:**
  - 8.1) The quotation must spell out the quantum of Agency Commission payable to the Indian Agents for the services rendered on behalf of the Overseas Supplier, which will be paid in Indian Rupees. No other payment other than this is allowed.
  - 8.2) There shall be no undisclosed commission to the Indian Agents other than what is disclosed. If it is detected or known that the quotation provided concealed / undisclosed commission later after conclusion of the contract, not only the contract is liable for cancellation on risk purchase basis, but shall also entail other penal provisions such as black-listing both the Overseas supplier as well as the Indian Agent and also freezing all the amounts due to the Overseas Supplier and Indian Agent, subject to appropriation as deemed fit by us and our decision shall be final and binding on all the parties concerned in the matter.

- 8.3) The quotation of Overseas Supplier / Company shall accompany a zerox copy of the Agency arrangement concluded between them and the Indian Agent. Detailed justification shall also be given for involving Indian Agent.
- 8.4) When the Tender is submitted by an Indian Agent, they should submit along with the Tender, a xerox copy of the Agency arrangement concluded between them and their Foreign Principals. In case they cannot submit the above mentioned document, a Letter from their Foreign Principals stating that the Tenderers are their Sole Authorised Indian Agents in India.
9. All offers should indicate registration number under which their name has been included in the list of Registered Suppliers with HSL if already registered with HSL.
10. Lastly, please note that under no circumstances the Due Date for submission of offer shall be extended except it is so warranted and any extension shall be at the sole discretion of HSL. Hence all the tenderers are requested to submit their offers well within the above due date only.
11. 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.
12. **OPENING OF TENDERS:** Tenders will be opened at 1500 Hrs, on the date fixed for the said tender. Therefore, submit the quotation strictly before the said due date. Late, Delayed and Unsolicited offers will not be considered.
- 12.1) In case where Part – I (Un-priced) tenders are opened in the first instance as notified in the tender schedule, a separate date will be fixed for the opening of Part – II Price Tenders and the Tenderers concerned will be intimated Individually.
- 12.2) Only Authorised 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.
13. Incomplete tenders and tenders submitted without complying the procedure prescribed are liable to be rejected without further reference .Quotation by E-mail/ Fax received on or before the stipulated date may be considered at the sole discretion of the Hindustan Shipyard Limited.