

The following details need to be furnished before submitting Tender/ Corrigendum along with the required soft copy of the file (single PDF) that need to be uploaded.

Tender/ Corrigendum	
Division:	P&E
Tender No:	SDM (P&E)/769/ ENQ./04
E-Tender no:	*****
Description (in characters):	Enquiry for obtaining budgetary quotation for Collection of readings of electric energy meters, installed at various locations, under Haldia Dock Complex, Kolkata Port Trust, for 3 (Three) years' contract basis i.e. for 36 (Thirty Six) months.
Submission Date: (dd/mm/yyyy) & Time (hh:mm)	04/07/2020 Time 09:30
Opening Date: (dd/mm/yyyy) & Time (hh:mm)	17/07/2020 Time 17:30
Remarks (If any):	



KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
AN ISO-9001:2015 ORGANISATION
Office of Plant & Equipment Division,
Operational Administrative Building (1st floor),
P.O. & P.S. Haldia, Dist. Purba Medinipur
West Bengal, India. Pin – 721 604



No. SDM (P&E)/769/ ENQ./04

Dated 02.07.2020

‘REQUEST FOR SUBMISSION OF BUDGETARY OFFER’

SUB :- Enquiry for obtaining budgetary quotation for Collection of readings of electric energy meters, installed at various locations, under Haldia Dock Complex, Kolkata Port Trust, for 3 (Three) years’ contract basis i.e. for 36 (Thirty Six) months.

Haldia Dock Complex, Kolkata Port Trust intends to engage an agency on contract basis for “Collection of readings of electric energy meters, installed at various locations, under Haldia Dock Complex, Kolkata Port Trust, for 3 (Three) years’ contract basis i.e. for 36 (Thirty Six) months.” at Dock and Township area under Haldia Dock Complex, Kolkata Port Trust at Haldia.

A scope of work and methodology, in this regard, is enclosed herewith for ready reference please.

Budgetary offers (as per the enclosed Annexure), along with comments / suggestions (if any), are invited from experienced / reputed firms, for the subject work, within 17.07.2020.

Enclo :- A/a.

Sr. Dy. Manager (P&E)
Haldia Dock Complex, KoPT

Collection of readings of electric energy meters, installed at various locations, under Haldia Dock Complex, Kolkata Port Trust, for 3 (Three) years' contract basis i.e. for 36 (Thirty Six) months.

1 SCOPE OF WORK

- 1.1 The contractor shall have to collect readings of electrical energy meters (2750 nos. approx.), under Haldia Township Zone / Residential Zone and under Chiranjibpur Power House/ Dock & Industrial Zone of Haldia Dock Complex, Kolkata Port Trust. Total quantity of energy meters in both the zones may vary $\pm 10\%$. However, payment will be made on actual quantity of reading of energy meters collected.
- 1.2 The contract shall be valid for three years from the date of actual commencement of work.
- 1.3 Rate for collection of each energy meter reading per month including all, will be as per quoted rate in the Price Bid. The rate includes collection of Meter reading and entry of data in meter reading book on monthly basis per consumer per meter.
- 1.4 Making On line entry of collected data after collection of field data at the office Sr. Dy. Manager (P&E), HDC during normal working hours. from 9.30am to 5.30pm, 5days a week.
- 1.5 Necessary set up like, Interface menu for online entry of data, Table, chair, desktop computer, LAN connectivity will be arranged by HDC, KoPT.
- 1.6 Creation of new customer-ids, record keeping of documents, creation of customer books, complaint recording is in the scope of bidder.
- 1.7 The rate of collection of each energy meter reading & On line Data entry of energy meters readings collected shall be as per quoted & accepted rate which will be firm through out the contract period of three years.
- 1.8 All data entries shall be made before 7th day of each month.
- 1.9 Payment: Payment will be made within 30 days after submission of unambiguous bill in triplicate along with job certification (indicating quantity of collected energy meter readings) from the concerned Sectional-In- Charges of Township Electrical Maintenance Office and Chiranjibpur Power House Section of Haldia Dock Complex. The bill will have to be raised in every month as per total number of energy meter readings collected, at actual and payment will be made on actual quantity of energy meter reading collected.
- 1.10 In case of any wrong meter reading collected/entered, the contractor will have to collect the actual energy meter reading immediately and make necessary corrections with out any extra cost.
- 1.11 The order may be terminated after serving fifteen days' notice to the contractor for non-satisfactory performance with out any obligation and extra cost to Haldia Dock Complex / Kolkata Port Trust. In such case, HDC, KoPT will recover the cost for collection of readings of electric energy meters for the remaining period through some other agency, at the risk & cost of the contractor. No correspondence / conference in this regard will be entertained.
- 1.12 The type of energy meters may be changed in future and the rate for collection of energy meter readings will not be changed due to the change of type of meters.

2 METHODOLOGY

- a) The certification of collection of energy meter readings will be done by the Sectional In-charge (Township Electrical Maintenance) for all the energy meters under jurisdiction of Township Electrical Maintenance / Residential Zone and the certification of collection of energy meter readings will be done by the Sectional In-charge (Chiranjibpur Power House) for all the energy meters under jurisdiction of Chiranjibpur Power House/Dock & Industrial Zone.
- b) List of the particulars of meter reading collected should be submitted to the Sectional In-charge (Township Electrical Maintenance) for Township zone and Sectional In-charge (Chiranjibpur Power House) for Dock and Industrial Zone, for necessary certification.
- c) The contractors will obey the Rules & Regulation of Contract Labour Regulation & Abolition) Act - 1970 and Contract Labour (Regulation & Abolition) Central Rules - 1971 along with amendments, if any, EPF & MP Act - 1952 (along with amendments, if any) & E.S.I.C ACT (Employers State Insurance Act - 1948, along with amendments, if any).
- d) Authorized person of the contractor will collect the Keys of the meter rooms from HDC's office with proper documentation every day and the same will have to be deposited every day after completion of work with proper documentation within working hours (i.e. from 08.00 hrs to 17.00 hrs) of HDC/KoPT.
- e) If any meter has been found no advance reading recorded, the same has to be brought to the notice of concerned Sectional In-charge. If any meter shows abruptly low or high meter reading, the same also has to be brought to the notice of concerned Sectional In-charge.
- f) The meter readings of every month are to be indicated in the respective meter reading books and meter data sheets supplied by the concerned official of Plant & Equipment Division.
- g) If any meter has been found got tampered or any power theft, the same has to be brought to the notice of respective Sectional In-charge.
- h) If any meter has been found at broken seal condition, the same has to be brought to the notice of concerned Sectional In-charge, immediately.
- i) The Contractor will collect meter readings in each zone as per requirement as directed by Sr. Manager (P&E) of HDC, KoPT or his authorized representative.
- j) Necessary gate pass will be provided to authorized representative of the contractor on chargeable basis for entering into Dock zone, residential zone for collection of meter readings.

- k) Collection of meter readings shall be commenced from 15th day of a particular month and will end by last day (28th /30th /31st, as applicable) of that particular month.
- l) The meter reading Book or any other document, used by the contractor or their employee will be ultimately the property of HDC / KoPT. The contractor or their employees will be debarred from using any data from the records or pass on any data to any other but to HDC / KoPT or Sr. Dy. Manager (P&E) or to his representative.
- m) The successful bidder must issue photo identity card to the concerned meter reader, engaged by him, for identification of the person and the said photo identity card shall be duly authorized by Sr. Dy. Manager (P&E) of HDC, KoPT or his representative.
- n) Making On line entry of collected data after collection of field data at the office Sr. Dy. Manager (P&E), HDC at Chiranjibpur Operational Administrative Building during normal working hours from 9.30am to 5.30pm, 5days a week.
- o) Necessary set up like, Interface menu for online entry of data, Table, chair, desktop computer, LAN connectivity will be arranged by HDC, KoPT.
- p) Creation of new customer-ids, record keeping of documents, creation of customer books, complaint recording is in the scope of bidder.
- q) All online data entries shall be made before 7th day of each month.

BUDGETARY PRICE SCHEDULE

Job: Collection of readings of electric energy meters, installed at various locations, under Haldia Dock Complex, Kolkata Port Trust, for 3 (Three) years' contract basis i.e. for 36 (Thirty Six) months

Sl. No.	Description of charges	Unit	Tentative Qty	Unit Rate / Charge, (in INR)	Amount (in INR)
1.	Monthly charge for collection of reading for electric energy meters, installed at various locations, under Haldia Dock Complex, Kolkata Port Trust, as per Scope of work & methodology and Terms & Conditions of the Tender Document	No.	2750		
2.	On line Data entry of energy meters readings collected per month.	No.	2750		

IMPORTANT NOTICE:

1. The quantity of energy meters indicated above is tentative only, which may vary by $\pm 10\%$ and payment would be made on collection of readings of actual quantity of energy meters.
2. The quoted rate, except statutory taxes, duties, levies, cess etc., should be firm throughout the contract period
3. The bidder(s) have to quote their rate inclusive of all charges, except service tax & cess, if & as applicable. The rate of applicable taxes is to be indicated in price part.

Dated:

**Signature of the Bidder
with Official Seal**