

**HOOGHLY PRINTING CO. LTD.**  
(A Govt. of India Enterprise)  
41, Chowringhee Road, Kolkata - 700071  
Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734  
e-mail : hooghlyprint@dataone.in  
**NOTICE INVITING TENDER**

NIT NO. 02/2015-16 Dated 24.06.2015

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Hooghly Printing Co. Ltd.(HPC) invites Offers in sealed covers for road transportation of printed materials from Kolkata to Agartala, Tripura by full truck load on door delivery basis :-

Transportation to be made by trucks having loading capacity of (A) 9-10 MT (B) 15-16 MT (C) 20-22 MT

**1. Eligibility Criteria:**

- a) Bidders should have average turnover of Rupees One Crores or more in the last three years. Last Three years audited accounts have to be submitted with the Technical Bids. (Documentary proof to be submitted of last three years audited accounts)
- b) Transporters who have successfully executed a single Contract or Order valued at Rs.Ten lakhs or more in the last three years are eligible to quote. (Proof of execution of such Contract/Order is to be enclosed with the offer).

**2. Scope of Service:**

- a) Road transportation of 600 MT (+20%) from Kolkata and adjoining areas to Agartala, Tripura by 9-10 MT/15-16 MT/20-22 MT goods carriages during the period September, 2015 to January, 2016. The transporter shall be responsible for loading of the materials at the originating point(s) and unloading of the same at the destination(s) on door delivery basis. No material handling equipment will be provided by the company. Transshipment is not permitted, unless specifically required with prior approval.
- b) **Placement of Truck** - Transporters should always remain available round the clock over Telephone / Fax/E-mail for communication. Transporters are required to place vehicles within 24 hours of receipt of intimation from consignor over Telephone /Fax /E-mail failing which Risk Purchase/Penalty Clause will be applicable.

**3. Validity of Contract:** The Contract will be valid from 7<sup>th</sup> July, 2015 to 31<sup>st</sup> March, 2016. However the same may be extended for a further period of one month by mutual consent.

**4. Insurance:** Insurance shall be arranged by the company under its Open Marine Policy. Consignee Copy of Consignment Notes to be provided by the transporter.

**5. Rate:** Rates to be quoted by the transporters on per kg basis as per the format available in the tender documents. Such rates should be inclusive of loading & unloading charges, incidental expenses, toll charges, parking charges, Entry tax levied by Municipalities and/or Local Authorities. Such rates to remain valid till 31.03.2016.

**6. Service Tax:** Service Tax as applicable shall be paid by the consignor.

**7. Earnest Money Deposit:** Rs.50,000/- (Rupees Fifty Thousand Only) in the form of demand draft/pay order favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata to be submitted with the Offer. EMD will be refunded to the unsuccessful bidders.

**8. Tender Form:** The tender form will be available from the above address on any working day excluding Saturday between 11.00 Hrs. and 15.00 Hrs. on payment of Rs.500/- (Rupees Five Hundred Only) in the form of Demand Draft/Pay Order favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata. In the alternative Bidders may download the tender form from the company's website [www.hooghlyprinting.com](http://www.hooghlyprinting.com) In such case Demand Draft/Pay Order for Rs. 500/- favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata to be submitted along with the Offer.

**9. Submission of Bill:** Bill for transportation alongwith Challan/Consignment Note duly receipted of the consignee /Consignment Copy duly stamped by the Customer/Receiver has to be submitted within 7 days from the date of unloading of the materials. Receipted Challan by the Consignee must certify that goods received in good condition by the consignee.

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**11. Payment Terms:** Freight payment will normally be made on 60 (Sixty) days credit basis from the date of receipt of transporter's bill and receipted challan along with all supporting documents, if required and no overdue charges will be paid.

**12. Submission of Offers:** Offers to be submitted in one envelope super scribing "NIT No.02/2015-16 Dated 24.06.15". Last date of Submission of Offers is 07.07.2015 by 15.00 Hrs. The offers would be opened on same day by 16.00 Hrs.

**13. Tender Evaluation** - Evaluation will be done on Freight Charge for each truck. Other charges like Detention Charges etc. will not be considered for evaluation purpose but shall be negotiated separately. It would be mandatory for all bidders to match the negotiated (a) L-1 Detention charge.

**14. Precautionary measure to prevent damage** – Transporter should take adequate precaution so that consignment is not damaged during loading, unloading and in transit. However, Transit Insurance will be arranged by HPC. Necessary equipments and manpower required for loading / unloading have to be arranged by transporters at the originating/destination points, if reqd., should preferably be certified by end user /receiver. It is essential that the transporter will take every precaution at all times to ensure that the consignment is protected from any likelihood of breakage / water damage / pilferage etc. The transporter will undertake to deliver the consignment in good condition and any loss or damage caused will be considered to have been caused by the negligence of transporter unless it can be established to have been caused by natural calamity. The transporter in turn, to protect the right of recovery of claims of the company from the underwriter, will be required to submit documents / information as and when called for:

**For Claims made against accident, theft etc. -**

- (a) The copy of original statement of the truck driver duly acknowledged by the respective police station regarding the circumstances resulting the accident or theft.
- (b) The full address of the Police Station where the complaint was lodged with a copy of complaint and the Police Station General Diary No. & Date.
- (c) Copy of the Final Police Investigation Report of the concerned Police Station.
- (d) Photographs, if any, taken at the place of accident or theft.
- (e) Copy of the consignment note.
- (f) Acknowledge with receipt the claim made by the Company.
- (g) Damage Certificate / Non Delivery Certificate of the Consignment.
- (h) Any other information / documents, as may be required by the underwriter.

**15. Delivery Time** - Materials are to be delivered within reasonable time as given below and for delay in delivery; penalty will be deducted from the bills @ Rs.10000/- (Rupees Ten Thousands only) per day per vehicle.

Description of vehicle	Transit Time(days): (Excluding the departure and arrival day)
(A) Trucks having loading capacity of 9-10 MT	8
(B) Trucks having loading capacity of 15-16 MT	10
(C) Trucks having loading capacity of 20-22 MT	12

**16. Risk Purchase:** Time is the essence of the Contract. Bidders are required to provide requisite vehicle as per delivery instructions failing which Risk Purchase Clause will be applicable without Prejudice to the Company's right to black list the Bidder. Any failure on the part of transporter to place truck in proper time to the proper place or any refusal / denial to accept HPC's request will be treated as breach of contract and transporter would be liable to give suitable explanation to HPC. HPC reserves the right to dispatch the goods by any other transporter / agency as deemed fit and the additional cost of the same (incidental/consequential) shall be debited to the transporter's account.

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**17. Arbitration Clause** - All disputes relating to this order or relating to the price of the goods supplied or services provided there under or otherwise arising there from between the seller and buyer shall be subject to and referred to the court or competent jurisdiction situated within the limits of the City of Kolkata.

**18. Force Majeure:** In case of breakdown/accident when the goods are in transit, the contractor should inform all the details immediately for taking alternate steps as well as for Insurance claims. In the event of any unforeseen incidence during the transit the same should be intimated to us within 24 hrs. We will arrange Insurance survey and only after completing such formalities the material should be further moved. During this period you have to arrange for the safe custody of the material. In case of any short supply you are responsible for the same and the cost will be recovered from you.

**19. Termination of Contract:** In the event of failure on the part of transporter to render satisfactory services, HPC reserves the right to terminate the contract at any point of time at its sole discretion.

**20. Distribution of Tender quantity among all the qualified bidders:**

Negotiated L-1 price will be offered to other qualified bidders. The tender quantity will be split among all qualified bidders with preference to the original L1 bidder as per the Company's laid down Procedure.

**21. Note:**

- a) No Extra charges for lifting of materials from Ghatakpukur/Dhapa/Dhulagorh/Thakurpukur will be considered.
- b) No consignment other than that of HPC to be loaded in the same truck. If loaded, HPC shall have the right to call for explanation from the transporter. Damage of HPC in terms of material or otherwise, if any, caused due to loading of consignment other than HPC would be borne by the transporter.
- c) Transporter should comply with the **Carriage by Road Act, 2007**. All vehicles deployed by the transporters should be registered with State Transport Authority or a Regional Transport Authority constituted under section 68 of Motor Vehicles Act 1988.
- d) Bidders are advised to acquaint themselves with the local conditions especially loading & unloading charges before submission of bids. No extra charges for loading & unloading will be paid by HPC under any circumstances.
- e) For calculating detention charge the date of material reaching the destination and date of unloading will not be considered.

The management reserves the right to cancel or accept or reject any or all the offers and/or to divide the quantity ordered between one or more bidders without assigning any reason whatsoever. Management reserves the right to cancel this tender or to extend the due date of receipt of bid(s) without assigning any reason thereof.

Clarifications if any, in this regard may please be obtained from this office before submission of the offers.

Date: 24.06.2015

For Hooghly Printing Co. Ltd.

Place: Kolkata

Sr.Manager(F&A)

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**TENDER FORM**

1. NIT NO. & DATE : NIT 02/2015-16 DT. 24-06-2015
2. NAME OF THE BIDDER IN FULL :
3. ADDRESS OF THE BIDDER
  - (a) Registered Office :
  - (b) Head Office :
  - (c) Branches :
  - (d) Workshop/Godown :
  - (e) Depot :
4. TELEPHONE NO./ FAX / E-MAIL :
5. STATUS OF THE ORGANISATION :  
Proprietorship / Partnership / Ltd. Co./  
Pvt. Ltd. Co.
6. DATE OF COMMENCEMENT OF BUSINESS:
7. NAME, FATHER'S NAME & RESIDENTIAL ADDRESS OF PARTNERS / DIRECTORS / PROPRIETOR AS THE CASE MAY BE (Use separate sheet if necessary) :
8. WHETHER THE TRANSPORTER IS BANK APPROVED (if so please furnish credentials) :
9. BANK PARTICULARS :
  - (a) Name of the Bank & Branch :
  - (b) Address of the Branch :
  - (c) Telephone No. of the Branch :
  - (c) Account Number :
  - (d) Type of Account :

**Note:** The Tenderer shall sign on each and every page of this Tender Form under his seal.

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- (e) IFS Code of the Branch :
- (f) Term loan sanctioned :
- (g) Bank Guarantee limit :
- 
10. TRADE LICENCE NO. :  
(Please attach a photo copy)
11. SERVICE TAX REGISTRATION NO. :
12. I. T. PERMANENT ACCOUNT NO. :  
(Please attach photo copy)
13. WHETHER THE APPLICANT IS ENLISTED :  
WITH ANY PUBLIC SECTOR  
UNDERTAKING, STATUTORY BODY  
CENTRAL OR STATE GOVT. DEPT  
(if so, the details to be furnished)
14. WHETHER THE APPLICANT HAS BEEN :  
BLACK LISTED BY ANY PUBLIC SECTOR  
UNDERTAKING, STATUTORY BODY  
CENTRAL OR STATE GOVT. DEPT
15. FINANCIAL CAPACITY :
- (a) Fixed Capital :
- (b) Working Capital :  
(Copy of audited Balance Sheet to be enclosed)

**Note:** The Tenderer shall sign on each and every page of this Tender Form under his seal.

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**16. PROOF OF MAJOR TRANSPORTATION  
CONTRACTS EXECUTED DURING THE  
LAST TWO FINACIAL YEARS**  
(Documentary proof to be enclosed)

(a) Name(s) of the Customer(s) :

(b) Value of the Orders :

(c) No. of Orders :

**17. PARTICULARS OF GOODS CARRIAGES**

**OWNED BY THE TRANSPORTER :**

(Photocopies of certificate of registration to be enclosed)

Sl. No.	Vehicle Regn. No.	Make	Model (Year of first Regn.)	Carrying Capacity(M.T)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

(Attach separate sheet wherever necessary)

**15. RATE:**

Sl. No.	Description	(A)Rates per kg for 9-10MT Vehicle	(B)Rates per kg for 15-16 MT Vehicle	(C)Rates per kg for 20-22MT Vehicle
1.	<b>Kolkata,West Bengal to Agartala,Tripura</b>	Rs.	Rs.	Rs.
2.	<b>Detention Charges Per day</b>	Rs.	Rs.	Rs.

**16. EMD PARTICULARS:**

i) DD/Pay Order No.....&.....and date.....for Rs.500/- & 50,000/-

ii) Bank.....Branch.....

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I/We hereby certify that the above particulars furnished by me/us are true to the best of my/our knowledge and belief; and in case of misrepresentation of facts, Hooghly Printing Co. Ltd. shall have the right to reject this Tender.

Signature of authorized person with seal

Date:

Place :

**Note:** The Tenderer shall sign on each and every page of this Tender Form under his seal.