



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
Syama Prasad Mookerjee Port, Kolkata  
हल्दिया गोदी परिसर / Haldia Dock Complex  
**AN ISO-9001: 2015 ORGANISATION**  
कोल हैंडलिंग प्लांट / Coal Handling Plant,  
संयंत्र और उपकरण प्रभाग / Plant & Equipment Division,  
Mobile No.: 9434031346  
E-mail: [himam.hdc@kolkataporttrust.gov.in](mailto:himam.hdc@kolkataporttrust.gov.in)



No.: DM (P&E)/CHP/ENQ/ 206/86

Date: 17/11/2022

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Dear Sir,

**Sub:** Enquiry for replacement of Coal Ship Loader -1 (SL-1) Boom Shuttle drive both side Motors and Oil Seal of Input shaft of Boom Shuttle Drive South side Gear Box at Coal Handling Plant, under Haldia Dock Complex (HDC), SMP, Kolkata.

Replacement of Coal Ship Loader -1 (SL-1) Boom Shuttle drive both side Motors and Oil Seal of Input shaft of Boom Shuttle Drive South side Gear Box at Coal Handling Plant, under Haldia Dock Complex (HDC), SMP, Kolkata is going to be taken up shortly.

Accordingly, sealed offers are invited from bona fide and experienced contractors for the subject work as per the enclosed Scope Work (Annexure-A), Terms & Conditions (Annexure-B), General Information of the Bidder (Annexure-C), BoQ (Annexure-D) and Declaration of the Bidder (Annexure-E).

The contract will be governed by our General Conditions of Contract available at the official website of Syama Prasad Mookerjee Port, Kolkata ([www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in)).

**LAST DATE AND TIME OF RECEIPT OF BID : 3.00 P.M. on 08.12.2022**, at the office of Sr. Dy. Manager (P&E), Operational Administrative Building, 1<sup>st</sup> Floor, Chiranjibpur, Haldia, Pin-721604.

Enquiry No. & Date of opening to be mentioned on top of the envelope.

The sealed quotations received within scheduled date and time would be opened at **15:30 Hrs. onwards on 08.12.2022** at the above mentioned location.

आपका धन्यवाद/Thanking you,

आपका आभारी/Yours faithfully,

एस. एस. के. हसन. इमाम / S. S. K. Hassan Imam  
उप प्रबंधक (पी एंड ई) / Dy. Manager (P&E)  
कृते वरिष्ठ उप प्रबंधक (पी एंड ई) / For Sr. Dy. Manager (P&E)  
हल्दिया गोदी परिसर / Haldia Dock Complex  
श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता / Syama Prasad Mookerjee Port, Kolkata

संलग्न/Enclo:- As stated above.

**Annexure-A****1. SCOPE OF WORK:**

The successful bidder, i.e. the contractor has to deploy sufficient manpower, tools & tackles to carry out the following work at his own risk, cost and arrangement.

- i) Boom of SL-1 is to be de-latched and lowered horizontally up to permissible limit. Operator & Electrician for de-latching and lowering work will be provided by HDC.
- ii) Dismantling of base bolts, coupling bolts of both boom shuttle drive defective motors.
- iii) Dismantling of both disc brakes.
- iv) Lowering and shifting of both boom shuttle drive defective motors from SL-1 to Electrical workshop / Master control store of Coal Handling Plant.
- v) Coupling hub of the motors are to be dismantled and the same coupling hub are to be fitted on the HDC supplied motors at Electrical workshop.
- vi) The HDC supplied two Nos. motor are to be collected from electrical workshop and those motor are to be installed at existing position of SL-1.
- vii) Damaged oil seal of input shaft of south side boom shuttle drive gearbox is to be replaced. To execute the oil seal replacement job, the following jobs are to be carried out.
  - a) Brake unit dismantling.
  - b) Coupling hub with disc and protection plate dismantling.
  - c) Gear oil is to be drained out from the gear box.
  - d) End cover of input shaft of shuttle drive gearbox dismantling and damaged oil seal replacement.
  - e) Fittings of end cover at input shaft of the shuttle drive gearbox and fittings of coupling hub with protection plate.
- viii) Alignment of the two motors are to be done.
- ix) Fittings of disc brake and adjustment of brake unit.
- x) Gear oil (servo mesh 320) 40 liters are to be topped up into the shuttle drive gearbox (south side). Gear oil will be supplied by HDC.
- xi) Trial run and commissioning in presence of representatives of HDC & the contractor.
- xii) Hoisting & latching of the boom of SL-1 hoisting and latching. Operator & Electrician for this will be provided by HDC.
- xiii) Painting of the repaired parts need to be done as per site condition.

**2. Supply of items under the scope of contractor:-**

- i) Consumables like electrodes, gas, jute etc. shall have to be supplied by the contractor.
- ii) Tools & tackles, lifting appliances, equipment (for shifting & transportation), welding transformers, welding accessories, gas-cutting set and safety appliances and hand lamps with suitable length of cables are to be provided by the contractor. Suitable length of Power cable for Welding Transformer are to be provided by the contractor from the nearest source at Coal Handling Plant.

- iii) All fasteners like bolts, nuts and washers, as per the existing bolts, nuts & washers.
- iv) Sim packing required for motors alignment.

**3. Supply of items with scope of work for HDC:-**

- i) Two Nos. motor 45 KW capacity to be handed over to the contractor at the Electrical workshop of Coal Handling Plant.
- ii) Supply of New oil seal.
- iii) New gear oil (servo mesh SP 320 or its equivalent) 40 liters.
- iv) Disconnection of motors power cable.
- v) Connection of motor power after alignment.
- vi) Power supply for execution the entire work including welding machine connection, free of cost.
- vii) Steel materials required for base repairing.

**Annexure-B**

**Terms & Conditions**

**1. PRICE:**

The Prices should be quoted excluding GST. The prices should be indicated in the Bill of Quantities (Annex – “C”, enclosed) only. All other incidental charges for the execution of the contract should be included. The rates should remain firm during the tenure of contract period.

The contractor shall provide all materials (as mentioned in scope of supply of contractor), labour, equipment and all kind of tools & tackles necessary in connection with the contract work.

**2. TAXES & DUTIES:**

The particulars of GST and other statutory taxes & duties, if any, as applicable are to be furnished clearly in the offer.

If any Tax and Duty/ increase in rate of Tax and Duty is imposed / effected by the Central / State Government, which will be applicable to this Contract, Trustees will consider reimbursement of payment made against such taxes, duties against documentary evidence of such payment made. If there is downward revision in any of those taxes, duties or abolition of any of these, the contractor shall give due rebate on such of the rates, as would be effected by such revision or abolition.

**3. INSPECTION:**

During execution of the work as well as after completion of the jobs, the same will be inspected jointly by the representative of HDC and authorised representative of the contractor.

Physical checking of the work under execution and executed job will have to be carried out at site, based on the Scope of Work by the representative of Plant and Equipment Division, HDC. The contractor will have to provide all facilities to execute the work successfully, at their own risk, cost and arrangement.

**4. PAYMENT TERMS:**

95% payment of basic amount (against executed work), along with 100% payment of GST amount, will be made (at the accepted rates) within 30 days from the date of submission of clear & unambiguous bill, after successful completion of the work, in line with the “Scope of work”, on the basis of Work Done Certificate / Job Completion Certification against the executed work.

Balance 5%, against executed work, which will be retained as Security Deposit, will be released, without any interest, after completion of Guarantee Period.

Payment will be made through ECS, for which the contractor has to mention the particulars of their bank account viz. name of the Bank, address of the Branch, Branch Code, A/c No., MICR No., RTGS Code etc. in their bills

**5. COMPLETION PERIOD:**

The job would be completed in all respect, within 10 (Ten) days, from the date of placement of Order or from the date of handover of site, whichever is later, subject to availability of site.

**6. VALIDITY OF OFFER:**

The offer should be valid for 60 days from the date of opening of the offer.

**7. EVALUATION CRITERIA OF THE OFFER:**

While evaluating, the rate quoted by the tenderers against the complete work as mentioned in the BOQ, will be taken into account and selection will be made on the basis of total lowest price against the said items.

**8. GATE PASS:**

In connection with execution of the order, necessary Gate Pass for entering into the Dock Area will be provided on chargeable basis, on submission of requisite documents. The contractor shall have to abide by the rules and regulations of HDC, SMP, Kolkata, which may be varied time to time, in respect of entry / exit and movement in the premises. Necessary Gate pass for entering into the Dock area will be issued for the personnel, machineries, materials etc. of the contractor for execution of the instant work on payment of necessary charges as per rules then prevailing on the basis of written request from the Haldia Dock Complex is presently issuing RFID based Dock Entry Permits. With a view to strengthen security of the dock, it has been decided that photocopy of identity has to be submitted for one time registration of all the individuals seeking man permits. The following documents will be considered as a valid proof of identity.

- a) Passport (Relevant pages with photo & address).
- b) Driving License.
- c) Voter ID Card (EPIC)
- d) AADHAR (UID).
- e) Income Tax Pan Card.

**9. Liquidated Damage:**

If the contractor fails to complete the job within the stipulated date or such extension(s) thereof, as may be allowed by the Sr. Dy. Manager(P&E), HDC\_SMP in writing, the contractor shall be required to pay as compensation(Liquidated Damage) to HDC and not as penalty, @ ½% of total contract value for every week or part thereof, provided always the entire amount of compensation to be paid under the provision of the clause shall not exceed 10% of the total contract value. HDC\_SMP may, without prejudice to any other method of recovery, deduct the amount of such damages from any money which is due or which may become due to the contractor. The payment or deduction of such damages shall not relieve the contractor from their obligation to complete the work or from any other of their obligations or liabilities under the contract. GST on L.D. amount at the prevailing rate will be applicable.

**10. Acceptance of offer:**

HDC, SMP, would have the right to execute any job, partly or fully, as per discretion. HDC, SMP reserve the right to accept or reject the offer in part or as a whole and do not bind themselves to accept the lowest offer or any offer, without assigning any reason and no damage claim whatsoever will be payable by HDC, SMP in this regard. Mere issuance of enquiry document to any bidder or opening of the offer shall not construe that the bidder is considered automatically qualified.

A copy of this enquiry letter is enclosed herewith, which has to be submitted by you, duly signed under their official seal on each page, as a token your acceptance of the aforesaid terms and conditions.

**11. The GUARANTEE will be covered for a period of 12 months counted from the dates of successful completion of work in all respect. In default, the Trustees will be at liberty to get the repairs done at the risk and cost of the Contractor.**

**Annexure – C****GENERAL INFORMATION OF THE BIDDER**

1.	Name of the firm with full address(es), Phone No(s)., FAX No(s) and websites, if any.	
2.	Name of the contact person with Mobile No. and e-mail address(es).	
3.	Copy of valid Profession Tax Payment Challan, if any, to be submitted by the bidder.	
4.	Copy of GST Registration certificate and No. to be submitted by the bidder.	
5.	Previous works experience document to be submitted by the bidder (copy of work order/Tax Invoice with completion certificate)	

NB : In case of '**Non-applicability**' regarding the above, if any, reason(s) should be clearly furnished along with supporting documents.

**Signature of the bidder under Official Seal**

**Annexure-D****BILL OF QUANTITY**

Sl No.	Description of work	Qty	Rate/Unit (Rs)		Total Amount (Rs)
			In figure	In words	
1	Dismantling, Lowering and shifting of defective Motors of Boom Shuttle drive of Coal Ship Loader -1 (SL-1) as per Scope of work.	02 Nos.			
2	Dismantling of coupling hub from the defective motors and fitting of the same coupling hubs on the HDC supplied motors as per Scope of work.	02 Nos.			
3	Damaged oil seal replacement at input shaft of boom shuttle drive Gearbox (south side) of Coal Ship Loader -1 (SL-1) as per Scope of work.	01 No.			
4	Lifting, installation, alignment, trial run & commissioning of the HDC supplied motors at Coal Ship Loader -1 (SL-1) as per Scope of work.	02 Nos.			

NB: Quoted price should be excluding GST. All other incidental charges for the execution of the contract should be included. The rates should remain firm during the tenure of the contract period.

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Signature of the bidder under official seal

No.: DM (P&E)/CHP/ENQ/ 206/86

Date: 17/11/2022

**Annexure- E**

**Declaration of the Bidder**

To  
The Sr. Dy. Manager (P&E),  
Haldia Dock Complex,  
Chiranjibpur, Haldia,  
**Purba Medinipur.**

**Sub:** Enquiry for replacement of Coal Ship Loader- 1 (SL-1) Boom Shuttle drive both side Motors and Oil Seal of Input shaft of Boom Shuttle Drive South side Gear Box at Coal Handling Plant, under Haldia Dock Complex (HDC), SMP, Kolkata.

We, on behalf of our concern / company hereby declare that we have not been banned or de-listed or debarred by any Government or Quasi Government Agency or Public Sector Undertaking in India.

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**Signature of the Bidder with Seal**