

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
Syama Prasad Mookerjee Port, Kolkata  
हल्दिया गोदी परिसर  
HALDIA DOCK COMPLEX

संयंत्र और उपकरण (पी एंड ई) प्रभाग, परिचालन  
प्रशासनिक भवन, प्रथम तल, चिरंजीबपुर, पीओ: हल्दिया,  
जिला: पुरबा मेदिनीपुर, पश्चिम बंगाल, भारत, पिन -  
721604

Plant and Equipment (P&E) Division, Operational  
Administrative Building, First Floor, Chiranjibpur, PO:  
Haldia, District: Purba Medinipur, West Bengal,  
India, Pin - 721604  
मोबाइल नंबर / Mobile No. : +91 94347 35407

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No. - SDM(P&E) /Calibration/ BO /24/153

Dated 07.06.2024

**REQUEST FOR SUBMISSION OF BUDGETARY OFFER**

**Subject: Enquiry for Calibration of Measuring & testing instruments / tools of Haldia Dock Complex, SMPK.**

Reference above, you are requested to submit budgetary offer, for Calibration of Measuring & testing instruments / tools of Haldia Dock Complex, SMPK, as per the enclosed list Annexure-IV.

We would like to carry out calibration work at our site. In case it is not possible to carryout calibration at site for some items, you will have to take such items to your laboratory. Packing and to & fro transportation to be arranged and paid by you. Rate of such items to be submitted accordingly.

Your offer should be based upon the enclosed Form of Quotation (Annexure-I), Scope of work (Annexure-II), Terms & Conditions (Annexure-III), and Bill of Quantities (Annexure-IV).

Please submit your budgetary offer, positively **by 13.06.2024, by mail**, to the **Office of Plant & Equipment Division, Operational Administrative Building, Chiranjibpur, Post: Haldia, Dist.: Purba Medinipur, Pin - 721604.**

**The items mentioned in Annexure -IV may vary at the time of actual work.**

**Information Related to submission of offer**

i)	<b>Mode of Submission of Quotation/ Offer</b>	::	Budgetary Offers should be submitted by mail.
ii)	<b>Closing date &amp; time</b> for submission of Quotation / offer.	::	13.06.2024, up to 15:00 Hrs. (IST)
	<b>Date &amp; time of opening</b> of Quotation / offer.	::	13.06.2024, from 15:30 Hrs. (IST) onwards.
iii)	<b>Address for submission of bids in sealed cover</b>	::	Office of the Sr. Dy. Manager (P&E), Operational Administrative Building (1 <sup>st</sup> Floor), Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata (Formerly Kolkata Port Trust), Chiranjibpur, P.O. Haldia, Dist. Purba Medinipur, West Bengal, Pin-721604.

Thanking You,

Your faithfully,

**एस. चक्रवर्ती/S. Chakrabarty**

वरिष्ठ उप. प्रबंधक (पी एंड ई)/ **Sr. Dy. Manager (P&E)**

हल्दिया डॉक कॉम्प्लेक्स / **Haldia Dock Complex**

श्यामा प्रसाद मुखर्जी बंदरगाह, कोलकाता / **Syama Prasad Mookerjee Port, Kolkata.**

**FORM OF QUOTATION**

[To be filled on Bidder's Letter Head and submitted, duly signed & stamped]

To,

**Sr. Dy. Manager (P&E)  
Haldia Dock Complex,  
Syama Prasad Mookerjee Port, Kolkata.**

Sub.: Enquiry for obtaining Budgetary Offers **for Calibration of Measuring & testing instruments/tools of Haldia Dock Complex, SMPK.**

Ref.: Enquiry no. **SDM(P&E) /Calibration/ BO /24/153 dated 07.06.2024**

I, ....., authorized signatory of ..... (Name of the bidder),  
..... (Address of the bidder), having examined  
the Scope of Work and read the Documents [**Annexure-I, Annexure-II, Annexure-III & Annexure-IV**] enclosed with  
the Enquiry Letter [No. **SDM(P&E) /Calibration/ BO /24/153 dated 07.06.2024**], hereby submitting the  
Budgetary offer and undertake to render our services for the subject work.

I / We agree that the period for which the bid shall remain open for acceptance, shall not be less than **90** days,  
from the last date of submission of bid.

WITNESS:

Signature of authorised person of the bidder)

Signature:

Name: \_\_\_\_\_

Name:

Designation: \_\_\_\_\_

(In Block Letters)

Address:

Date: \_\_\_\_\_

Occupation:

(Office Seal)

**Scope of Work**

1. Successful bidder will plan their detailed programme prior to commencement of calibration work at HDC's site and inform HDC well in advance indicating names of personnel connected with the calibration job.
2. Calibration report will be provided by Successful Bidder for the instruments, after completion of work. Intending bidders' Laboratory should be accredited by NABL for calibration at their laboratory and also for onsite calibration job.
3. Successful Bidder will make necessary arrangements for on-site calibration at Haldia Dock Complex. The equipment/measuring & testing instruments/ tools for calibration will be handed over to their Engineers at site with necessary technical details and after calibration the equipment / measuring & testing instruments/tools will have to be handed over to HDC at site.
4. Measuring & testing instruments/tools after handing over to Successful Bidder, equipment of Successful Bidder as well as equipment of HDC submitted for calibration will be under custody of Successful Bidder during normal duty hrs. But beyond normal duty hrs., when Successful Bidder calibration team leaves the site, the same will be under custody of HDC's Security System.
5. Successful Bidder will arrange to mark all the calibrated Measuring Instruments/ Tools with properly signed sticker for calibration. Successful Bidder will commence calibration work and shall affix stickers, and reports will be issued subsequently.
6. Whenever malfunction or loss of measurement capability of instruments is noticed during the process of calibration, Successful Bidder, will halt the calibration and notify coordinator of HDC so that Engineers of HDC can check the malfunction and take necessary action. Such instrument shall be returned to HDC for necessary action at HDC's end like replacing another instrument, repair etc. at HDC's cost.
7. Validity of calibration of individual instruments /tools will be 1 (one) year from the date of calibration.
8. Additional Measuring and Testing Instruments/Tools may be included as per same quoted rate, terms and conditions, if the situation demands.

Planning & execution of the job will be done with mutually agreed dates, considering due date of calibration of instruments /tools.

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Full signature and seal of the bidder

Terms and Conditions

1. **Price:**

Item-wise price(s) for on-site calibration to be quoted by the intending bidders, which should remain firm till completion of the work. However, the taxes and other statutory levies will be extra as applicable. The Bidder should mention details of such applicable taxes.

2. **Payment Terms:**

After calibration and handing over of Stickers & Laboratory Job Reports duly signed and verified by NABL Certified Lab, 100% **progressive payment** will be made within 30 days from the date of submission of unambiguous Invoice.

3. **Completion Period:**

Successful Bidder will complete calibration **within 07 (Seven) days** time for individual instruments from the date of handing over to the calibration Engineers for calibration work at HDC's site.

4. **Validity:**

The validity of the offer should not be less **than 90 days** from the actual date of opening of the offer.

5. **Eligibility Criteria:**

The intending bidders are required to submit the following documents, as stated in the enquiry, otherwise their Bid will not be considered.

- a) Intending bidders' Laboratory should be accredited by NABL for calibration at their laboratory and also for onsite calibration. Photocopy of the above-mentioned documents should be submitted along with the offer.
- b) Photocopy of Order issued by Central Govt. /State Govt. /Port sector/PSU to the firm for calibration.
- c) Photo copies of valid GST registration Certificate (if applicable).

6. **Evaluation of Bid and selection of Successful Bidder:**

While evaluating the Bids, the Total amount (in ₹) as quoted by the Bidders shall be taken into account and will be considered for evaluation. Selection of the successful bidder will be made on the basis of the **"lowest TOTAL PRICE"** thus arrived.

In case it is found that the quoted **"TOTAL PRICE"** is same for two or more bidders and their bids become the lowest, the respective bidders will be given chance to submit their fresh Price Bid, subject to the condition that the fresh rate so quoted must be less than the rate quoted by the respective bidders earlier. Selection of the successful bidder will be made on the basis of the revised **"lowest TOTAL PRICE"** thus obtained.

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Full signature and seal of the bidder

**7. Access to Site / Gate Pass:**

Necessary Gate Pass / Dock Entry Permit, for entering into the Dock area, will be issued to the designated representative(s) of the prospective bidders, on chargeable basis [as per the extant "Scale of Rates" of SMP, Kolkata, available at <https://smportkolkata.shipping.gov.in> of Syama Prasad Mookerjee Port, Kolkata (Formerly Kolkata Port Trust)], to visit the site, for the purpose of inspection only, on receipt of a formal written request. The signature of such designated person(s) should be attested by the authorized signatory of the prospective bidders. Otherwise, the designated person(s) should have to submit proof of his/their identity through other means.

Such prospective bidder will be fully responsible for any injury (whether fatal or otherwise) to its designated representative(s), for any loss or damage to property, or for any other loss, damage, costs and expenses whatsoever caused, which, but for the granting of such permission, would not have arisen.

The prospective bidder will be liable to indemnify SMP, Kolkata against any loss or damage to the property of SMP, Kolkata or neighbouring property which may be caused due to any act of prospective bidder or their designated representative(s).

**8. Liquidated Damage Clause:**

If the Contractor fails to complete the work within the stipulated dates [as per Completion Period] or such extension thereof, as communicated by the 'Engineer', in writing, the Contractor shall pay as compensation (Liquidated Damage) to SMPK and not as a penalty, @ ½% (half percent) of the work remains unfinished (item wise price, excluding GST) as mentioned in the Letter of Acceptance of the tender/offer, for every week or part thereof the work remains unfinished. Provided always that the amount of such compensation shall not exceed 10% of the said value of work. Necessary GST, as applicable, on Liquidated Damage amount, shall also have to pay by the Contractor.

**9. Force Majeure:**

In the event of either party being rendered unable by force majeure to perform any obligations required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall upon notification to the other party be suspended for that period during which Force Majeure event lasts. The cost and loss sustained by either party shall be borne by respective parties. The term FORCE MAJEURE as employed herein shall mean acts of God, Earthquake, War, Revolt, Riot, Fire, Flood, Sabotage, Strike (excluding that of contractor's, supplier's or sub-contractor's employees) and Hurricane /Cyclone.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable, as aforesaid, shall notify the other party in writing immediately but not later than 48 (Forty-Eight) hrs. of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim.

**10. The bidder(s) shall have to give a declaration that their firm have not been banned or de-listed by any Government or Quasi-Government agencies or PSUs.**

**11. Syama Prasad Mookerjee Port, Kolkata reserves the right to accept or reject the offer in part or as a whole and do not bind themselves to accept the offer or to assign any reason thereof and no damage claim whatsoever will be payable by Syama Prasad Mookerjee Port. Mere issuance of enquiry document or opening of offer shall not construe that the bidder is considered automatically qualified.**

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Full signature and seal of the bidder

**PRICE SCHEDULE**

Enquiry no. **SDM(P&E) /Calibration/ BO /24/153** dated **07.06.2024**

Sub: **Enquiry for Calibration of Measuring & testing instruments / tools of Haldia Dock Complex, SMPK.**

**Preamble:**

1. This 'Price Schedule' is to be read in conjunction with other terms & conditions, including 'Scope of Work',
2. The rates and amounts are to be quoted by the bidder, at the appropriate places of the 'Price Schedule'. The quoted rates [to be quoted in 'PRICE SCHEDULE' only] should include all taxes & duties of Central/ State/ Local bodies [excluding Goods and Services Tax (GST)], as applicable, travel expenses, boarding & lodging, other incidental charges, overheads & profit, etc., necessary for the complete services, as described in this 'Price Schedule' and 'Scope of Work'.
3. GST, as applicable, shall be paid extra against proper invoice.  
  
The Successful bidder will be required to submit GST compliant invoice with all required details and also be required to file timely & proper return, so as to enable SMPK to get due credit against GST paid.  
  
In case of any failure on the above account, GST amount, even if paid by SMPK, shall be recovered from the Successful bidder.
4. The quantities given in the 'Price Schedule' are indicative only, which may vary (both upward & downward) during execution and are given to provide a common base for submitting quotation & evaluation. However, the payment will be made on the exact quantity to be executed by the Successful Bidder.
5. The quoted prices should remain firm during the validity period of the bid / offer (including any / all extension thereof, agreed by the bidder).

The accepted rates should remain firm till completion of work. No Price escalation is admissible other than statutory increase in Taxes & Duties.

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Full signature and seal of the bidder

## PRICE SCHEDULE

Enquiry no. **SDM(P&E) /Calibration/ BO /24/153** dated **07.06.2024**

Sub: Enquiry for obtaining Budgetary offer for obtaining Calibration of Measuring & testing instruments/tools of Haldia Dock Complex, SMPK.

<b>LIST OF VARIOUS MEASURING &amp; TESTING INSTRUMENTS/ TOOLS OF DIVISION, HALDIA DOCK COMPLEX, SMPK</b>					
<b>Sl. No.</b>	<b>Section of P&amp;E Division</b>	<b>Section I.D.No.</b>	<b>Instrument /Tools</b>	<b>Range</b>	<b>Rate for Calibration (Excluding GST) in INR</b>
1.	<b>LOCOSHED, DIVISION: PLANT&amp; EQUIPMENT</b>	P&E/L&T/098	Megger (Insulation Tester), 500V	0-100 MQ	
2.		P&E/L&T/101	Volt meter DC	0- 150V	
3.		P&E/L&T/104	DC Ammeter	(-) 5 -0 - (+) 5A	
4.		P&E/L&T/108	DC Ammeter	(-) 10 – 0- (+)60A	
5.		P&E/L&T/109	Vernier Caliper	0-200 mm	
6.		P&E/L&T/121	Pressure Gauge	0-600Kg/sq cm	
7.		P&E/L&T/135A	DC Volt Meter	0-100 v	
8.		P&E/L&T/148A	Temp. Gauge	40-1050C	
9.		P&E/L&T/149B	Temp. Gauge	40-1100C	
10.		P&E/L&T/156B	Pressure Gauge	0-10 Bar (Air)	
11.		P&E/L&T/157A	Pressure Gauge	0-42 Kg/sq .cm	
12.		P&E/L&T/158A	Pressure Gauge	0-7 Kg/sq.cm	
13.		P&E/L&T/165A	Pressure Gauge (Dual)	0-10 Kg/sq.cm	
14.		P&E/L&T/170	Motor operated Insulation Tester	500 volts, DC, 0 Ohm -1000 Ohm & Infinity	
15.		P&E/L&T/171	Hand Driven generator type Insulation Tester	500 volts, DC, 0-Ohm -1000 Ohm & Infinity.	
16.		HDC-3	Pressure Gauge	0-3000 P.s.i	
17.		I-IDC-3 (a)	Pressure Gauge	0-210 Kg/sq.cm	



18.	<b>LOCK ENTRANCE, DIVISION: PLANT &amp; EQUIPMENT</b>	HDC-3B	Pressure Gauge	0-210 Kg/sq.cm	
19.		HDC-3B1	Pressure Gauge	0-210 Kg/sq.cm	
20.		HDC-4	Pressure Gauge	0-28 Kg/sq.cm	
21.		HDC-4A	Pressure Gauge	0-210 Kg/sq.cm.	
22.		H DC-4A_ I	Pressure Gauge	0-28 Kg/sq.cm.	
23.		HDC-4B	Pressure Gauge	0-28 Kg/sq.cm.	
24.		HDC-4B-1	Pressure Gauge	0-28 Kg/sq.cm.	
25.		L&E-02	Pressure Gauge	0-28 Kg/sq.cm.	
26.		P&E/LE/003	Megger	0-5000 MΩ, 2500V	
27.		P&E/LE/008	Hand Driven generator type Insulation Tester	1000 volts, DC, 0 -2000 M Ohm & Infinity.	
28.	<b>ORE &amp; COAL HANDLING PLANT, DIVISION: PLANT &amp; EQUIPMENT</b>	P&E/OCB/04	Digital Clamp Meter	1 0000v, 200V, 750V, 20A, 200A, 600A, 2000, 20KQ	
29.		HDC-7	Vernier Caliper	0-200 mm.	
30.		P&E/OCB/8	AC KV Meter	110V, 33KV/110V	
31.		P&E/OCB/9	AC KV Meter	110V, 33KV/110V	
32.		HDC-IO	Outside Micrometer	125-150 mm.	
33.		P&E/OCB/17	Hand Driven generator type Insulation Tester, (MIC no. 53715	500 volts, DC, 0-Ohm -1000 Ohm & Infinity.	
34.		P&E/OCB/18	Hand Driven generator type Insulation Tester, (M/c no. 5371	500 volts, DC, 0 — 1000 M Ohm & Infinity	

35.		P&E/OCB/21	Secondary Current (Relay) test set,  230 V, Single Phase, 50 Hz, (M/c No. 200909428)	Max. Capacity: 1500 VA	
36.		P&E/OCB/24	Digital Clamp Meter (M/C no.1502203)	AC-750 V, DC1000 v, 400 V, 400 A, 2000 A	
37.		P&E/OCB/25	Motor Checker	300 mH, 80 ohm, 500V, 0-20 M ohm & Infinity	
38.		P&E/OCB/26	Inside Micrometer	50-200 mm	
39.		P&E/OCB/28	Dial Gauge	10.0 mm	
40.		P&E/OCB/29	Dial Gauge, [Type J02, Reading 0.01 mm	10.0 mm	
41.		P&E/OCB/30	Digital Vernier	12"	
42.		P&E/OCB/31	Dial Vernier (Sl. No. 388050), Make. Mitutoyo.	300 mm	
43.		P&E/OCB/35	Hand driven megger(2500v) SL.- 105497 (7/21 /S CIE/444)	2500 v	
44.		P&E/OCB/36	Hand driven megger (5000v)  SL -105469 6/21/S CIE/444	5000 v	
45.		P&E/OCB/37	Hand driven megger (500v) SL.- 105437 (6/21/K CIE/444)	500 v	

46.		P&E/OCB/38	Motorized megger (2500v)  SL. 105447  (6/21/S CIE/777)	2500 V	
47.		P&E/OCB/39	Motorized megger (500V) SL. 105449  (6/21/S/ CIE/777)	500 V	
48.		P&E/OCB/40	Digital Earth tester SL. No. 200024429	10Ω- 1000Ω	
49.	<b>CHIRANJIBPUR POWER HOUSE, DIVISION: PLANT &amp; EQUIPMENT</b>	M/P&E/PH/13	Motor operated Insulation Tester	2500 volts, DC, 50 M Ohm - 50000 M Ohm & Infinity.	
50.		M/P&E/PH/15	Motor operated Insulation Tester	2500 volts, DC, O - Ohm - 10000 M Ohm & Infinity	
51.		M/P&E/PH/29	Heat Gauge	0-600 C	
52.		M/P&E/PH/32	Heat Gauge	0-600 C	
53.		M/P&E/PH/38	Heat Gauge	0-600 c	
54.		M/P&E/PH/43	Heat Gauge	0-600 c	
55.		M/P&E/PH/49	Heat Gauge	0-100 c	
56.		M/P&E/PH/58	Heat Gauge	0-100 c	
57.		M/P&E/PH/60	Heat Gauge	0-100 c	
58.		M/P&E/PH/73	Motor Checker	0-60 Ω,O-300 mH	
59.		M/P&E/PH/204	Pressure Gauge	0-100 Kg/cm <sup>2</sup>	
60.		M/P&E/PH/205	Pressure Gauge	0-100 Kg/cm <sup>2</sup>	
61.	<b>1st &amp; 2nd OIL JETTY, DIVISION: PLANT &amp; EQUIPMENT</b>	P&E/20J/04	Voltmeter DC.	0-200V	
62.		P&E/20J/014	Voltmeter A.C	110V/  (3.3KV/110V)	
63.		P&E/20J/024	Digital clamp meter	1 000 V, 200V,750V, 20A, 200A, 600A,200Ω, 2KΩ.	

64.		P&E/20J/042	Ammeter A. C	IA 150(A/1A)	
65.		P&E/20J/015	Voltmeter A.C,	0-4 KV, (C.T. Ratio: 3.3 KV/110	
66.		P&E/20J	Ammeter, A.C	0-400 A, (C.T. Ratio: 400A/5A)	
67.	<b>CENTRAL WORKSHOP, DIVISION: PLANT &amp; EQUIPMENT</b>	P&E/CW/02	Outside Micrometer	50-150 mm	
68.		P&E/CW/03	Vernier Cali	0-300 mm	
69.		P&E/CW/06	Megger	2.5KV, 0- 5000 MΩ	
70.		P&E/CW/09	Hand Driven generator type Insulation Tester	1000 volts, DC, 20 M Ohm -2000 M Ohm & Infinity.	
71.	<b>TOWNSHIP ELECT. MAINT., DIVISION: PLANT &amp; EQUIPMENT</b>	P&E/TSEM/06	Digital Clamp Meter	1000V DC, 200V AC, 20A, 200A, 600A AC, 200Ω, 20KΩ	
72.		P&E/TSEW07	Relay Test Set.	110 V, 125V, 250V AC, 500V (250V 'MAX) AC, 15A 30A	
73.		P&E/TSEM/16	AC Ammeter	0-6A	
74.		P&E/TSEM/17	Sound Level Meter	30-80dB, 50- 100dB & 80- 130dB	
75.		P&E/TSEW18	Analog Multimeter	2.5V, 10V, 25V, 100V, 250V, 500V, 1000V DC, 2.5V- 1000V AC, 50mA - 10A DC, 100mA-	

				10A AC, 1KΩ 1MΩ	
76.		P&E/TSEM/22	Motorized Insulation Tester, Make: CIE, Model: CIE/777, sl. No: 30503	1000/ 2500 Volt DC: 10 10000 M Ohm/ 25- 25000 M ohm & Infinity,	
<b>Total Amount</b> [excluding GST] =					
<b>Amount (in words)</b> [excluding GST]	:				
<b>Rate of applicable GST (%)</b>	:				
<b>Total Amount</b> [including GST]	:				

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Full signature and seal of the bidder