

KOLKATA PORT TRUST
(Kolkata Dock System)

FINANCE DEPARTMENT

TENDER NO. : FIN/Tender/Bihar-UP-Odisha-Jharkhand- Andhra Pradesh/16/ 3 Dated 29.09.2016

NOTICE INVITING TENDER

FOR

Subject: ENGAGEMENT OF AGENCIES/ FIRMS FOR “PERSONAL VERIFICATION AND COLLECTION OF AADHAAR DETAILS OF PENSIONERS/FAMILY PENSIONERS OF KOLKATA DOCK SYSTEM RESIDING IN THE STATES OF UTTAR PRADESH, BIHAR, JHARKHAND, ODISHA & ANDHRA PRADESH FOR AADHAAR LINK PENSION PAYMENTS ”.

Last date of submission Upto 14.00 hours on 18.11.2016

Date & time of opening of Techno-commercial bid of Tender

At 15.00 hours on 18.11.2016

15, Strand Road,
Kolkata – 700 001

Financial Adviser &
Chief Accounts Officer (I/C)

Price: Rs.100/- (Non-refundable)

Kolkata Port Trust

KOLKATA PORT TRUST
FINANCE DEPARTMENT

TENDER NOTIFICATION

TENDER NO. : FIN/Tender/Bihar-UP-Odisha-Jharkhand- Andhra
Pradesh/16/ 3 Dated 29.09.2016

Subject: ENGAGEMENT OF AGENCIES/ FIRMS FOR “PERSONAL VERIFICATION AND COLLECTION OF AADHAAR DETAILS OF PENSIONERS/FAMILY PENSIONERS OF KOLKATA DOCK SYSTEM RESIDING IN THE STATES OF UTTAR PRADESH, BIHAR, JHARKHAND, ODISHA & ANDHRA PRADESH FOR AADHAAR LINK PENSION PAYMENTS ”.

Sealed tenders in prescribed form are invited from Agencies for personal verification and collection of Aadhaar details of pensioners/family pensioners of Kolkata Dock System (KDS) of Kolkata Port Trust (KoPT) residing in the state of **UTTAR PRADESH, BIHAR, JHARKHAND, ODISHA & ANDHRA PRADESH.**

i)	Tender Document Fee	Rs.100/-
ii)	Earnest Money	Rs.12,600/-
iii)	Security Deposit	Rs. 63,500/- or 10% of the contract value, whichever is higher
iv)	Sale of Tender Document	From 29.10.2016 To 18.11.2016 (upto 1300 hrs.) during Office Hours (except Saturdays, Sundays & holidays)
v)	Pre-bid Meeting	At 15.00 hours on 11.11.2016 at Conference Room, KoPT Head Office, 15 Strand Road, Kolkata-700001
vi)	Last date of submission of Tender.	Upto 14.00 hours on 18.11.2016.
vii)	Date & time of opening of Techno-commercial bid of Tender	At 15.00 hours on 18.11.2016.
viii)	Opening of Price Bid	At 12.00 hours on 22.11.2016. Provided Techno Commercial Bids are in order.

Tender document may be obtained from the office of Finance Department (Cash & Pay Section) at 15, Strand Road, Kolkata – 700 001 on deposition of Rs.100/- in cash, towards the cost of tender document, against application. Alternatively, the prospective tenderers may download the complete tender document from KoPT's website www.kolkataporttrust.gov.in and in that case, the prospective tenderers would be required to deposit Rs.100/- in the form of cash/ Bank draft/Banker's cheque (in favour of 'Kolkata Port Trust' from any scheduled bank, payable at 'Kolkata') prior to Pre-Bid Meeting. Deposition of the aforesaid amount is mandatory to attend the Pre-Bid Meeting and/or to submit his/their bid, in case the tender document is downloaded from KoPT's website.

The Kolkata Port Trust reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof. KoPT is not bound to accept the lowest tender(s) in part or in full and/or may distribute the contract between two or more Tenderers without assigning any reason.

FA&CAO (I/C)

KOLKATA PORT TRUST

FINANCE DEPARTMENT

15, STRAND ROAD,

KOLKATA – 700 001

GENERAL INSTRUCTIONS TO TENDERERS

Subject: ENGAGEMENT OF AGENCIES/ FIRMS FOR “PERSONAL VERIFICATION AND COLLECTION OF AADHAAR DETAILS OF PENSIONERS/FAMILY PENSIONERS OF KOLKATA DOCK SYSTEM RESIDING IN THE STATES OF UTTAR PRADESH, BIHAR, JHARKHAND, ODISHA & ANDHRA PRADESH FOR AADHAAR LINK PENSION PAYMENTS ”.

Sealed tenders are invited from reputed Agencies for personal verification and collection of Aadhaar details of pensioners/family pensioners of Kolkata Dock System (KDS) of Kolkata Port Trust (KoPT) residing in the state of **Uttar Pradesh, Bihar, Jharkhand, Odisha & Andhra Pradesh** in accordance with the conditions of contract.

The number of pensioners/ family pensioners residing in the states are given below:

Sl No.	Name of States	No of pensioners/ family pensioners (approximately)
1	Uttar Pradesh	2554
2	Bihar	2417
3	Jharkhand	20
4	Odisha	447
5	Andhra Pradesh	83
	Total	5521

1. Pre-Qualification Criteria for Vendors eligibility :

- i) The Firm/ Firms must have carried out similar work * in the past with Government Organisation .
- ii) The agency/ agencies must have authorisation issued by the Government agencies to carry out the preparation of Aadhaar Cards.

*Similar work includes verification of identity of personnel / Pensioners/ Family pensioners in any Govt organisation.

Note. If a single agency do not qualify for all the five states, Kolkata Port Trust can consider the offers from such agency for the concerned state for which the tenderer fulfils the eligibility criteria.

2. **SCOPE OF WORK:**

- i) To visit the residence of individual pensioners and carry out personal verification of the pensioners details including collection of Aadhaar particulars.
- ii) To collect the residential details of pensioners from respective pension distributing branch of the bank, wherever the residential details are not available in the data to be supplied by KoPT or the pensioners has since migrated elsewhere.
- iii) To enrol the pensioners for Aadhaar cards, who do not possess Aadhaar Cards.
- iv) To carry out personal verification of existence of pensioners and verify their age based on credible documents issued by the Government.
- v) To submit report of verification and details of Aadhaar, PAN, Age of individual pensioners to KoPT in the prescribed format with all supporting documents like Aadhaar Card, PAN Card, age Proof certificate and Voter Card alongwith a copy of Pension Card (PPO book) duly countersigned and stamped.

2A. **Tenderer's Responsibility:**

The tenderer should indemnify Kolkata Port Trust against any loss or damages suffered by the port due to any information regarding the pensioners/ Family Pensioners collected by the tenderer, if it turns out to be wrong.

3. **Time-frame**

The Agency/Firm selected will be required to submit the Report in the prescribed format as given in **Appendix-V** every 10 (ten) days interval. The entire exercise is to completed within 45 days from the date of issue of work order.

4. **SUPPORT FROM KOPT :**

- i) KoPT will provide the Name, Roll No., Bank Name, Branch Code and Address (wherever available) of the pensioners/family pensioners.
- ii) Kolkata Port Trust will provide letter of Introduction to the selected firm for visiting the pension disbursing banks to collect requisite data relating to the pensioners/family pensioners.

- iii) KoPT will issue letter of introduction to the selected firm for visiting the residence of pensioners.
- iv) KoPT will also provide details of pensioners/ Family pensioners who have submitted Aadhaar details to this office.

5. Earnest Money Deposit:

Each tenderer shall have to deposit with the Trustees' Financial Adviser & Chief Accounts Officer a sum of Rs.12,600/-, in cash, as Earnest Money and a photo copy of the Treasury Receipt (TR) so obtained, should be submitted along with the techno-commercial part of the tender without which no tender will be accepted. Earnest Money may be deposited in the form of cash / Banker's Cheque/draft from any scheduled Bank, drawn in favour of 'Kolkata Port Trust', payable at 'Kolkata', along with the techno-commercial part of the tender.

6. Security Deposit :

The successful tenderer will have to deposit an amount of Rs.63,500/- or 10% of the value of contract as Security Deposit, whichever is higher, by way of Demand Draft / Bankers cheque from a nationalized bank favouring Kolkata Port Trust within 7 days from issue of the formal work order failing which the contract will be treated as cancelled. The successful tenderer however, may opt for conversion of the EMD to Security Deposit and deposit the balance amount by way of Demand Draft /Bankers' cheque within the due date.

7. Refund/Adjustment of Earnest Money Deposit :

The amount of Earnest Money will be refunded to the unsuccessful tenderer (s) without interest, after finalization of the tender (& against surrender of the relevant original TR).

In case of the successful tenderer (s) desire, the Earnest money will be converted into a part of Security Deposit for which a fresh Treasury Receipt will be issued (against surrender of the relevant original TR towards EMD). The successful tenderer having deposited Earnest Money in cash, shall also have to deposit within 7 (seven) days from the date of receipt of intimation to this effect, the balance amount of Security Deposit. Delay or failure to deposit Security Deposit within stipulated time will render the tender treated as forfeited and Earnest Money liable to forfeiture by KoPT. The Security Deposit will be retained by KoPT till expiry of the contractual period. In the event of the contractor failing to execute the contract without sufficient reason acceptable to KoPT, the Security Deposit will be forfeited along with cancellation of the contract.

8. Validity Period of Tender :

The tender shall remain valid for acceptance for a period of 3 (three) months from the date of opening of the price part of the tender. If any tenderer withdraws his/their

tender before the aforesaid one month, the Earnest Money deposit will be liable to be forfeited.

9. Deviation from the conditions of tender :

The instant tender should be based on the conditions and specifications stipulated in the tender documents and that the tenderer shall not stipulate his own terms and conditions in deviation thereof, as apart from the likelihood of vitiating the tender, such deviations will lead to non-uniformity of tender and make evaluation of tenders difficult and accordingly, will render such tender liable to rejection/cancellation. However, if the tenderer feels that deviation is unavoidable, he should place the same, clause-wise, with justification, in the Pre-Bid meeting. The decision taken during the aforesaid Pre-Bid meeting on the proposed deviations will, however, be binding on the tenderers.

10. Manner of submission of tender :

The tender must be submitted in sealed cover superscribed “ **Tender for Engagement of Agency/ Agencies for Personal Verification and collection of Aadhaar details of pensioners/family pensioners residing in the state of Uttar Pradesh, Bihar, Jharkhand, Odisha & Andhra Pradesh**” and put in the Tender Box bearing the same superscription kept for the purpose, in the office of the Finance Dept. from 24.10.16 to 14.00 hours on 28.10.2016. The manner of submission of tenders shall be as detailed below:

- i) The tender must be submitted in three parts, all under separate sealed covers duly superscribed “Techno-commercial Bid”, “Price Bid” and “cost of tender document and EMD Deposit” and all the sealed covers should be kept within the main sealed cover superscribed “**Tender for Engagement of Agency for Personal Verification and collection of Aadhaar details of pensioners/family pensioners residing in the state of Uttar Pradesh, Bihar, Jharkhand, Odisha & Andhra Pradesh**”.
- ii) The Sealed cover super subscribed “**Cost of Tender Document and Earnest Money Deposit**” should contain Copy of the Treasury Receipt issued by KoPT’s Financial Adviser & Chief Accounts Officer against Earnest Money Deposit as mentioned in Clause 5 above. In case of downloading the tender document from KoPT’s website, Banker’s Cheque/Draft may be deposited, in lieu of the TR, as per clause 5 above and Copy of the Treasury Receipt of Rs.100/- issued by KoPT’s Financial Adviser & Chief Accounts Officer towards the cost of tender document.
- iii) The sealed cover superscribed “**Techco-commercial Bid**” should contain **self-attested**, legible copies of the following documents:-
 - a) Valid & relevant Trade Licence,
 - b) Partnership deed in case the tenderer is a partnership firm,

O R

Certified copy of Memorandum of Association in case the tenderer is a company,

OR

Statement indicating that the tenderer is a proprietorship firm

- c) Documents relating to **audited** (if required, as per relevant Act/Statute of the country) financial position including copies of the Balance Sheet, Profit & Loss Account for last 3 years.
- d) **The full address of** the Tenderer's Office with the name of the contact officials along with the contact telephone Nos., fax Nos., mobile phone Nos., e-mail ID etc. should be furnished in **Appendix 'II'** (enclosed) so that they may be contacted by the KoPT officials/users, as and when required.
- e) A separate forwarding letter indicating **unqualified** acceptance of KoPT's Terms & Conditions in full (format is at **Appendix III**).
- f) Signed & stamped copies of KoPT's Tender Documents (i.e. each page of the tender document needs to be signed & stamped by the tenderer) including cancelled, blank Rate Schedule i.e. without any price.
- g) Supporting documents regarding tenderer's capabilities as mentioned in clause 2 above and their total experience in this field of work as mentioned in Clause 2 above on the date of opening of the Techno-commercial part of the tender should be attached. The decision of the Tender Committee regarding competence of the tenderer within the meaning of this clause, shall be final & binding.
- h) Service Tax Registration Certificate showing 15 digits Service Tax Code No.
- i) ESI and Provident Fund Registration Certificate.
- j) Valid document of up-to-date payment of Profession Tax.
- k) Copy of Income Tax Permanent Account Number Card.
- l) Signed & stamped copies of KoPT's Record Note of discussion in the Pre-bid meeting, if circulated (i.e. each page of that document needs to be signed & stamped by the tenderer).
- m) Background details of the firm including annual turnover, activities field of similar type of experience including copies of credentials.
- n) Details of the personnel.
- o) Name and Address of firm along with contact person(s) and contact details.

p) The proposed methodology and work plan to carry out the assignment within the stipulated period.

The successful tenderer shall be required to produce the documents as mentioned above in original, as and when called for by the KoPT officials.

Tenderers may note that non-submission of any of the aforesaid documents / non-fulfilment of any of the aforesaid criteria, might lead to disqualification of their offers. If any of the documents mentioned at (a),(c), (h), (i) & (j) is not applicable for a particular tenderer, the same should be clearly mentioned (along with valid reasons permitted under relevant law) in the forwarding letter of the Techno-commercial offer.

iv) The sealed cover superscribed “**Price Bid**”, should contain only the duly signed, stamped & completely filled in Rate Schedule. No condition or conditional rebate should at all be indicated in the Price Bid. The Agency/ Agencies may quote the rates state wise for which the pre-qualification criteria are satisfied.

The Price Bid of only those Tenderers who qualify techno-commercially qualified will be opened.

11. Termination of Contract :

The contract may be terminated anytime within the currency period of the contract by KoPT at its sole discretion for any of the following factors & for such cancellation, KoPT will under no circumstance be liable for any financial repercussion to the contractor:-

- a) Breach of any terms and conditions of contract.
- b) Any unlawful act of the contractor(s) on any third party on behalf of the contractor entailing any damage/loss to the property/material of KoPT or any inconvenience to the KoPT.

The decision of the Chairman, KoPT to this effect, shall be final & binding on the contractor.

12. Security Measure :

The agency should fulfill and undertake adequate legal security measure for undertaking the job and completing the process of verification. The onus of any legal complication due to deviation / breach of security measure will rest on the contractor / agency.

13. Adherence to Acts, Rules & Regulations :

The tenderer should ensure that all relevant Labour Laws including Workmen Compensation Act, 1923, EPF Act, 1952, Employees’ State Insurance Act, 1948, Payment of Wages Act, Gratuity Act, Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, 1948, Employees’ Liability Act, 1938, ID Act, 1947, etc. with amendments and

the modifications thereof are duly complied with. The successful tenderer shall also keep the Trustees indemnified against any compensation to be paid by KoPT for failure of the agency to comply with relevant Labour Laws and also against any loss/damage/injury/death, etc. arising out of and in course of employment both under Workmen's Compensation Act, 1923 and also Employees' State Insurance Act, 1948.

The contractor shall strictly adhere to all rules and regulations as laid down by the Govt. of India, State Government and Kolkata Port Trust or any other statutory body in respect of execution of the contract.

14. PENAL CLAUSE:

Penal clause @ ½ % per week subject to maximum of 10% of the contract value shall be imposed and deducted from the bill for delay in producing targeted result. Service Tax and applicable Cess will be deducted from all penalties and deductions.

15.

A. Income Tax :

Income tax will be deducted from the contractor at source, at the appropriate rate, as per relevant provision of Income Tax Act, 1961 or any amendment thereof.

B. Service Tax, Cess

Service Tax and Cess, as applicable, shall be paid by the Trustees, on actual basis, as per rates prevailing at the time. As Ko.P.T is not a registered body corporate, it is not liable to pay service tax, cess under "Reverse Charge Mechanism" as per Service Tax Law. The service provider is liable to charge service tax, cess as applicable.

16.Pre-bid Meeting :

All Tenderers are advised to attend the Pre-bid meeting at 15 00 Hrs on 11.11.2016 in order to make themselves fully aware of the work conditions. In the event of non-attendance of the Pre-bid meeting by the Tenderers, it would, however, be presumed that the tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer/contractor in this regard would be entertained. The 'Record Note of Discussion' of the Pre-bid meeting, if circulated, would also be made available in the website of Kolkata Port Trust. Any prospective tenderer may download the 'Record Note of Discussion' of the Pre-bid meeting from the website of Kolkata Port Trust, if circulated, and take necessary action accordingly.

17. Expense regarding preparation/submission of tender :

Kolkata Port Trust will not be responsible for any cost or expense incurred by the Tenderer in connection with preparation or submission of the tenders.

18. Risk Purchase :

Without prejudice to any of its legal rights, KoPT shall have the power to recover the said amount of Damage as in clause 3 above, from any money due or likely to become due to the contractor. The payment or deduction of such damage shall not relieve the contractor from his obligation to complete the work or from any of his other obligations/liabilities under the contract and in case of the contractor's failure & at the absolute discretion of FA&CAO (I/C), KoPT, the work may be ordered to be completed by some other agency at the risk & expense of the contractor, after a minimum three days' notice in writing, has been given to the contractor by the FA&CAO, KoPT or his representative.

19. Force Majeure

In the event of the contractor/KoPT being prevented from fulfilling its obligation or part thereof arising out of this contract due to any Force Majeure event like acts of God (flood, earthquake etc.) or war, civil commotion, strike, etc., the affected party shall forthwith but in no case later than 24 hrs. from the commencement of such event, intimate the other party as to the commencement of such event and continue to intimate after every 7 days during continuance of such event. The affected party shall, upon cessation of such event, promptly inform the other party and shall commence its obligation in part or in full arising out of this contract, which was kept suspended due to such events of "Force Majeure".

20. Confidentiality :

The Contractor/Agency shall maintain absolute confidentiality in respect of all the information relating to the pensioners and family pensioners..

21. Rates to be fully inclusive of all expenditure :

The successful tenderer must have cleared all duties and otherwise complied with all rules and regulations of the Central & the State Government.

KoPT shall not be liable to pay any money to the Contractor/Agency at all in way of operation of this contract, except for specific charges quoted by him/them and all other charges/costs should be borne by the contractor.

22. Escalation :

During the period of contract the contractor shall not be entitled to receive any escalation for any increase in the price of labour, materials or any other items.

23. Terms of payment :

The contractor will submit the bills within seven days after the expiry of the contract enclosing copies of relevant documents as required to the Finance Department at KoPT Head Office for payment.

KoPT pays contractors' bills through ECS. For this, the successful tenderer shall furnish the following information immediately after receipt of intimation in this regard:-

- i) Bank Account No. of the contractor
- ii) Type of Account – Savings/Current/Cash Credit
- iii) Name of the Bank with IFSCode No.
- iv) Name of the branch with Code No. and address
- v) MICR No.
- vi) PAN

24. Compliance of relevant Acts, Ordinances etc.:

The contractor shall be required to comply with all relevant acts and laws including the Minimum Wages Act, 1948, Employees Liability Act, 1938, Industrial Dispute Act, 1947 and the Contract Labour (Regulation & Abolition) Act, 1970 and statutory amendment & the modifications thereof or any other laws relating thereto and the rules made there under from time to time.

It will be the duty of the contractor to abide by all the provisions of the Acts, Ordinances, Rules, Regulations, By-laws, procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible for any delay, damage, etc. and shall keep KoPT indemnified against all penalties and liabilities of any kind for non-compliance or infringement of any kind, for non-compliance or infringement of any such Act, Ordinance, Rules, Regulations, By-laws and Procedures etc.

The contractor shall indemnify KoPT against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his Sub-contractors.

The Regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

25. Dispute :

In the event of any dispute, question or difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Chairman, KoPT shall be final and binding upon all parties.

All disputes will be subject to the jurisdiction of High Court at Calcutta only.

26. Formal Work Order :

Formal Work Order will be placed on the successful tenderer after receiving confirmation as to the deposit of the Security Deposit.

27 Damage & loss to private property & injury to workmen :

The contractor(s) shall at his (their) own expenses reinstate and make good to the satisfaction of KoPT and pay compensation for any injury, loss or damage accrued to any property or rights whatever including property and rights of KoPT (or Agents/servants or employees of KoPT), the injury, loss or damage arising out of or in any way in connection with the execution or purported execution of the contract(s) and further, the contractor(s) shall indemnify KoPT against all claims enforceable against KoPT (or any Agent, servant or employees of KoPT) or which would be so enforceable against KoPT where KoPT is a private person, in respect of any such injury (including injury resulting to death), loss or damage to any person whomsoever or property including all claims which may arise under the workmen's compensation Act or otherwise.

28.Evaluation criteria of the price bids :

The tenderers will have to quote "per verification charge" and "per preparation charge" excluding Service Tax separately as per Price Bid at Appendix-I.

For the purpose of evaluation, lowest rate of each of the item State wise will be considered.

KOLKATA PORT TRUST

I Finance Department

TENDER NO. FIN/Tender/Bihar-UP-Odisha-Jharkhand-Andhra Pradesh/16/ 3 Dated
29.09.2016**Price Bid**

Name of Work	Rate per pensioner/ Family Pensioner. (In Rs.)
(I)	(II)
A) Verification of Identity of Pensioners/ Family Pensioners and collection of personal details like PAN, Aadhaar etc.	Bihar- UttarPradesh- Jharkhand- Odisha – Andhra Pradesh-
B) Preparation of Aadhaar Card of the Pensioners/ Family Pensioners who do not possess the card.	Bihar- UttarPradesh- Jharkhand- Odisha – Andhra Pradesh-

The above rate is exclusive of Service Tax. The Service Tax, cess will be payable extra by Ko.P.T on actual.

Signature of the Tenderer along with official seal
Date :

Note:

Evaluation will be done considering the following no. of cases .

Sl No.	Name of States	No of pensioners/ family pensioners (approximately)	
		A	B
1	Uttar Pradesh	1000	1600

2	Bihar	1200	1230
3	Jharkhand	10	10
4	Odisha	220	240
5	Andhra Pradesh	40	50
	Total	2470	3130

Appendix II

To be filled up by the Tenderer

1. Name of the Tenderer :
2. Address of the Tenderer :
.....
.....
3. Address of the
office of the Tenderer :
.....

4. Name, Telephone Nos. of the contact persons of the aforesaid office :-

Name	Cellular Phone No.	Residential Tel. No.	Office Tel. No.	Fax No.	e.mail ID
a)					
b)					
c)					

5. Telephone No. of the
Office :
6. Fax no. of the
Office :

Signature of the Tenderer

Appendix 'III'

The Financial Adviser& Chief Accounts Officer
Kolkata Port Trust
15, Strand Road
Kolkata-700 001

Dear Sir,

Sub: **Unqualified acceptance of the terms & conditions enumerated in Tender No. : FIN/Tender/Bihar-UP-Odisha-Jharkhand- Andhra Pradesh/16/ 3 Dated 29.09.2016 regarding Engagement of Agency for Personal Verification and collection of Aadhaar details of pensioners/family pensioners residing in the state of Uttar Pradesh, Bihar, Jharkhand, Orissa & Andhra Pradesh.**

I/we hereby accept all the terms & conditions as enumerated in Tender No. : FIN/Tender/Bihar-UP-Odisha-Jharkhand- Andhra Pradesh/16/ 3 Dated 29.09.2016 regarding Engagement of Agency for Personal Verification and collection of Aadhaar details of pensioners/family pensioners residing in the state of Uttar Pradesh, Bihar, Jharkhand, Orissa & Andhra Pradesh.

.....
(Signature of the tenderer)

.....
(official Stamp of the tenderer)

.....
Address of the tenderer

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

FORM OF AGREEMENT

Agreement made this day of _____ 2016 between the Board of Trustees for the Port of Kolkata, a body corporate constituted by the Major Port Trusts Act, 1963 (hereinafter called 'Trustees' which expression shall, unless excluded by or repugnant to the context, be deemed to include their successors in office) of one part and _____ (hereinafter called the 'the Contractor' which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part. Whereas the Trustees are desirous that certain work should be undertaken viz. **Engagement of Agency for Personal Verification and collection of Aadhaar details of pensioners/family pensioners residing in the state of Uttar Pradesh, Bihar, Jharkhand, Odisha & Andhra Pradesh.** and have accepted the Tender submitted by the Contractor for the execution of such works. Now this Agreement witnesseth as follows :

1. In the Agreement, words and expressions shall have the same meanings as are respectively assigned to them in "General Instructions to Tenderers" hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.,

- a) The said Tender document and the acceptance of the Tender including work order
- b) The General Instructions to the Tenderers
- c) General Conditions of Contract
- d) B O Q
- e) All correspondence, by which the contract is added, amended, varied or modified in any way, by mutual consent.

3. In consideration of the payments to be made by the Trustees to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Trustees to execute the work in conformity in all respects with the provisions of the contract.
4. The Trustees hereby covenant to pay the Contractor in consideration of such execution at the contract prices at the time and in the manner prescribed by the contract.

In witness whereof the parties hereto have caused their respective common seals to be hereunto affixed (or hereunto set their respective hands and seals) the day and year first above mentioned.

The Common Seal of the Board
Trustees for the Port of

The Board of Trustees
for the Port of Kolkata.

Kolkata was hereunto affixed
in the presence of.

Name.....

Address.....

.....

.....

Authorised signatory of KoPT

Signed, Sealed and delivered
at Kolkata in the presence of

Name.....

Address.....

.....

Contractor

Appendix -V

**FORMAT WHERE THE REQUISITE INFORMATION WILL BE PROVIDED BY THE
CONTRACTOR TO KOLKATA PORT TRUST.**

Date of Verification:

i)	Name of the Pensioner/Family Pensioner	
ii)	Pension Case Number and Roll Number	
iii)	Date of Birth/Age of the Pensioner/ Family Pensioner	
iv)	Address of the Pensioner/ Family Pensioner	
v)	Phone Number of the Pensioner/ Family Pensioner	
vi)	Aadhaar Card Number	
vii)	Permanent Account Number	
viii)	Name of the Drawing Bank and Branch	

Enclo: Duly certified documents in support of age, Aadhaar, PAN & copy of PPO book (Pension Card).

CERTIFICATE

We hereby certify that the details mentioned above are personally collected from Sri/Smt.....and verified with the originals by us. It is also certified that Sri/Smt..... is found alive as on

Signature of the Pensioner/ Family Pensioner

Seal & Signature of the Agency