



কোমকাটা পট্টন ন্যাশ
KOLKATA PORT TRUST
MARINE DEPARTMENT
HARBOUR MASTER (RIVER)'S OFFICE

40, C.G.R. Road, "SUBHAS BHAVAN", 1st Floor, Kolkata – 700 043
Phone No. 2439-1851 (Dir),



TENDER NO. MRN/HMR/896/ 388

DATE : 24.08.16

NOTICE INVITING TENDER

For

Engagement of a Contractor for carrying out delivery of Pilot Orders etc. generated from the office of Harbour Master (River)

WORK TITLE

Sealed Tenders in prescribed format in two parts bid (Part-I: Techno Commercial Bid, Part-II: Price Bid) are invited from experienced, bonafide and reliable contractor for carrying out delivery of Pilot Orders containing Charts / Turn list / Orders / letters etc. within the stipulated period of time, every day throughout the year, generated from the office of H.M. (River) of KoPT.

TENDER AUTHORITY : HARBOUR MASTER RIVER
40 C G R Road
SUBHAS BHAVAN
Kolkata 700 043

Cost of Tender document	Rs100/- to be deposited by way of Banker's Cheque payable to "Kolkata Port Trust"
Earnest money deposit	Rs4,000/- to be deposited by way of Banker's Cheque / Draft / Pay Order payable to "Kolkata Port Trust"
Security Deposit	10% of the contract value
Sale of Tender Documents	From 26.08.2016 to 16.09.2016 during office hrs. (Except Saturday, Sunday and Holiday)
Last date of submission of Tender document	Up to 1400 hrs. on 16.09.2016
Opening of Techno-commercial Bid of Tender	1500 hrs. on 16.09.2016
Validity period of Price Bid	6 Months from the date of opening of Tender.
Period of Contract	Two years

SCOPE OF WORK

1. Pilots Orders containing Charts / Turn list / Orders / letters etc. from the above mentioned offices are required to be delivered promptly to the residences of different Pilots / Offices every day within the stipulated period of time throughout the year (365 days). The job is required to be carried out generally in the area covering from Talapark, Shyambazar, Bowbazar, Kalighat, Tollygunge, Jadavpur, Golf Green, Chetla, Gariahat, Picnic Garden, Ballygunge, Park Circus, Nimak Mahal Road, Brace Bridge Road, Dumayne Avenue, Port Land Park, Taratala, Parnasree, Behala Chowrasta, Barisha, Thakurpukur, Joka, etc.
2. The Pilot Orders containing Charts / Turn list / Orders / letters etc. are to be collected from the office of the H.M.(River) at “Subhas Bhavan”, 40, C.G.R. Road, Kolkata – 700 043, between 1630 hrs. to 1730 hrs. every day from Monday to Friday and between 1400 hrs. to 1630 hrs. on Saturday / Sunday and Holidays, those mails should be delivered to the respective residences of Pilots / Offices promptly on the same day evening within 3 hrs. to 4 hrs, after collecting the same from office.
3. Non-delivery of any of the above mails expeditiously on the same day evening within the stipulated time may adversely affect shipping of the Kolkata Port, for which the Contractor will be held responsible.

PRE QUALIFICATION CRITERIA

4. Tenderer must be experienced, bonafide and reliable in carrying out the above work.
5. The firm must have experience of having successfully completed similar works during the last 7 years up to 31.03.2015, in the following manner:-
 - i) 3 (three) similar completed works each costing not less than 40% of the tender value
 - Or**
 - ii) 2 (two) similar completed works each costing not less than 50% of the tender value
 - Or**
 - iii) 1 (one) similar completed work costing not less than 80% of the tender value

“Similar work” means deliveries of official letters in official time frame.
6. The certified copies of Balance Sheet as well as Profit and Loss Accounts are required to be submitted.
7. The Tenderer must substantiate their experience by valid documents such as Work Order, Performance Certificate, and Completion Certificate etc. of having performed such works during the last Two years.
8. The Tenderer shall be required to submit, up to date valid Professional Tax Clearance Challan, PAN Number, Service Tax Registration certificate.
9. The Tenderer must have a local office at Kolkata with telephone connection.

OTHER INSTRUCTIONS

10. Tender documents may be obtained from the office of the Harbour Master (River) at “SUBHAS BHAVAN”, 40, C.G.R. Road, Kolkata – 700 043 on payment of RS 100/- towards the cost of Tender documents, against an application. Alternatively, interested Tenderer may download the complete Tender documents from KoPT Website www.kolkataporttrust.gov.in and in both the cases Tenderer would be required to deposit `100/- in the form of Bank Draft / Banker’s Cheque (in favour of Kolkata Port Trust from any scheduled bank, payable at Kolkata) during submission of Tender.
11. Sealed tender is to be submitted in person not later than 1500 hrs. on 16.09.2016 at the office of the Harbour Master (River) at “SUBHAS BHAVAN”, 40, C.G.R. Road, Kolkata – 700 043. No tender shall be accepted on expiry of the schedule time of submission.
12. In case there is an unscheduled holiday, strike on the prescribed last date of submission and opening of the bid, the next working day will be treated as the scheduled prescribe day for the same.
13. The Tenderer may inspect the sample of mail containing Pilot Orders / Charts / Turn list / Orders / letters etc. to be delivered daily at the respective residences of the pilot officers prior to their submission of the tender. For any clarification in this connection they may visit the office of H.M. (River) any day from Monday to Friday at the “Subhas Bhavan”, 40 C.G.R. Road, Kolkata – 700 043.
14. The Tenderer are required to deposit RS 100/- towards cost of tender documents and RS 4,000/- towards Earnest money deposit, prior to submission of the tender and receipt obtained in this respect must accompany with the tender.
15. Tender must be submitted in “**One Sealed Main Cover**” super scribed in **Bold letters**:
16. “**Tender for delivering of pilot orders etc. for the offices of Harbour Master (River)**”
 - a) The main cover shall contain two separate sealed covers, one marked “Techno-commercial Bid” and other “Price Bid”.
 - b) All envelopes, i.e. the main cover, each of the two covers inside it (i.e. Technical Bid and Price Bid) shall clearly bear the complete name and address of the tenderer.
17. Tender will be opened (Techno-commercial Bid) in the presence of the Tenderer in the room of the Harbour Master (River) KoPT at 1500 hrs. on 16.09.2016
18. Price bid (Part-II) of only those eligible bidders whose Part-I (Technical Bid) are complete and acceptable, shall be opened on time and date to be intimated in due course.

THE TERMS & CONDITIONS OF NIT ARE AS FOLLOWS

19. The Tenderer shall abide by the general condition of contract 1993, Contract Labour (Regulations & Abolition) Act 1970, Building & Other Construction Workers (Regulation of employment and condition of service) Act 1996. Workmen's Compensation Act 1923 and relevant provisions of the General Condition of Contract for engaging any contractor in KoPT work.
20. Each Tenderer shall be required to deposit Earnest money of `4,000/- only by way of Bankers Cheques / Draft / Pay Order (payable at Kolkata) favouring the "**Kolkata Port Trust**" and a copy of the receipt of such deposit and the receipt of the `100/- being the cost of tender document shall have to be submitted along with the tender document, without which his tender will not be considered.
21. The successful tenderer shall be required to deposit **10% of the contract value** as Security Deposit. The Earnest Money deposit of `4,000/- of the successful tenderer shall be adjusted with the Security Deposit (against surrender of the original Treasury Receipt towards EMD), balance amount of the Security Deposit is to be deposited with the "Financial Adviser & Chief Accounts Officer, KoPT" for which a Treasury Receipt will be issued.
22. Security Deposit will be refunded to the contractor on satisfactory completion of the work and submission of requisite certificate issued by appropriate authority. No interest shall be paid to the contractor on the amount of Security Deposit.
23. In the case of **unsuccessful** tenderer, the earnest money will be refunded without any interest as soon as possible after the completion of the tendering process.
24. **Contents of Technical Bid (Part-I)**
 - a) Copy of tender document duly signed in each page with the price column left blank.
 - b) Copies of Work Orders/Performance Certificates/Completion Certificate of previous work carried out.
 - c) "Form of Tender" (as given in annexure-I) duly signed.
 - d) Copies of Treasury receipt / Banker's Cheque / Draft showing payment made towards earnest money and cost of tender document.
 - e) Copy of Balance Sheet as well as Profit and Loss Account as proof of financial turn over.
 - f) Copy of valid Professional Tax Clearance challan, PAN Number, Service Tax Registration certificate.

- g) A blank Price Bid (Part-II as per attached format of bill of quantity, Annexe-II) countersigned by the tenderer with the confirmation that the price quoted in Sealed Cover-II is in the same format and covers all works and conditions.
- h) A separate forwarding letter indicating unqualified acceptance of KoPT's Terms & Conditions in full (format at Annexure-III).

25. Contents of Price Bid (Part-II)

The price, in the format [Annexe-II, Bill of Quantity confirmed by “23 (g)” in contents of cover -1] will be the only content in sealed cover – II. If any conditions are indicated in the price bid or if any deviations whatsoever from the accepted format are found then tender will be rejected.

26. Description of Mails

Pilot Orders containing other papers average 2 to 20 pages containing Charts / Turn list / Orders / letters etc. to be delivered to the respective residences of Pilot Officers / offices throughout the year (365 days) within the stipulated period of time. An average 12 Nos. of documents more or less would be required to be delivered per day.

27. Collection and delivery time

Pilot orders etc. are to be collected from the office of H.M. (River) at “Subhas Bhavan”, 40, C.G.R. Road, Kolkata – 700 043, between 1630 hrs. to 1730 hrs. every day (Monday to Friday) and between 1400 hrs. to 1630 hrs. on Saturday/Sunday and Holidays and those Pilot orders should be delivered to the respective residences of Pilots / offices, promptly on the same day evening within 3 hrs. to 4 hrs. time.

- 28. The contractor must maintain adequate number of staff to ensure smooth operation and timely dispatch of documents. The contractor will also be liable for the conduct of his / their staff inside the docks as well as in all the offices / residences of Pilots where his / their personal would call. Harbour Master (River) at his discretion; direct the contractor to discontinue the services of any of its employees for performing duties under this contract only.
- 29. The contractor will have to get the Dispatch Slips printed at his own cost as per given format. The Dispatch Slips will be in triplicate each having different distinguishing colour with serial numbers. The format of the Dispatch Slips, however, would be finalized in consultation with the successful tenderer.
- 30. The Dispatch Slips duly acknowledged by the addressee should be returned to the office HM(River) within 3 days from the day of delivery by the relevant Dispatch Slips.
- 31. In the event of detection of fake acknowledgement or forgery of any kind, the services of the contractor will be liable to be terminated and Security Deposit will be liable to be forfeited.

32. Dock Permit

The successful tenderer will have to obtain **Dock Permits** for its entire staff that would be required to enter inside Dock area, **free of cost**, from Supdt. of Permit of Traffic Department, KoPT.

Special condition of the contract

33. The contractor will be held responsible for non-delivery of any pilot orders / mails etc. expeditiously on the same day within the stipulated time. The contractor may be penalized for each such non-delivery within the stipulated time by deduction of double the rate of each delivery from his monthly bills.
34. The contractor shall have to indemnify KoPT against any loss or damage to the Pilot orders / mails etc.
35. In case of delay or failure to deliver any Pilot order etc. on a number of occasions, for reason not acceptable to KoPT, the contract might be liable to be terminated along with other action including forfeiture of Security Deposit and / or Earnest Money deposit.
36. In case the Dispatch Slips is not returned within the time framed mentioned against Clause No. 29 above, damage @ `10/- per Dispatch Slip per day of delay would be deducted.
- a) The contractor shall ensure that documents not delivered by him, are returned with the respective Dispatch Slips, failure to do so would attract damage as per above.
- b) If the contractor fails to collect documents from office of HM(River) on any day `100/- per day of non-collection would be deducted from the monthly bill payable to the contractor, as damage.
37. Without prejudice to any of its legal rights, KoPT shall have the power to recover the said amount of damage at Clause No. 35 as 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 and at the absolute discretion of Harbour Master (River), KoPT, the work may be ordered to be completed by some other agency at the risk and expense of the contractor, after a minimum 3 days notice in writing, has been given to the contractor by the Harbour Master (River), KoPT.

38. Force Measure

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 Measure 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 in obligation in part or in full arising out of this contract, which was kept suspended due to such events of “Force Measure”.

39. Kolkata Port Trust will not be responsible for any injury, fatal or otherwise, to the personnel engaged by the contractor during the course of execution of the contract and the contractor, in his own interest, should obtain suitable and sufficient coverage from the appropriate authority and no claim / correspondence on this account will be entertained.
40. The contractor shall pay Income Tax on all payments made to him under this contract. The Income Tax will be recovered from the contractor at source, at the appropriate rate, as per relevant provision of Income-Tax Act 1961 or any amendment thereof.
41. In case of any dispute arising out of the contract, decision of the Chairman, KoPT shall be binding and final on the contractor.
42. The average total number of delivery (Pilot Order containing Charts / Turn list / Orders / letters etc.) per month from the H.M. (River) Office is expected to be 360 nos.
43. The contractor shall submit a monthly bill (in triplicate) enclosing copies of relevant Dispatch Slips for certification, which on verification, would be forwarded to the Trustees’ **Financial Adviser & Chief Accounts Officer** for payment.
 - a) The monthly bill is to be submitted within the 1st week of every succeeding month positively, separately for the job carried out under the office of Harbour Master (River).
 - b) KoPT will pay the bill through ECS. For this, the successful tenderer shall have their Bank Account within the ECS zone prescribed by RBI and to ensure receipt of payment of bills from KoPT they shall furnish the following information immediately after receipt of Work Order.
 - i) Bank Account No. of the contractor
 - ii) Type of Account – Savings / Current / Cash Credit
 - iii) Name of the Bank with Code No.
 - iv) Name of the branch with Code No. along with location
 - v) MICR No.
 - vi) PAN No.
44. During the period of contract for 2 years, the contractor shall not entitled to receive any escalation for any increase in the price of labour, materials or any other items.
45. No claim for interest shall be admissible to the contractor at any stage and in respect of any money or balance which may be due to the contractor from the Trustees, owing to dispute or otherwise or for any delay on the part of Trustees in making interim or final payment or otherwise.

46. The contractor shall also have to follow all the relevant labour laws which are in force and Trustees shall not be responsible / liable in case of any violation thereof in any way. The contractor shall have to settle or to pay all damages or claims, if any passed by any legal authority in any dispute between the contractor and his labourer and KoPT will not be responsible / liable in such dispute.
47. The validity of offer should be 6 months from the date of opening of the price bid.
48. **Evaluation Criteria of the Price Bid.**
- The tenderer will have to quote, rate of each delivery of Pilot Orders (Pilot Orders containing Charts / Turn list / Orders / letters etc.) to the respective residences of Pilot Officers / offices as indicated in the “Scope of Work” and above mentioned clause No. 25 & 26, on which evaluation of tender would be made.
49. No correspondence whatsoever will be entertained on the tender after opening of the Price Bid and placement of the order.
50. All other conditions not mentioned herein will be as per General Conditions of Contract of KoPT as available in the website of KoPT i.e. www.kolkataporttrust.gov.in.
51. The Trustees for the Port of Kolkata do not bind themselves to accept the lowest or any offer / tender or part thereof and reserve the right to accept or not to accept any or all of the tenders either whole or in part, without assigning any reason whatsoever.

Harbour Master (River)

কৌলকাতা পত্তন ন্যাস
KOLKATA PORT TRUST

MARINE DEPARTMENT
FORM OF TENDER
(To be submitted with Technical Bid Part-I)

CONTRACT NO. MRN/ HMR/896/ 388

DATED :24.08.2016

The Harbour Master (River)

I/We _____
of _____

having examined the site of work and read the Specifications, General and Special Conditions of tender here by tender and under take to execute and complete all works required to be performed in accordance with the specification. Bill of Quantities, General & Special Condition of contract prepared by or on behalf of the Port Trust for and at the rates and price set out in the annexed Bill of Quantities within the stipulated period of time as specified in the Tender, months / weeks / days from the date of order to commence the work and in the event of our tender being accepted. I/We also undertake to enter into a contract if required, to give effect to the acceptance of the tender.

I/We have deposited with the Port Trust's Financial Advisor a sum of `4,000/- vide Receipt No. _____ as Earnest money and a sum of `100/- vide Receipt No. _____ being the cost of tender document.

I/We agree that the period for which the tender shall remain open for acceptance shall not be less than four months.

Signature of Tenderer
(With Official Seal)

Date:

Name:- _____

Address:- _____

PRICE BID (COVER II)

BILL OF QUANTITY

Nature of Charge	Amount in Number (`)	Amount in Words
Rate of each delivery of Pilot Orders (Pilot Orders containing Charts / Turn list / Orders / letters etc.) to the respective residences of Pilot Officers / offices as indicated in the “Scope of Work” and above-mentioned clause No. 25 & 26.		

Date _____

Signature of Tenderer
(With Official Seal)

Name _____

Address _____

Annexe - III

The Harbour Master (River),
Kolkata Port Trust,
“SUBHAS BHAVAN”,
40, C.G.R. Road,
Kolkata – 700 043.

Dear Sir,

Sub: Unqualified acceptance of the Terms and Conditions enumerated in the Tender No.Mrn/HMR/896/388 dated 24.08.2016 regarding engagement of a Contractor for carrying out delivery of Pilot Orders etc. generated from the office of Harbour Master (River).

I / we hereby accept all the terms and conditions as enumerated in the Tender documents bearing No. Mrn/HMR/896/388 dated 24.08.2016 regarding engagement of a Contractor for carrying out delivery of Pilot Orders containing Charts / Turn list / Orders / letters etc. generated from the office of Harbour Master (River), subject to the decision taken in the Tender Committee Meeting to be held in this respect.

Yours faithfully,

Signature of Tenderer
(With Official Seal)

Date _____

Name _____

Address _____