

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
An ISO-9001: 2008 Organization**

e- TENDER

for

Dismantling & shifting of one no. defective 6 MVA, 33 KV / 3.3 KV, 3 Phase Transformer from its present location at Ore & Coal Handling Plant, at HDC, KoPT and Design/manufacture, supply, delivery, installation, testing & commissioning of one no. new 6 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz, Outdoor Type Transformer, along with all accessories, at Coal Handling Plant, under Haldia Dock Complex, Kolkata Port Trust, at Haldia.



**PLANT & EQUIPMENT DIVISION
Operational Administrative Building, 1st Floor,
PO: Chiranjibpur, Haldia, Dist.: Purba Medinipur,
PIN – 721 604, West Bengal
FAX : +91-3224-252 135**

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NOTICE INVITING E-TENDER

E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from Designers / Manufacturers of Transformers or authorized dealers of OEM of Transformers, for the work of **“Dismantling & shifting of one no. defective 6 MVA, 33 KV / 3.3 KV, 3 Phase Transformer from its present location at Ore & Coal Handling Plant, at HDC, KoPT and Design/manufacture, supply, delivery, installation, testing & commissioning of one no. new 6 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz, Outdoor Type Transformer, along with all accessories, at Coal Handling Plant, under Haldia Dock Complex, Kolkata Port Trust, at Haldia”**, with required experience, sound technical and financial capabilities, on fulfilling the following Pre-qualification Criteria;

PRE-QUALIFICATION CRITERIA FOR BIDDERS: -

1.1 Pre-qualification Criteria :

Any firm fulfilling the following criteria will be considered eligible.

1.1.1 The intending bidder must have experience of having successfully completed **similar work(s)*, during last 7 (seven) years ending on April 30, 2017**, which should be either of the following:-

- **3 (Three)** similar completed works each costing not less than the amount of INR 20,12,400.00 (Indian Rupees Twenty Lakhs Twelve Thousand Four Hundred) only
or
 - **2 (Two)** similar completed works each costing not less than the amount of INR 25,15,500.00 (Indian Rupees Twenty Five Lakhs Fifteen Thousand Five Hundred) only
or
 - **1 (One)** similar completed work costing not less than the amount of INR 40,24,800.00 (Indian Rupees Forty Lakhs Twenty Four Thousand Eight Hundred) only.
- * **Similar work(s)** means **Design/manufacture/supply, delivery, testing & commissioning of at least 6 MVA capacity Transformer, at least upto 33 KV level.**

Copy of order letter(s) for similar work(s) with documentary evidences in support of execution i.e. Certificate of Completion/ successful execution certificate from the client(s) must be furnished.

1.1.2 Criteria with respect to financial capability The Average Annual Financial Turnover of the bidding firm during the last three years, ending on 31st March, 2017, should be at least INR **15,09,300.00** (Indian Rupees Fifteen Lakhs Nine Thousand Three Hundred) only.

Documentary evidence, in support of the above shall have to be furnished in the form of Audited Balance Sheets and Profit & Loss Accounts for the last three financial years, ending 31.03.2017. The Auditor, in such case, must be a qualified Chartered Accountant. No self-declared document(s) would be accepted for this purpose.

If due date (scheduled opening date of tender) falls within three months (April to June) of the closing of the latest financial year, the latest financial year may be ignored and financial turnover of the three years, year previous to the latest financial year may be considered.

In case, the bidder is unable to submit audited Balance Sheet and Profit & Loss Account for the last financial year ending **31.03.2017** (in case of tender opening date falling after June), due to non – completion of audit or for any other reason, a certification regarding financial turnover (for the last financial year ending **31.03.2017**) shall have to be submitted from the statutory auditor of the company / firm.

1.1.3 **Mode of submission of documents in respect of Pre-qualification Criteria:** All documents in support of Pre-qualification Criteria as per Clause No. 1.1 must be **signed by the bidder under their official seal, scanned and uploaded.**

1.2 **Submission of other documents :**

Besides documents in respect of Pre-qualification Criteria, the following documents should also be signed under their official seal, scanned and uploaded by Individual Firm or Lead Partner –

- 1.2.1** Recent **Profession Tax Payment Challan**, if applicable.
- 1.2.2** **Valid Trade Licence.**
- 1.2.3** **Service Tax Registration No. & Form: ST-2.**
- 1.2.4** Valid **Electrical contractor's license.**
- 1.2.5** Valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate, if applicable.
- 1.2.6** Valid Employees' Provident Fund (EPF) Account, with Code no., if applicable. If not applicable, declaration of non-applicability should be given by the bidder in the form of Affidavit.
- 1.2.7** Certificate of Registration with Employees' State Insurance Corporation (ESIC), with Code no., if applicable. If this is not applicable, documentary evidence to establish Non-applicability to be submitted along with techno-commercial bid. Such document(s) shall have to be furnished, along with an affidavit affirmed before a first-class judicial Magistrate to that effect (vide proforma of affidavit as per **Annexure -L** attached to Tender Document).
- 1.2.8** The Tender Document, with Seal & Signature of the bidder.
- 1.2.9** Only **rate(s), in percentage (%)** of CST / VAT, Service Tax, Excise Duty and other statutory taxes, levies, cess, considered in the quoted rate is to be indicated in Techno- Commercial Part, against respective items of Price Schedule.
- 1.2.10** **Form of Tender**, duly filled in, signed and stamped by the competent authority of the bidder as per **Annexure – V**.
- 1.2.11** **Preamble of PRICE SCHEDULE** as per **Annexure – VI**.
- 1.2.12** **UN-PRICED PRICE SCHEDULE** as per **Annexure – VII**.
- 1.2.13** A declaration to be furnished as per **Annexure – VIII**.
- 1.2.14** General information about the bidders as per the specified format in **Annexure – IX**.
- 1.2.15** Copy of Partnership Deed in case of a Partnership Firm.
- 1.2.16** Valid Dealership Certificate of OEM of Transformer (In case, the bidder is authorized dealer of OEM)
- 1.2.17** Memorandum of Association and Articles of Association and Certificate of Incorporation/Partnership Deed etc. /or any such relevant document as applicable.
- 1.2.18** Power of Attorney from the competent authority of the bidding firm, in connection with **Clause No. 2.10** under OTHER INSTRUCTION TO BIDDERS.
- 1.2.19** Technical Datasheet, as per Annexure –TD, duly filled up, along with relevant Technical Catalogues, detailed technical specification and drawings of Transformer. All documents shall be in English language.
- 1.2.20** All other required documents as mentioned in this Tender Document.

SCHEDULE OF TENDER (SOT)

1	Name of work	Dismantling & shifting of one no. defective 6 MVA, 33 KV / 3.3 KV, 3 Phase Transformer from its present location at Ore & Coal Handling Plant, at HDC, KoPT and Design/manufacture, supply, delivery, installation, testing & commissioning of one no. new 6 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz, Outdoor Type Transformer, along with all accessories, at Coal Handling Plant, under Haldia Dock Complex, Kolkata Port Trust, at Haldia.
2	E-Tender No.	<i>KoPT/Haldia Dock Complex/P&E Div/5/17-18/ET/59</i>
3	Reference Tender No.	<i>SDM(P&E)/T/ 05 /2017-18</i>
4	Availability of the Tender Document	<p>The Tender Document (in full) may be seen from any one of the following Websites,</p> <p>i) <u>Kolkata Port Trust (KoPT) :</u> http://www.kolkataporttrust.gov.in</p> <p>ii) <u>Central Public Procurement Portal (CPPP) :</u> http://eprocure.gov.in</p> <p>iii) <u>MSTC Limited :</u> http://www.mstcecommerce.com/eprochome/kopt</p> <p>Corrigenda or clarifications, if any, shall also be hosted on the above mentioned websites.</p>
5	Mode of tender	<p>e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid) through the following website of MSTC Limited: http://www.mstcecommerce.com/eprochome/kopt</p> <p>Although the bidders may see the Tender Document from the websites as mentioned under Sl. No. 4, above, but the intending bidders can only submit their offer electronically through the abovementioned website of MSTC Limited. No physical tender would be accepted by Haldia Dock Complex, Kolkata Port Trust.</p>
6	Bid Document Fee	<p>The intending bidders should submit Bid Document Fee of INR 1000/- (Rupees One Thousand only) to Haldia Dock Complex along with their offer otherwise their offer will be summarily rejected.</p> <p>The bidders are advised to deposit Bid Document Fee using the <u>Axis Bank Payment Gateway only</u>. No other method of payment of Bid Document Fee shall be accepted.</p> <p>The Bidders would be able to access the payment gateway from the Vendor log in page of the MSTC ecommerce site (www.mstcecommerce.com → e-Procurement → Psu / Govt depts → Kolkata Port Trust) under the icon: “ <u>HDC EMD/Tender Fee Payment</u>”. Clicking this icon will take the bidders to the Axis bank gateway. Alternatively the Bidders can also access the gateway by from Axis bank easy pay site (https://easypay.axisbank.co.in → Others → Haldia Dock Complex)</p> <p>For making payment of EM through the gateway, the bidders will be required to provide the User ID (the ID</p>

		<p>used by the bidders for submitting e-tender of HDC) and Bid ID (the e- tender number of the tender for which the payment is to be made).</p> <p>The method of use of the gateway is indicted in <u>Annexure-XX</u> with the tender.</p> <p>Tenderers should deposit Earnest Money before filling and submission of bids.</p> <p>Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder :</p> <p>a) Name of remitting vendor/contractor :</p> <p>b) E- Tender No.: <i>KoPT/Haldia Dock Complex/P&E Div/5/17-18/ET/59</i></p> <p>c) Amount remitted :</p> <p>d) Remittance Bank Details:</p> <p>e) URN No.:</p> <p>f) Date of payment:</p>
7	Earnest Money Deposit	<p>The intending bidders should submit Earnest Money of INR 1,00,620.00 (Indian Rupees One Lakh Six Hundred Twenty) only, to Haldia Dock Complex, along with their offer otherwise their offer will be summarily rejected.</p> <p>The bidders are advised to deposit Earnest Money using the <u>Axis Bank Payment Gateway only</u>. No other method of payment of EM shall be accepted.</p> <p>The Bidders would be able to access the payment gateway from the Vendor log in page of the MSTC ecommerce site (www.mstcecommerce.com→ e-Procurement →Psu / Govt depts→Kolkata Port Trust) itself under the icon: “ <u>HDC EMD/Tender Fee Payment</u>” . Clicking this icon will take the bidders to the Axis bank gateway. Alternatively the Bidders can also access the gateway by from Axis bank easy pay site (https://easypay.axisbank.co.in→ Others→Haldia Dock Complex)</p> <p>For making payment of EM through the gateway, the bidders will be required to provide the User ID (the ID used by the bidders for submitting e-tender of HDC) and Bid ID (the e- tender number of the tender for which the payment is to be made).</p> <p>The method of use of the gateway is indicted in <u>Annexure-XX</u> with the tender.</p> <p>Tenderers should deposit Earnest Money before filling and submission of bids.</p> <p>Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder :</p> <p>a) Name of remitting vendor/contractor :</p> <p>b) E- Tender No.: <i>KoPT/Haldia Dock Complex/P&E Div/5/17-18/ET/59</i></p> <p>c) Amount remitted :</p> <p>d) Remittance Bank Details:</p> <p>e) URN No.:</p> <p>f) Date of payment:</p>
8	Exemption	<p>Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme), having valid NSIC Certificate for MSEs along with DIC's (DISTRICT</p>

		<p>INDUSTRIES CENTRE) Certificate, are <u>exempted from depositing Bid Document Fee and Earnest Money</u>.</p> <p>In such case, scanned copies of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate have to be uploaded along with the bid.</p> <p>Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit full amount of Bid Document Fee and Earnest Money Deposit as per NIT. Otherwise their offer for those items will not be considered.</p>
9	Transaction Fee	<p>Rs. 3,012.00 (Rupees Three Thousand Twelve) only has to be paid towards Transaction Fee including Service Tax & Cess @15 % in favour of MSTC LIMITED by NEFT/RTGS (Please refer to Clause. No. 4 of Annexure – I).</p>
10	Date of NIT available to parties to download	From 03.05.2017
11	Pre-Bid Meeting starting date & time.	<u>19.05.2017</u> at 11:00 Hrs. (Pre-Bid Meeting will be off line.)
12	Pre-Bid Meeting closing date & time	<u>19.05.2017</u> at 15:00 Hrs.
13	Last date of submission of EMD & Bid Document Fee to HDC, KoPT.	Upto 15:30 hrs. on 09.06.2017 (The bidder has to ensure submission of URN in respect of EMD & Bid Document Fee during submission of the bid on line).
14	Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.	<u>Three working days before the last date of closing of online bidding for the e-tender.</u>
15	Date of starting of e-Tender for online submission of Techno-Commercial Bid and Price Bid at the following website of MSTC Limited: http://www.mstcecommerce.com/eprochome/kopt	24.05.2017 at 11:00 Hrs.
16	Date of closing of online e-tender for submission of Techno-Commercial Bid and Price Bid.	Upto 15:45 Hrs on 09.06.2017
17	Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Date of opening of Part II i.e. Price Bid of the Techno-Commercially qualified bidder(s) would be informed separately.	After 16:00 Hrs on 09.06.2017

PROCEDURE OF PAYMENT OF EARNEST MONEY AND BID DOCUMENT FEE OF TENDERS OF HALDIA DOCK COMPLEX ,THROUGH AXIS BANK GATEWAY

1. The Bidders would be able to access the payment gateway from the Vendor log in page of the MSTC ecommerce site (www.mstcecommerce.com→ *e-Procurement* →*Psu / Govt depts*→*Kolkata Port Trust*) under the icon: "**HDC EMD/Tender Fee Payment**". Clicking this icon will take the bidders to the Axis bank gateway.

Alternatively, the Bidders can also access the gateway by from Axis bank easypay website site (<https://easypay.axisbank.co.in>→ Others→Haldia Dock Complex)

2. The Bidder will be required to mention the **Bidder's ID** (The ID used by the Bidder for logging in the MSTC Website) and **Bid Id** (E-tender Number of the Tender against which the Bidders intend to submit Bid) and then Click '**VALIDATE**'.
3. A webpage will populate where the Bidder will be required to select: **Earnest Money** Or **Bid Document Fee**, then indicate his Mobile Number and the CAPTHA displayed in the webpage.
4. Depending on the selection, another webpage will come up.
5. In case of selection of Earnest Money, The bidder will be required to select the option of With or Without Bank Guarantee. In case of Bids, where there is no option to pay through BG, the Bidders should select the option '**Without**'.

In case of any tender, where there is an option to pay a part of EM through Bank Guarantee and the Bidders wants to avail that option, the bidder should select '**With**'.

6. The Bidder will be required to mention their Bank Account Number, IFSC Code of his Bank, and the Name of the Account, insert the Captha mentioned in the web page and then '**SUBMIT**'. In case of Bid Document Fee payment, Bank Account Number would not be required.

An **URN** Number will be generated. Bidders may keep note of this **URN** Number for all future reference.

7. Another webpage will come up and the Bidder will have the option to select payment methods from – (i) Internet Banking and (ii) NEFT/RTGS after agreeing with the terms and conditions by clicking the dialogue box appearing in the webpage.
8. In case of selection of Internet Banking, the bidder will be required to select any Bank of their choice and depending on the selection the bidder will then be guided to the webpage of the respective Bank. After validating the payment in the respective bank, the system will return to the Axis Bank Payment gateway.
9. In case of selection of RTGS/NEFT, the webpage will generate a payment advice.

The Bank Account Number, IFSC Code of the Bank, Name of the payee i.e Haldia Dock Complex and the amount to be paid will be indicated in the said payment advice. The Bidders will also get an SMS and Email detailing the same.

The Bidder will be required to mention the same correctly in the Bank challan which is required to be filled up for payment by RTGS/NEFT in the bank from where they intend to make the payment.

The Bidders should note that Bank A/C number of HDC mentioned in the Payment advice will change for each and every transaction and hence for each and every payment the entire process from the beginning will have to be followed for generation of a URN Number.

10. For payment of Bid Document fee, identical process is to be followed.
11. The Bidders will be able to know the status of their payment by using the 'Enquire URN' facility by mentioning the URN Number in the Axis Bank login page. Until such time the payment is credited to HDC's A/C the system will show the status as 'Pending'.
12. The Bidders should note that until such time the status remains 'Pending', the payment is not made to HDC and mere generation of URN Number will not signify payment of EM or Bid Document Fee. Hence, if the status remains 'Pending' after some time of submitting the RTGS/NEFT payment request at their Bank, then the bidder should contact their Bank to enquire about the status of RTGS/NEFT request.
13. In case of any problem relating to use of the payment gateway the bidder should contact the tender inviting authorities whose phone number and email address is mentioned in the e-tender.

Important instructions for E-procurement

Bidders are requested to read the terms & conditions of this tender before submitting your online tender.

1	<p>Process of E-tender :</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/.....</p> <p>1). Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt depts → Select Logo → Register as Vendor -- Filling up details and creating own user id and password → Submit.</p> <p>2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact Shri S Mukherjee, DM(e-Commerce) / Ms S Maity, AM(e-Commerce)/ MSTC, (before the scheduled time of the e- tender).</p> <p>Contact persons of Haldia Dock Complex:</p> <table border="0"> <tr> <td>1. Shri K. Mukhopadhyay, Designation:- Sr. Dy. Manager(P&E) Mobile No: +91 94340 62312 e-mail :- koushikm.hdc@nic.in</td> <td>2. Shri C.Kandar, Designation:- Dy. Manager(P&E) Mobile No: +91 94340 31337 e-mail :- ckandar.hdc@nic.in</td> </tr> </table> <p style="text-align: center;">Landline: (03224) 252 713 / FAX : (03224) 252 135</p> <p><u>Contact person (MSTC Ltd):</u></p> <table border="0"> <tr> <td>1. Mr. S.Mukherjee, Designation:- Deputy. Manager (e-Commerce), Mobile No: +91 7278030407 Landline: 033-22901004 Email:- smukherjee@mstcindia.co.in</td> <td>2. Ms S. Maity, Designation:- Asstt. Manager (e-commerce) Mobile No: +91 9831155225 Landline: 033-22901004 Email:- smaity@mstcindia.co.in</td> </tr> </table> <p>Google hangout ID- (for text chat)- mstceproc@gmail.com</p> <p>B) System Requirement:</p> <ol style="list-style-type: none"> Windows 7 or above Operating System IE-7 and above Internet browser. Signing type digital signature Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system. 	1. Shri K. Mukhopadhyay, Designation:- Sr. Dy. Manager(P&E) Mobile No: +91 94340 62312 e-mail :- koushikm.hdc@nic.in	2. Shri C.Kandar, Designation:- Dy. Manager(P&E) Mobile No: +91 94340 31337 e-mail :- ckandar.hdc@nic.in	1. Mr. S.Mukherjee, Designation:- Deputy. Manager (e-Commerce), Mobile No: +91 7278030407 Landline: 033-22901004 Email:- smukherjee@mstcindia.co.in	2. Ms S. Maity, Designation:- Asstt. Manager (e-commerce) Mobile No: +91 9831155225 Landline: 033-22901004 Email:- smaity@mstcindia.co.in
1. Shri K. Mukhopadhyay, Designation:- Sr. Dy. Manager(P&E) Mobile No: +91 94340 62312 e-mail :- koushikm.hdc@nic.in	2. Shri C.Kandar, Designation:- Dy. Manager(P&E) Mobile No: +91 94340 31337 e-mail :- ckandar.hdc@nic.in				
1. Mr. S.Mukherjee, Designation:- Deputy. Manager (e-Commerce), Mobile No: +91 7278030407 Landline: 033-22901004 Email:- smukherjee@mstcindia.co.in	2. Ms S. Maity, Designation:- Asstt. Manager (e-commerce) Mobile No: +91 9831155225 Landline: 033-22901004 Email:- smaity@mstcindia.co.in				

	<p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <ul style="list-style-type: none"> Tools => Internet Options =>Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”. Other Settings: <p>Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.</p> <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>
2	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/..... Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>
4	<p>Special Note towards Transaction fee:</p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><u>NOTE</u></p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
7	<p>Bidding in e-tender :</p> <ol style="list-style-type: none"> Vendor(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority. The process involves Electronic Bidding for submission of Technical and Commercial Bid. The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →PSU/Govt depts→ Login under→My menu→ Auction Floor Manager→ live event →Selection of the live event

	<p>d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.</p> <p>e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid</p> <p>f) Vendors are instructed to use <i>Attach Doc button</i> to upload documents. Multiple documents can be uploaded.</p> <p>g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation to the technical and commercial terms & conditions are allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.

12.	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
13	The bid will be evaluated based on the filled-in technical & commercial formats.
14.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
15.	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of MSTC Ltd.

16.	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme), having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate, are exempted from depositing Bid Document Fee and Earnest Money.
17.	<p>Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.</p> <p>When splitting of tender quantity is not possible purely on technical ground, Trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.</p>
18.	If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
19.	Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be furnished along with the bid.
20.	Due date of submission of tender will not be extended under any situation.

2 OTHER INSTRUCTIONS TO THE TENDERERS

2.1 Language of Tender and Interpretation of the Tender Document and Other Documents :

- 2.1.1** Tender Document means all pages of this book including all pages of General Conditions of Contract of Kolkata Port Trust, May 1993. All pages of subsequent addenda (if applicable) are also part of the Tender Document.
- 2.1.2** The Tender Documents are drawn up in English and filling up of the required documents by the Tenderer should also be only in English and the interpretation(s) shall be in English. All correspondence and documents relating to the tender, exchanged between the Tenderer and HDC, shall be in the English Language only. The interpretation(s) of the accepting authority shall be final and binding on the bidder.
- 2.1.3** Any clarification with regard to interpretation or ambiguity, discovered or pointed out after the uploading of the Tender Document, as to the meaning, conditions, instructions or Annexure contained in the Tender Documents shall be valid when such a clarification is made by the authority issuing NIT, through a written document and such clarification / amendment shall form part and parcel of the Tender Document.
- 2.1.4** The various documents comprising of the full set of Tender Document are complimentary to one another and are to be taken as parts of a whole and mutually explanatory to each other. If stipulation to the various tender conditions are found to be in variance to each other in any respect, one will override other in order of precedence in the descending order as given below :
- (i) Description in "Price Schedule".
 - (ii) Special Conditions of Contract.
 - (iii) General Conditions of Contract of Kolkata Port Trust, May 1993.

2.2 Intending bidders have to bear all the costs or expenses incurred by them in connection with the preparation and submission of their bids or for any other expenses incurred in connection with such bidding.

2.3 The bidder shall quote his price through on-line (through MSTC portal only) as per the Price Schedule in the Price Bid (Part-II), without any condition or deviation.

2.4 E-Tender Document shall neither be issued by post nor sold.

2.5 Tenderers are not permitted to alter/change/delete/modify any clause of the tender document downloaded from the website. If any deviation / discrepancy is found after submission of tender, the submitted offer will be summarily rejected.

2.6 Pre-Bid Techno-Commercial Conference (To be held Off-line mode only) :

2.6.1 Intending bidders and/or their authorized representative(s) are invited to attend the Pre-Bid Techno-Commercial Conference, which will be held on the date stipulated in the 'NOTICE INVITING E-TENDER', at the **Office of Plant & Equipment Division, Haldia Dock Complex; Kolkata Port Trust; 1st Floor, Operational Administrative Building; Chiranjibpur, PO: Chiranjibpur, Haldia ; Dist.: Purba Medinipur ; PIN – 721 604 ; West Bengal.**

2.6.2 The purpose of this Pre-Bid Techno-Commercial Conference will be to clarify issues (in connection with this tender) that may be raised at that stage.

2.6.3 Intending bidders may like to visit the worksite at HDC, during working days (**i.e. excluding Sundays, Saturdays and Trustees' holidays**) **within 10:00 hrs to 16:00 hrs.** before attending the Pre-Bid Techno-Commercial Conference. To visit worksite necessary Gate Pass for entering into the Dock area, if required, will be issued to the bidder and/ or their authorized representative(s), **on chargeable basis**, on the basis of written request of the intending bidder(s), as per the prevailing procedure of HDC, KoPT. Without taking prior approval from the appropriate authority of HDC, KoPT, no photograph in any form can be taken by the intending bidders during site visit.

- 2.6.4** Intending bidders are requested to submit their queries, in connection with this tender, in writing, in advance to HDC, KoPT so as to enable HDC, KoPT to prepare clarifications and make Pre-Bid Conference meaningful. Changes, if any, proposed by the bidders, will be discussed and if felt necessary HDC, KoPT's response would be communicated, well in advance before the last date of submission of tender.
- 2.6.5** Any modification to the Tender Document, which may become necessary as a result of the Pre-Bid Techno-Commercial Conference or due to any other reason, shall be made through issuance of an Addendum. This Addendum, so issued, would form part of the Tender Document and will remain binding all the bidders and the same should be accepted and submitted by all the bidders along with their Techno-Commercial Bid.
- 2.6.6** The bidders are advised to attend the Pre-Bid Techno-Commercial Conference. However, non-attendance at the Pre-Bid Techno-Commercial Conference will not be a cause for disqualification of a bidder.
- 2.6.7** No further Pre-Bid Techno-Commercial Conference will be arranged for the intending bidder, who fails to attend the aforementioned Pre-Bid Techno-Commercial Conference. The outcome of this Pre-Bid Techno-Commercial Conference will be displayed on the websites; all the participating bidders shall have to act accordingly.

2.7 Earnest Money Deposit (EMD) :

2.7.1 Method of Paying EMD :

As per the methodology stipulated in the 'NOTICE INVITING E-TENDER', the intending tenderer must deposit **Earnest Money** amounting to **INR 1,00,620.00 (Indian Rupees One Lakh Six Hundred Twenty)** only.

Failing to deposit the Earnest Money, as per the above details, shall make the Tender liable for rejection.

2.7.2 Exemption :

As mentioned in the 'NOTICE INVITING E-TENDER', Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme), having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate, are exempted from depositing **Bid Document Fee** and **Earnest Money**.

In such case, scanned copies of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate have to be uploaded along with the bid.

Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit full amount of Bid Document Fee and Earnest Money Deposit as per NIT. Otherwise their offer for those items will not be considered.

2.7.3 Forfeiture of EMD :

Earnest Money may be liable for forfeiture at the option of the Trustees, if the Bidder withdraws his offer after the schedule date of submission of offer and before expiry of the validity period of the offer; and / or, alters / amends any terms and / or condition and / or quoted rate(s), after the schedule date of submission of offer and before expiry of the validity period of the offer (excepting when option to do the same has been specifically granted by the HDC, KoPT in writing) making it unacceptable to HDC, KoPT and / or, in case of successful bidder, fails to carry out the work or to perform / observe any of the conditions of the Contract; and / or, fails to carry out the work or to perform / observe any of the conditions of the Contract. For the purpose of this provision, the validity period shall include any / all extension thereof agreed by the bidder in writing. The Trustees shall also be at liberty to deduct any of their dues from Earnest Money.

2.7.4 Refund of EMD :

Earnest Money Deposit of unsuccessful bidders shall be refunded or released as the case may be to the unsuccessful Bidders, without any interest, within **7 (Seven) days after opening of Price bid (Part – II)** of the e-Tender document.

Earnest Money Deposit of the successful bidder shall be released / refunded after submission of Security Deposit, without any interest.

2.8 Method of Submission of Tender :

- 2.8.1** Tenderers submitted bids, without requisite Earnest Money and/or Bid Document Fee, are liable to be rejected, excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) having valid DIC's certificate, for the item(s), for which the tender is invited.
- 2.8.2** For submission of Techno-Commercial Bid (i.e. Part – I), the participating bidder would have to sign / fill (wherever applicable) the documents / Annexure / formats etc. **[as mentioned under Clause No. 1.1 of NOTICE INVITING E-TENDER (i.e. Pre-qualification Criteria) and Clause No. 1.2 of NOTICE INVITING E-TENDER (i.e. Submission of other documents)]** under their official seal, scan and upload in the website of **MSTC Limited** (i.e. <http://www.mstcecommerce.com/eprochome/kopt>).
- The bidder will have to produce the original documents or any additional documents, if sought for by HDC, KoPT.**
- 2.8.3 Price Bid (i.e. Part –II)** contains the **Price Schedule**. Price Bid has to be submitted online without any condition or deviation. **The bidders are required to quote the rates of all the items. In case of non-availability of rate of any of the items, the respective offer will be treated as non-responsive and will be rejected.**
- 2.8.4** Bidders have to submit offers based upon Terms & Conditions of the tender without any deviation. Should it, however, become unavoidable, deviations should be suggested during Pre-Bid Meeting. HDC, KoPT reserves the right to accept or reject the suggested deviations.

2.9 Declaration to be submitted by the Tenderers :

The bidder should give the following declarations under their letter head along with the techno-commercial offer as per **Annexure – VIII** of this Tender Document:

- 2.9.1** A declaration, so that, the bidder has examined carefully, read, understood and accept all the Terms & Conditions of the instant tender including Price Schedule, Special Conditions of Contract, Scope of Work, General Conditions of Contract, May 1993 of Kolkata Port Trust. The bidder would execute and complete the work required to be performed in accordance with all these Terms & Conditions of the instant tender.
- 2.9.2** A declaration, that the bidders are required to quote the rates of all the items. In case of non-availability of rate of any of the items, the offer of the bidder will be treated as non-responsive and will be rejected.
- 2.9.3** A declaration, that there is no deviation from the Terms & Conditions of the instant Tender Document.
- 2.9.4** A declaration that the bidder has deposited requisite Earnest Money & Bid document fee.

OR

The bidder has submitted documentary evidences for Micro & Small Enterprises (MSES) registered with NSIC (Under single point registration scheme) as per tender conditions.

- 2.9.5** A declaration, that the bidder has not been banned/de-listed/debarred by any Govt./Quasi-Govt./Public Sector Undertaking in India.
- 2.9.6** The authorized signatory of the bidding firm should give a declaration that the bidder/his partner/any director of their concern/ company is not associated with any other firm bidding for the instant work.
- 2.9.7** A declaration, that the bidder has not altered /deleted /added any Terms & Conditions in the tender document.
- 2.9.8** A declaration that, price quoted only in the Price Bid [Part – II], strictly as per **“Price Schedule”**, **without any extraneous condition**. There is no change in the Format of Un-priced **“Price Schedule”**. Except in the Price Bid the price is not mentioned / disclosed in any other place of tender/offer.

2.10 Authority in signing the documents for submission of Tender / Offer :

All documents to be uploaded by the bidder should be signed under official seal by –

- 2.10.1** In case the Tender is submitted by a Proprietorship Firm, the same should be signed either by Proprietor or other person, holding a valid Power of Attorney from the Proprietor, in connection with this Tender. The signature of such Power of Attorney holder should be attested by the Proprietor.
- 2.10.2** In case the Tender is submitted by a Partnership Firm, the same should be signed either by partner, holding valid Power of Attorney from the partners, in connection with this Tender. The signature of such Power of Attorney holder should be attested by the partners.
- 2.10.3** In case the Tender is submitted by a Limited Company, the same should be signed by person holding valid Power of Attorney executed in his favour (in connection with this Tender) and the signature of such Power of Attorney holder should also be attested, in accordance with the constitution of the Limited Company.

2.11 Validity of Tender :

The tender shall remain valid for acceptance for a period of 180 days from the actual date of opening of Techno-Commercial Bid. Prior to the expiry of the Tender validity period, HDC, KoPT may ask to extend the period of validity for a specific time. The request and the response, thereto, shall be made in writing. However, in the event of the bidder agreeing to the request, he shall not be permitted to modify his tender (excepting when option to do the same has been specifically granted by the HDC, KoPT, in writing).

2.12 The bidder to inform himself fully :

- 2.12.1** This Tender Document (covering all instructions, Special Conditions of Contract and Scope of Work and General Conditions of Contract of Kolkata Port Trust, May, 1993, along with latest amendment etc.) should be read in conjunction with any addendum which may be issued subsequently.
- 2.12.2** The bidder shall be deemed to have examined the Tender Document [covering all instructions, Special Conditions of Contract, Scope of Work and General Conditions of Contract of Kolkata Port Trust, May, 1993, etc.] and visited the worksite and surroundings and to have obtained all necessary information in all the matters whatsoever that might influence while carrying out the work as per the conditions of the tender and to satisfy himself to sufficiency of his tender, etc. The bidder is advised to acquaint himself with the job involved at the site, like means of transport, laws and bye laws in force from Government of West Bengal and Govt. of India and other statutory bodies from time to time. The bidder shall be deemed to have examined and collected all necessary information as to risk, contingencies and other circumstances, which may influence or affect the tender.
- 2.12.3** Failure to comply with the requirement of the Tender submission will be at the bidder's own risk. Tender(s) / Offer(s) of the bidder(s), which are not responsive to the requirement of the Tender Document, will be rejected.
- 2.12.4** Bidder shall bear all costs associated with the preparation and submission of his tender and HDC, KoPT will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
- 2.12.5** Before attending the Pre-Bid Techno-Commercial Conference and/or submission of tender, on the basis of formal written request, necessary Gate Pass for entering into the Dock area will be issued to the bidder and / or their authorized representative(s) on payment of necessary charges, to visit the worksite. The bidder will be fully responsible for any injury (whether fatal or otherwise) to himself or his 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 bidder will be liable to indemnify the Employer against any loss or damage to the property of the Employer or neighbouring property which may be caused due to any act of bidder or his representative(s).

2.13 Amendments :

- 2.13.1** At any time, prior to the last date for submission of tenders, HDC, KoPT reserves the right to amend and modify the Tender Document, by issuing Addenda.
- 2.13.2** Any Addendum thus issued shall form part of the Tender Document and shall be communicated to all concerned through the websites, prior to the last date for submission of the tender. Such Addendum so carried out shall form part of the tender and shall be binding upon the bidders.

2.14 Errors in the Tender Document :

- 2.14.1** All documents to be submitted with the Techno-Commercial Bid, should be signed, stamped, scanned and uploaded as per Clause No. 1.1 & Clause No. 1.2 of 'NOTICE INVITING E-TENDER'.
- 2.14.2** The bidder shall submit complete tender and the same shall be without alterations, interlineations or erasure effect except those to accord that instructions issued by HDC, KoPT or as may be necessary to correct errors made by the bidders. Person signing the Tender shall, put his signature against all such cancellations, alterations or amendments. **The said Tender Document (in full) is to be scanned & uploaded as part of techno-commercial offer.**
- 2.14.3** **The bidders are required to quote the rates of all the items. In case of non-availability of rate of any of the items, the respective offer will be treated as non-responsive and will be rejected.**

2.15 Acceptance of Tender:

HDC, KoPT shall reserve the right not to accept the lowest tender or any tender and reserve the right to accept the tender in part or full or to cancel the tender as a whole without assigning any reason.

Cost on this account, if any, shall not be reimbursed. Participation in e-tendering process by any bidder or opening of techno-commercial bid of any bidder shall not construe that such bidder is considered automatically qualified.

2.16 Opening of Bids:

- 2.16.1** Only Part -I i.e. Techno-Commercial Bid(s) would be opened on-line on the date and time, as stipulated in the 'NOTICE INVITING E-TENDER'.
- 2.16.2** Part -II i.e. Price Bid(s) of only those bidder(s) who are found techno-commercially qualified, would be opened on a later date, with prior intimation to all concerned.
- 2.16.3** In case of unscheduled Holiday / Bandh on the date of opening of e-Tender, the same will be opened on the next working day, at the same time & venue.

2.17 Scrutiny of e-Tenderers :

- 2.17.1** After opening of the Techno-Commercial Bid, the documents submitted by the bidder(s), shall be carefully examined to ascertain that whether all the bidders have submitted the Earnest Money Deposit, Bid Document Fee and all required documents as mentioned in the Tender Document.
- 2.17.2** In connection with scrutiny, evaluation and comparison of tenders, HDC, KoPT may ask bidder individually for clarifications. Request for clarification and response thereto shall be communicated in writing. No change in price or substance of the tender shall be sought, offered or permitted nor the bidder be permitted to withdraw the tender before the expiry of the Validity Period of the tenders in the process of clarifications.
- 2.17.3** HDC, KoPT may seek any other detail(s) / document(s) in subsequent course to ascertain and get confirmed about the competence of the bidder.
- 2.17.4** The Trustees reserve the right to disqualify a tender in case they are satisfied that any prize, commission, gift or advantage has been given, promised or offered by or on behalf of any bidder, to any officer, employee or representative of the Trustees or to any person on his or their behalf in relation to the acceptance of the tender.
- 2.17.5** If on scrutiny, **Techno-Commercial Bid** of any bidder is found not acceptable to HDC, KoPT, the **Price Bid** part of such bidder **will not be opened**. "Price Bid" part of other bidder(s), who are techno-commercially qualified bidders, will be opened on a subsequent date as per procedure. Decision of the HDC, KoPT in this regard shall be final and binding on the bidder.

2.17.6 During Techno-Commercial evaluation, i.e. evaluation of Part - I of tender, an offer shall be considered **non-responsive**, in case :-

- (i) requisite Earnest Money is not deposited,
- (ii) requisite Bid Document Fee is not paid,
- (iii) valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate is not submitted in case of exemption from depositing Bid Document Fee and Earnest Money.
- (iv) Any indication of quoted price anywhere in the uploaded documents required for Techno-Commercial offer.
- (v) does not meet the Pre-Qualification Criteria as stipulated in the NIT.
- (vi) The bidder submits conditional offer / impose own terms and conditions / does not accept tender terms and conditions completely.
- (vii) The bidder provides misleading or false information in the statements and documents submitted.
- (viii) Record of unsatisfactory performance during the last seven years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy etc.

The decision of Haldia Dock Complex, Kolkata Port Trust, in this regard shall be final and binding on the Bidder.

2.18 Evaluation Criteria:

2.18.1 Evaluation with respect to Priced Price Schedule.

2.18.1.1 Price to be quoted strictly in accordance with **Clause Nos. 2.8.3 and 3.10.**

2.18.1.2 The Price Bid will be evaluated only for the bidders, who have qualified in the Techno-Commercial Bid.

2.18.1.3 While evaluating the Price Bid, the unit rates (excluding Service Tax, VAT/ CST, Excise Duty and other statutory taxes, levies & Cesses thereon) quoted by the bidders for different items as mentioned in the Price Schedule shall be taken into account and the same will be multiplied by the respective quantity against different items and thereafter total summation will be done. The selection of the lowest bidder will be made on the basis of sum total cost.

2.18.1.4 While evaluating the Price Bid, any extraneous condition will not be considered and the tender shall be liable for outright rejection, if any extraneous condition is found in the offer of the bidding firm.

2.18.1.5 In case two or more bidders quoting the same Price and their offers become the lowest offer, the respective bidders will be given chance to submit their fresh price bid, subject to condition that the fresh price so quoted must be less than the price quoted by the respective bidder earlier.

2.18.1.6 **The bidder, who quoted lowest total cost, shall be considered for award of contract.**

2.18.1.7 **For Micro & Small Enterprises (MSEs) registered with NSIC:**

If illegible for this kind of job, the benefits as per prevailing norms will be extended to MSEs registered with NSIC as per New Public procurement Policy as notified by the Government of India, Ministry of Micro, small & medium enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012.

2.18.1.8 When splitting of tender quantity is not possible purely on technical ground, Trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.

2.18.2 While evaluating tenders, regard would be paid to National Defence and Security considerations.

2.19 Award of Contract :

2.19.1 The successful bidder who's bid is accepted by HDC, KoPT (please refer to **Clause No. 2.18**) shall be duly informed in writing, prior to expiration of the tender validity period, that their tender has been accepted. This notification of award of contract will be treated as **Order Letter** and will constitute the formation of the contract. **Within 15 days** of receipt of intimation regarding acceptance of their bid, the successful bidder shall have to **submit Draft Agreement**, in the format as in **Annexure – X** and within a week thereafter the **Contract Agreement** shall be signed between **Kolkata Port Trust** and the **successful bidder**. For this, the successful bidder has to submit, at their own cost, required **Stamp Papers** and **Dummy Papers** and **three sets of documentary transactions** between them and Kolkata Port Trust, till finalization of the contract. This Agreement should be signed by the representative of the successful bidder, authorized through a **Power of Attorney** (specimen signature of the Authorized Representative must be attested) in this regard.

2.19.2 Kolkata Port Trust reserve the right to accept or reject the tender in part or as a whole and do not bind themselves to accept the lowest tender or any tender, without assigning any reason and no damage claim whatsoever will be payable by Kolkata Port Trust in this regard. Mere participation in e-tender by any bidder or opening of techno-commercial bid of any bidder shall not construe that such bidder is considered automatically qualified for award of contract. Such qualification may also include information regarding performance of bidder from any other source.

2.20 Stamp Duty and Other Expenses :

All costs, charges and expenses etc. to be incurred in connection with Contract Agreement / Bank Guarantee(s) etc. including Stamp Duty in connection with contract shall be borne by the successful bidder.

3 SPECIAL CONDITIONS OF CONTRACT

3.1 Definition and Interpretation :

For definitions of different words used in this Tender Document, **KoPT's General Conditions of Contract, May 1993** are to be followed.

3.2 Additions and Alternations :

3.2.1 HDC, KoPT shall have power and authority from time to time, and at all times to make amendments or additions or alterations or changes in the Scope of Work and give such further instructions and directions as may appear necessary and proper to HDC, KoPT for the guidance of the contractor and good and efficient execution of the work.

3.2.2 The contractor shall receive, obey and be bound by the same according to the true intent and meaning thereof as if the same had been mentioned or referred to in the Scope of Work etc.

3.2.3 HDC, KoPT may also vary or alter the levels or positions of any of the work contemplated by approved specification or may order any of the work contemplated thereby to be omitted, with or without substitution of any other work in lieu thereof, or may order any work or any portion of work executed or partially executed, to be removed, changed or altered, if required.

3.2.4 HDC, KoPT may order that other work shall be substituted in lieu thereof and any difference in the cost occasioned by any such diminution or alteration so ordered and directed shall be added to or deducted from the amount specified by the contractor and where the rates are not specified, then a suitable rate backed up by rate analysis shall be submitted by the contractor and agreed upon between the contractor and HDC, KoPT.

In the event of disagreement, HDC, KoPT shall fix such rates or prices as shall in their opinion, be reasonable and proper having regard to the circumstances.

3.3 Access to Site :

The contractor shall have to abide by the rules and regulations of HDC, KoPT, which may be varied time to time, in respect of entry / exit and movement in the premises. Necessary **Gate Pass** for entering into the Dock area will be issued for the personnel, equipment, machineries, materials etc. of the contractor for execution of the instant work **on payment of necessary charges** as per rules then prevailing, on the basis of written request from the contractor.

Haldia Dock Complex is presently in the process of introducing RFID based Dock Entry Permits and the present system of issuing paper permits will be phased out. With a view to strengthen security of the dock, it has been decided that photocopy of proof of identity has to be submitted for one-time registration of all the individuals seeking man permits. The following documents will be considered as a valid proof of identity.

- Passport (Relevant pages with photo & address)
- Driving License.
- Voter ID Card (EPIC).
- AADHAAR (UID).
- Income Tax PAN Card.

Please note that document substantiating proof of identity is required to be submitted once for each individual. For getting subsequent permits, the sponsoring firms may quote ID number and type of ID of the individual which was submitted initially for registration.

3.4 Contract Document Mutually Explanatory :

3.4.1 The several documents forming the contract are to be taken as mutually explanatory of one another and should anything appear in one, which is not described in the other, no advantage shall be taken of any such omission.

3.4.2 In case, any discrepancies or inconsistencies however appear or should any misunderstandings arise as to the meaning and of the specifications or drawings or as to the dimensions or the quality of the materials or the due and proper execution of the work or as to the measurement or quality and valuation of the work executed under this contract or as extra thereupon, the same shall be explained by the Engineer or his authorized representative.

3.4.3 The explanation of Engineer or his authorized representative shall be final and binding upon the contractor and the contractor shall execute the work according to such explanations, and without extra charge or deductions to/from the prices specified in the Price Schedule and do all such work and things as may be necessary for the proper completion of the work as implied by the specification and drawings, even though such work and things are not specifically shown and described therein.

3.5 TOTAL COMPLETION TIME: The contractor will have to complete the tendered job in all respects and handover the complete installations, after commissioning of the same, **within 6 (Six) months, from the date of placement of order.** Any delay on the part of HDC, KoPT for the job, which is under the Scope of HDC, KoPT, will be suitably taken care of.

Bar Chart for execution of the total work (from commencement to completion of work, indicating individual activities with commencement & completion date for each activity) should have to be submitted by the contractor **within 15 (Fifteen) days** from the date of placement of the order. The Bar Chart shall be used for monitoring of progress of the work.

3.6 Tender Price, Taxes, Duties and other Statutory Levies etc. :

3.6.1 Price to be quoted only in the Price Bid (priced Price Schedule), through on-line, should be strictly as per **"Price Schedule"**, **without any extraneous condition.** There should not be any change in the Format of un-priced **"Price Schedule"**. Except in the Price Bid (quoted through on-line), the price must not be mentioned / disclosed in any other place of tender/offer.

3.6.2 The bidders are required to quote the rates of all the items. In case of non-availability of rate of any of the items, the respective offer will be treated as non-responsive and will be rejected.

3.6.3 Quoted price as per **"Price Schedule"** should be inclusive of all incidental charges but **exclusive** of Service Tax, VAT/ CST, Excise Duty and other statutory taxes, levies & Cesses thereon. The same will be paid extra on submission of relevant document for availing credit (please refer to **Clause No. 3.8 & 3.9**), if and as applicable.

3.6.4 Except where otherwise expressly provided, the successful bidder shall provide all required things necessary in connection with the execution of contract work, although everything may not be fully specified and although there may be errors and omissions in the specifications.

3.7 Price Variation :

3.7.1 The quoted price should be firm and fixed, till completion of the contract period, including extension of completion period, if any, except variation in statutory taxes, duties, cess and levies, as applicable from time.

3.7.2 In case of any upward variation in any taxes, duties, cess and other statutory levies etc. and/or new introduction of any taxes, duties and other statutory levies etc. of Central/State Government, which will be applicable to this Contract, Trustees will consider reimbursement of payment made against such increase of taxes, duties against documentary evidence of such payment made. In case of any downward revision in any taxes, duties and other statutory levies etc. and/or withdrawal/ abolition of any taxes, duties and other statutory levies etc. the contractor will give due rebate, as would be effected by such revision or withdrawal/ abolition.

3.8 EXCISE DUTY, SERVICE TAX, VAT/CST, OTHER STATUTORY TAXES, LEVIES & CESSES:-

3.8.1 Service Tax, VAT/ CST, Excise Duty and other statutory taxes, levies & Cesses thereon, for execution of the tendered job, will be paid extra, on submission of relevant document for availing credit, if & as applicable.

3.8.2 However, for recovery of any charges by HDC/KoPT from the contractor, Service Tax, as applicable on the amount of liquidated damage as well as other recovery i.e. damage, penalty,

land rent, etc. shall be deducted from contractors' bill at applicable rates and the same will not be reimbursed by HDC/KoPT.

- 3.8.3** The bidder should quote landed price including all charges (excluding Service Tax, VAT/ CST, Excise Duty and other statutory taxes, levies & Cesses thereon), including insurance, transportation, packing, forwarding and all other incidentals required for execution of the contract in all respect. Variation (upward / downward) in taxes & duties and statutory levies etc due to change in Govt. Regulations only shall be considered, provided such change has taken place within the completion date of the Contract.
- 3.8.4** HDC/ KoPT do not enjoy any concession regarding Sales Tax and do not provide any 'C' or 'D' Form in this regard. Hence, accordingly the amount of VAT or C.S.T. shall be applicable. The rates of VAT or C.S.T., if applicable & considered in the quoted rate, has to be mentioned.
- 3.8.5** Deduction of Sales / Turnover Tax on works contract, Income Tax shall be made by the Employer from each certificate of payment to the Contractor at the prevailing rates or such other rates as may be specified by the Government from time to time, on the gross amount of the Contractor's bill for payment.

3.9 Goods & Services Tax (GST) :

Any modification (addition/ deletion/ alteration including implementation of GST) in taxes or duties in future by the GOI will be applicable & addressed separately at the material time. Therefore, the detailed tax break-up considered in the quoted price should also be submitted by the bidders along with their price bid in order to assess the impact of future tax levied, if any on the contract price. Any offer without the detailed tax break-up, if becomes the lowest price-bid and is accepted by KoPT with or without any negotiation of price, shall not be entitled for reimbursement of any additional amount due to modification of taxes or duties. Any recovery due on account of any modification in taxes or duties shall be made by KoPT from the amount payable under the contract.

3.10 PAYMENT TERMS:

3.10.1 Against Bill of Quantity [BoQ] item sl no. 1 :

100% of the value of BOQ item sl no. 1, will be paid after dismantling of the existing old transformer and shifting of the same, along with all accessories, at HDC's site, against submission of unambiguous bills along with relevant documents, such as job completion certificate for dismantling & shifting of old transformer.

3.10.2 Against Bill of Quantity [BoQ] item sl no. 2 :

3.10.2.1 80 % (Eighty percent) of the value of BOQ item sl no. 2 (As per approved Billing Schedule), will be paid after supply of the new transformer, along with all accessories, at HDC site, against submission of unambiguous bills along with relevant documents, such as inspection reports, challans etc.

3.10.2.2 20% (twenty percent) of the value of BOQ item sl no. 2 (As per approved Billing Schedule), will be paid after final commissioning (on load) of new transformer along with all accessories, at HDC site, against submission of unambiguous bill supported with documents regarding certification of final commissioning of new Transformer along with all accessories.

3.10.3 Against Bill of Quantity [BoQ] sl no. 3 (Installation, Testing & Commissioning) :

100% (hundred percent) of the value of BoQ item sl no. 3, (As per approved billing schedule), will be paid after successful final commissioning (on load) of new transformer along with all accessories, at HDC site and completion of the job in all respect including handing over of the complete installations to HDC, on submission of unambiguous bill supported with documents i.e. certification of final commissioning of new Transformer, job completion certificate and handing over /taken over document.

- 3.10.4** Payment against each stage, as above, will be made within 30 working days after submission of correct and complete bills along with required documents, for the respective cases as above.

- 3.10.5** Any claim for interest will not be entertained by HDC, KoPT with respect to any payment or balance which may be in their hands owing to any disputes between themselves and the contractor or with respect to any delay on the part of HDC, KoPT, in making payment.
- 3.10.6** As per existing norms, HDC will make payment directly to the contractor's designated bank account. For this purpose, the contractor will have to furnish the following information, regarding their banker, which must be submitted in their offer:
- a) Name of the banker:
 - b) Savings/Current Account Number:
 - c) Banker's Branch Code and address:
 - d) MICR Code:
 - e) IFS Code:
- 3.10.7** **Billing Schedule, containing the break-up of prices for various components**, for the jobs for the stages, as mentioned above in clause nos. **3.10.1, 3.10.2 & 3.10.3 above** is to be submitted by the contractor **within 21 (Twenty One) days** from the date of placement of order, for approval of HDC, KoPT.
- 3.10.8** The amount of Service Tax, VAT/ CST, Excise Duty and other statutory taxes, levies & Cesses thereon, will be paid by HDC, KoPT, on production of relevant document for availing credit, if & as applicable.
- 3.10.9** Income Tax Deduction :
Income Tax, if any, as per the relevant provision of the Income Tax Act shall be deducted at source from any payment payable to the contractor.
- 3.10.10** No Interest on account of Delayed Payments :
Any claim for interest will not be entertained by HDC with respect to any payment or balance which may be in their hands owing to any disputes between HDC and the contractor or with respect to any delay on the part of HDC in making payment.
- 3.10.11** For non-fulfilment of any obligation under the contract, HDC reserves the right to withhold the payments due to the contractor in part or full till such period as HDC may consider necessary for due performance by the Contractor.

3.11 Taxes, Labour Laws and other Regulations:

- 3.11.1** The Contractor shall fulfill all legal obligations in respect of the contract. HDC shall accept no liability whatsoever in the matter and also in case of accident, if any.
- 3.11.2** The Contractor shall be fully and exclusively liable for the payment of any and all taxes now or hereafter imposed, increased or modified and all taxes now in force and hereafter imposed, increased or modified from time to time in respect of the above job and all contributions and taxes for unemployment compensation, insurance and old age pensions and amenities now or hereafter imposed by any law of the Government /local bodies which are imposed with respect to or covered by the wages , salaries or other compensations paid to the persons employed by the Contractor. The Trustees shall have no liability whatsoever concerning the employees of the Contractor. The Contractor shall keep the trustees indemnified against all losses or damage or liability arising out of or imposed in the course of employing the persons or out of his relation with his personnel. The Contractor shall make regular and full payment or wages / salaries and other payments due to his employees and furnish necessary proof whenever required by the Trustees. The Contractor shall be liable to pay any increase of wages / salaries of his personnel during the contractual period.
- 3.11.3** The Contractor shall be responsible for the compliance with all acts, laws and regulations as applicable with regard to the performance of work including the Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, 1970, Industrial Dispute Act, 1947, Factory Act, 1948, Workmen's Compensation Act, 1923, ESI Act, 1948, Payment of Wages Act, 1936, Bonus Act,

Employees Provident Fund and [Misc. Provisions] Act, 1952, Apprentices Act, 1961, Shops & Establishments Act, Dock Worker's (Safety, Health & Welfare), 1986 and such other applicable Central / State Acts or Statutes not herein specifically mentioned but having direct or indirect application in this contract and take such steps as may be deemed necessary in this regard.

3.11.4 If, as a result of the contractors failure, negligence, omission, default or non-observance of any provisions of any law, KoPT is called upon by any authority to pay reimburse or is required to pay or reimburse any amount, KoPT shall be entitled to deduct the same from any moneys due or that become due to the Contractor under this contract or any other contract or otherwise recover from the Contractor any sums, which KoPT is required or called upon to pay or reimburse on behalf of the Contractor. All registration and statutory inspection fees, in connection with labour engagement, with respect to this contract, shall have to be paid by the Contractor.

3.11.5 The Contractor shall have to comply with the ESI Act applicable to their engaged employees as follows:-

- i) The contractor must have EPF & ESI Code Nos. He shall pay his contribution (i.e. employer's contribution) on account of ESI & EPF w.r.t. the contract labours deployed by him, as per statutory requirement. The contractor shall also deduct the contract labours' contribution (i.e. employees' contribution) on account of ESI & EPF from their wages, as per statutory requirement. The contractor shall then deposit both the aforesaid contributions i.e. the employer's and employees' contributions, with the respective authorities, as statutorily required.
- ii) All intending bidders, at the time of tender, shall disclose all necessary documents as to whether they are covered under the ESI Act or not.
- iii) In case they are covered under the ESI Act, they have to furnish the details of registration, failing which, their tender would be liable to be cancelled.
- iv) In case they are not covered under the ESI Act or is exempted, they would have to furnish necessary documents along with an affidavit affirmed before a 1st Class Judicial Magistrate to that effect.
- v) The said affidavit, as submitted by the bidder, shall be vetted by the Legal Department on case-to-case basis.
- vi) In case they are not covered under the ESI Act, they must additionally indemnify HDC, KoPT against all damages and accident occurring to his personnel in a Non-Judicial Stamp Paper. The same should be submitted by the successful bidder after opening of the tender. The Proforma Indemnify Bond shall have to be collected by the successful bidder from the office of the Sr. Dy. Manager (Admn.), HDC after opening of the tender.

3.11.6 The Contractor shall defend, indemnify and hold Trustees harmless from any liability or penalty, which may be imposed by the Central / State Government or local authorities by reason of any regulations or requirements and also from all claims, suits arising out or by reason of the work provided by this contract including any liability that may arise out of any accident whether brought by the employees of the Contractor or by the third parties or by the Central or State Government authority or any sub-division thereof.

3.12 FORCE MAJEURE :

In the event of either party rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, relevant obligation of the party affected by such Force Majeure shall upon notification to the other party be suspended for the period which Force Majeure events lasts. The cost and loss sustained by the either party shall be borne by the respective parties.

The term "Force Majeure" as employed shall mean the events as below:

- (i) riot (unless solely restricted to or perpetuated by employees of the Contractor or his subcontractors / suppliers or occurring outside India) so far as it is uninsurable;

- (ii) war, hostilities (whether war be declared or Not), invasion, directed to or by India or act of foreign enemies, directed to India;
- (iii) rebellion, revolutions, insurrection, or military or usurped power, or civil war in India;
- (iv) fire, flood, cyclone, hurricane and acts of God.

Time of performance shall be extended by the period of delay, which is directly caused by the Force Majeure. 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 forty eight hours of the alleged are beginning and ending thereof, giving full particulars and satisfactory evidence in support of his claim.

Time of performance of the relative obligation suspended by the Force Majeure shall stand extended by the period for which such event lasts and affects the relative obligation directly. Such extension of time shall be without prejudice to the provision that time is essence of the Contract and any other terms and conditions related to time of completion as may be provided elsewhere in the Contract.

If the work is affected by Force Majeure lasting for more than 60 days at a stretch, the parties to the Contract shall settle the issue mutually.

3.13 **Liquidated Damage:**

If the Contractor fails to complete the work within the stipulated date(s) or such extension thereof as communicated by the Engineer in writing, the Contractor shall pay as compensation (Liquidated Damage) to the Trustees and not as a penalty, ½% (half percent) of the total value of work (contract price) 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. Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation/damage from any money due or likely to become due to the Contractor. The payment or deduction of such compensation/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 the Engineer, the work may be ordered to be completed by some other agency at the risk and expense of the Contractor.

3.14 **QUALITY ASSURANCE PLAN , INSPECTION AND TESTING:**

3.14.1 Quality Assurance Plan (QAP): The Contractor would have to submit Quality Assurance Plan (s) [QAP] for acceptance by HDC, KoPT, within **15 (Fifteen) days** from the date of issue of order. The QAP shall, contain:

- (a) List of the tests and inspections proposed to be done to ensure quality.
- (b) List of the standards to be followed for execution of the work as well as tests and inspections.
- (c) One set of the standards to be followed for the execution of the work / test and inspection shall have to be submitted, by the Contractor along with the QAP for reference, to Haldia Dock Complex.

3.14.2 Inspection And Testing:

- 3.14.2.1** The contractor must offer all facilities to Third Party Inspection agency **for inspection and testing** of the materials/ equipment, at contractor's own risk, cost and arrangement, at contractor's works/ premises/at HDC site.
- 3.14.2.2** Inspection will be carried out as per relevant Indian Standards/Technical Specification. Type test & routine test as per relevant IS: 2026 or latest amendments, if any will be carried out. The contractor has to bear all the costs involved for the inspection & testing and provide all facilities for testing & inspection of the transformer at their own risk & cost. Inspection of New Transformer Oil and Testing of Transformer Oil as per IS: 335-1993 with latest amendment, if any along with manufacturers Test Certificate/Challan, etc. shall be carried out.
- 3.14.2.3** HDC, KoPT will appoint Third Party Inspection Agency from any one of **Lloyd's / DNV / ABS / BV / IRS** (who are having their offices in India as well as carrying out

inspection outside India), for carrying out stage -wise **inspection & testing of the tendered job, as per Quality Assurance Plan (QAP)**, at HDC, KoPT's own cost & arrangement. Authorized representative of HDC/KoPT may witness inspection & testing process during inspection & testing by Third Party Inspection Agency.

3.14.2.4 Routine Tests and Temperature Rise Test (as per IS: 2026) will be witnessed by the Third party Inspection Agency at Manufacturer's works before despatch. In addition to the above, Radiator Banks of the Transformer to be tested with air pressure of 1.8 Kg / sq.cm. (minimum) to identify any possible leakage.

3.14.2.5 Manufacturer's Certificate for **Type Test** (as per IS:2026), for any Transformer of at least 33 KV, 5000 KVA rating, should be made available to the representative of Third party Inspection Agency during the above inspection.

3.14.2.6 The scope of the Third Party Inspection Agency may also include :

3.14.2.6.1 **Design appraisal** of the New Transformer, including calculation checking, as per design parameters. The design parameters of offered New Transformer shall have to be submitted to Third Party Inspection Agency, with copies to HDC, KoPT.

3.14.2.6.2 **Approval of Quality Assurance Plan** (based on Technical Specification & Scope of Work), as submitted by the contractor. Based on the approved QAP (Quality Assurance Plan), Technical Specification & Scope of Work, inspection will be carried out by the 3rd Party Inspection Agency.

3.14.3 The Contractor shall submit an inspection /test offer compatible with the QAP. The Contractor shall offer inspection / tests offer to Haldia Dock Complex, at least 7 days in advance.

3.14.4 Haldia Dock Complex's right to inspect, test and where necessary, reject the Goods after the Goods' arrival at Haldia Dock Complex's premises shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by Third Party Inspection Agency /Haldia Dock Complex or its representative prior to the Goods' shipment from the place of origin.

3.14.5 Haldia Dock Complex reserves the right to subject any part / component / equipment for re-test and on written instruction from Haldia Dock Complex, the Contractor shall arrange for the re-test and the cost shall be borne by the Contractor. In case of unsatisfactory test results, the part / component / equipment shall be rejected and the Contractor shall be responsible for replacement of the item at his own cost and also bear the cost of the re-test.

3.14.6 The Engineer [i.e. Sr. Dy. Manager (P&E), HDC] or his authorized representative, on giving 7 (seven) days notice in writing to the contractor, setting out any ground of objections, in respect of the work, shall be at liberty to reject all or any materials or workmanship in the subject of any of the said grounds of objection, which are not in accordance with the contract.

3.14.7 In case of sub-letting to other contractors or manufacturers or suppliers by the contractor, the Engineer [i.e. Sr. Dy. Manager (P&E), HDC] will reserve the right as follows:

- (i) that inspection and / or testing will be carried at the sub- contractor's works or
- (ii) that inspection will be carried out at site or
- (iii) that inspection will be waived subject to the contractor furnishing a certificate of compliance with specification by a competent authority recognized by national/ international institutes.

3.14.8 Notwithstanding the fact that the materials or part of equipment or the whole equipment has passed the inspection, the contractor is not relieved from his obligations to conform to the quality, workmanship, guaranteeing the performance etc., as per the contract.

3.14.9 Before any electrical system is put to use, the contractor shall carry out all the tests as per Indian Electricity Rules, 1956, with latest amendments if any, for electrical installations.

3.15 Defect Liability Period:

The bidder should stand guarantee /warranty for a period of 24 months counted from the date of commissioning & handing over of the Transformer. In default, the Trustees will be at liberty to get the repairs done at the risk and cost of the bidder.

3.15.1 Defect Liability Period' shall mean a period, which starts from the actual date of successful commissioning of new transformer along with all accessories, at HDC site, which will continue till expiry of **24 (Twelve) months**.

3.15.2 The Contractor shall be responsible for making good, within **7 (Seven) days** of the date of notification of any defect and/or damage, at his expense, any defect in or damage to any portion of the works, which may appear or occur, during defect liability period(including extension, if any) and which arises either:

(i) from any defective materials, workmanship or design or

(ii) from any act or omission of the Contractor done or omitted during the said period.

3.16 SECURITY DEPOSIT:-

3.16.1 The Contractor shall have to deposit a sum of 10% of the total contract value in the form of Demand draft / Banker's Cheque issued by any Nationalized Bank/ Scheduled Bank in India, as Security Deposit, within 15 days from the date of placement of order. Otherwise, the contractor may submit to Sr. Dy. Manager (P&E) a Performance Bond in the form of Irrevocable Guarantee from any Nationalized Bank/ Scheduled Bank in India as Security Deposit within 15 days from the date of placement of order, in the Proforma annexed to KoPT's General Condition of Contract for a sum equivalent to 10 % of the contract value, which shall be valid till successful expiry of the Defect Liability Period, with a claim period of three months thereafter. In all cases, any dispute regarding the Bank Guarantee will be adjudicated under the jurisdiction of Kolkata High Court. Interest / charge, whatsoever in nature, shall not be paid by HDC/KoPT on the amount of Security Deposit.

In case of Bank Guarantee from any Nationalized Bank/ Scheduled Bank in India, outside West Bengal, it shall be routed through from any Branch/Branches in West Bengal of corresponding Nationalized Bank/ Scheduled Bank and such corresponding Bank shall confirm the same and standby for all the commitments under the Bank Guarantee. In all cases, any dispute regarding Bank Guarantee will be adjudicated under the jurisdiction of Calcutta High Court.

3.16.2 Termination of contract due to failure to submit Security Deposit

Failure of the successful tenderer to submit the required **Security Deposit** shall constitute sufficient grounds for termination of the contract and **forfeiting the Earnest Money Deposit**.

3.16.3 Revalidation of Security Deposit Bank Guarantee

The contractor is required to revalidate the Security Deposit Bank Guarantee, till 3 (three) months after expiry of the defect liability period/ extended defect liability period or contractual obligations, as per provisions of the contract.

3.16.4 Forfeiture of Security Deposit Bank Guarantee

The Security Deposit Bank Guarantee (SDBG) shall be liable to be forfeited at the option of the HDC, KoPT, if the Contractor fails to carry out the work or to perform/ observe any of the conditions of the Contract. HDC, KoPT shall be at liberty to deduct/ recover any of their dues from the Security Deposit Bank Guarantee.

3.16.5 Cost of obtaining & keeping the Security Deposit Bank Guarantee valid to be borne by the contractor

The cost of obtaining security deposit bank guarantee or any other Bank Guarantee and/ or the revalidation thereof whenever required has to be borne by the Contractor and it shall be their sole responsibility to arrange for timely revalidation of such Bank Guarantee, failing which and

for non-fulfilment of any contractual obligation by the Contractor, Sr. Dy. Manager (P&E), HDC and/ or HDC, KoPT shall be at liberty to raise claim/ demand under the Security Deposit Bank Guarantee and en-cash the same unilaterally. Interest/ charge of whatsoever in nature shall not be paid by HDC, KoPT on the amount of Security Deposit Bank Guarantee held by HDC, KoPT, at any stage.

3.16.6 Return of Security Deposit Bank Guarantee

The **Bank Guarantee** submitted by the contractor towards the performance of the contract, will be returned to the contractor without any interest after successful completion of the contract (including Defect Liability Period and fulfilment of all contractual obligations), to the satisfaction of HDC, KoPT and on making an application thereof, along with **“No Claim Certificate”**, **without any interest.**

- 3.17 In case of any disagreement or dispute between the HDC, KoPT authorities and the contractor arising out of or due to the terms and conditions of contract agreement, HDC, KoPT shall have the discretion for settlement of such disputes by appointing a Sole Arbitrator and the award so made by the Arbitrator shall be final and binding on the both parties. Jurisdiction shall be Kolkata/ Haldia only for any dispute.

3.18 Non-assignability:

No part of the contract or any share of interest therein shall in any manner or degree be transferred or assigned or sublet by the Contractor directly or indirectly to any person, firm or company whatsoever.

3.19 CONTRACT AGREEMENT:-

The successful Tenderer will be notified in writing of the acceptance of his tender. The “Tenderer” then becomes the “Contractor” and he shall forthwith take steps to execute the Contract Agreement **within 30 (thirty) days from the date of issue of order letter** and fulfill all his obligations as required by the Contract. The representative(s) of the contractor, signing the Agreement on behalf of the contractor, should be authorized through a **Power of Attorney** [specimen signature of the authorized representative(s) should be attested] in this regard. Formats of the **Agreement** and **Power of Attorney** are annexed with the Tender Document.

- 3.20 **Completeness of Contract:** Any fittings, accessories or apparatus which may not have been specifically mentioned in the Bill of Quantities, Scope of Work & Technical Specification etc. but which are necessary in the equipment of similar installation or for the efficient working after installation shall be deemed to be included in the contract and shall be furnished by the contractor, within the contract price.

3.21 Safety:

- 3.21.1** The Contractor shall have to ensure safety of all their working personnel to the fullest compliance of the provisions of general safety rules / regulations including Dock Workers’ (Safety, Health & Welfare) Regulations, 1986, as applicable. The Contractor shall be responsible for the safety of its workmen and employees.
- 3.21.2** The Contractor shall be solely responsible for consequences arising out of non-compliance or violation of safety rules / Regulation.
- 3.21.3** The Contractor shall have to provide (at their own expenses) all required Personal Protection Equipments (PPE) & Safety Gears for all personnel & labourers engaged during the work and in case of their failing to do so, KoPT shall provide the same and recover the cost thereof from any amount due, or which may become due to the Contractor or from any amount lying with them or under their control.

3.22 Accidents:

- 3.22.1** The Contractors shall have to provide medical treatment, as applicable to his staff and labourers, in case of “Accidents on Duty” which will, inter alia, include his obligations under the Workmen’s Compensation Act, 1923, including all amendments thereof.
- 3.22.2** KoPT shall in no manner be liable to the Contractor or any person engaged/ employed by them or any other person, for injuries or death caused as a result of accidents occurred, either within or outside the site of work, under the contract. The Contractor shall be responsible for such contingencies and will make good all claims for compensation, claim by their personnel/

workmen or the families of the sufferer(s), as the case may be, or as per the decision of the appropriate authority or the tribunal or all other involved persons.

3.23 GATE PASS/ DOCK PERMIT:

Entry Permits may be necessary for the workmen and for the movement of transport vehicles for this work. In the interest of work, necessary entry Permits will be issued **on payment of applicable charges** by the Trustee's for the workmen, vehicles /lorries/trucks etc. for entering into the Dock area /restricted area /work-site for execution of work / testing of materials at the Departmental laboratory, against application by the contractor as per prescribed proforma of HDC, KoPT, after the same is examined and approved by the Engineer [i.e. Sr. Dy. Manager (P&E), HDC]. The entry permit will be issued as per requirement following latest Permit Scheme of Haldia Dock Complex. All existing rules, including any amendments thereto, in future, will have to be complied with by the contractor.

Haldia Dock Complex is presently in the process of introducing RFID based Dock Entry Permits and the present system of issuing paper permits will be phased out. With a view to strengthen security of the dock, it has been decided that photocopy of proof of identity has to be submitted for one-time registration of all the individuals seeking man permits. The following documents will be considered as a valid proof of identity.

- Passport (Relevant pages with photo & address)
- Driving License.
- Voter ID Card (EPIC).
- AADHAAR (UID).
- Income Tax PAN Card.

Please note that document substantiating proof of identity is required to be submitted once for each individual. For getting subsequent permits, the sponsoring firms may quote ID number and type of ID of the individual which was submitted initially for registration.

3.24 WATER SUPPLY, ELECTRICITY & USE OF LAND:

3.24.1 WATER, if available, may be provided to the contractor at the **Contractor's site office, store, workshop, etc.** in connection with this tender, on chargeable basis, as per prevailing rates at HDC/KoPT. For this, the Contractor shall have to make **all arrangements, including installation and laying of pipelines from the source(s) identified by HDC/KoPT, at their cost.**

However, supply of water if required for dismantling, erection, testing, commissioning, (required to be carried out at site) will be supplied from KoPT's source(s), free of cost. The Contractor shall have to make **all arrangements for installation & laying of pipelines, at their cost, from the source(s) identified by HDC/KoPT.**

HDC/KoPT do not guarantee uninterrupted supply of water and the Contractor shall not be compensated for any delay or irregularity in supplying water. The Contractor shall have to arrange for the supply of water at his own cost during such periods.

3.24.2 Supply of Electricity :

Supply of electricity at the **Contractor's site office, store, workshop, etc.** will be on **chargeable basis.** The Contractor shall have to make all arrangements, including **installation of energy meter and laying of cables from the source(s) identified by KoPT, at their cost.** The Contractor will be responsible for maintenance and calibration of the energy meter also. **Electricity charges** will be determined on the basis of **Chargeable Unit (kWh)** [actual **Unit (kWh) consumed** (recorded through energy meter) **plus 3%** on actual Unit consumed (for cost of transformation loss)] and applicable rate of **West Bengal State Electricity Distribution Company Limited (WBSEDCL).** Billing will be done on the basis of **Electricity charges** and

overhead charges @ 19.25% [on the aforesaid **Electricity charges**] as per the notifications of **Tariff Authority of Major Ports (TAMP)**.

The **electricity consumption charges** [based on the prevailing rates of **WBSEDCL**, as may be amended from time to time] shall have to be paid by the Contractor immediately, on receipt of the bill from Manager (Finance), Haldia Dock Complex. All payment on this account should be updated, otherwise the pending bill amount, along with late payment surcharge, will be recovered from the Contractor's bill(s).

KoPT do not guarantee uninterrupted supply of electricity and the Contractor shall not be compensated for any delay or irregularity in supplying electricity. The Contractor shall have to arrange for the electricity at his own cost during such periods.

However, supply of electricity for installation, testing & commissioning for PLC system and dismantling of the existing components of PLC System & other associated work, if any, to be carried out at site, will be made from HDC/KoPT's source(s), free of cost. The Contractor shall have to make all arrangements for laying of cables from the source(s) identified by HDC/KoPT, at their own cost.

3.24.3 USE OF LAND: The Contractor shall be allowed to use a suitable land (open space), which in the opinion of KoPT may be absolutely necessary for the proper and efficient execution of works. For this, a token lump sum licence fee of **INR 10.00 per month or part thereof** will be charged during pendency of the contract and extension thereof, if any.

On completion of work or termination of the contract, the Contractor shall have to clear away all their tools, plants, rubbish and other materials, **within a fortnight** and hand over vacant and peaceful possession of the same to KoPT, in a tidy and clean condition. The same license fee (INR 10.00 per month or part thereof) will be applicable for this additional period (if any) for clearing the space. If the Contractor fails to clear the space and handover the same to the Employer in a clean and tidy condition, within the period mentioned above, KoPT's "Schedule of Rate" will be applicable for the period beyond that.

The Contractor shall be allowed to erect any temporary structures on this land for **office, store, workshop** etc. and make all suitable arrangement for water supply, electricity supply and sanitary arrangements for the same, at their own cost.

In case the Contractor is interested in taking **covered space, office room**, etc. of KoPT for the purpose of making a site office and store in the port area, the same may also be allotted subject to availability. The rents for such covered spaces or office room of KoPT, to be allotted to the Contractor, shall have to be paid by the Contractor, as per the 'Schedule of Rent of KoPT, prevailing at that time. In addition to the rent, **water consumption charges & electricity consumption charges** (if electricity / water is supplied from HDC/KoPT sources) and other applicable charges, as per the notifications of **Tariff Authority of Major Ports (TAMP)**, have to be paid by the Contractor. The Contractor will be responsible for installation, maintenance and calibration of the water meter also.

3.25 PRICING OF BILL OF QUANTITY & RATES:

3.25.1 Price is to be quoted through on-line bidding as per Price Schedule [Bill of Quantities] of the e-tender document. The Bidder shall indicate on the prescribed Bill of Quantity, the landed prices of all the goods and services at Haldia Dock Complex. It must include all charges (except Service Tax, VAT/ CST, Excise Duty and other statutory taxes, levies & Cesses thereon), fees, insurance, transportation, packing, forwarding and all other incidentals required for execution of the contract in all respect. Variation (upward / downward) in taxes & duties and statutory levies, cess etc due to change in Govt. Regulations only shall be considered, provided such change has taken place within the original completion date of the contract.

3.25.2 The Contractor shall have to submit the Billing schedule containing the break-up prices of different items of the Bill of Quantity in the following prescribed format **within 30 days from the** date of issue of Order. The contractor shall ensure that the break-up prices are rational, reasonable and approved by the HDC/KoPT for effecting stage payments.

3.26 DISQUALIFICATIONS:

3.26.1 The Trustees reserve the right to disqualify a Tender in case they are satisfied that any bribe, commission, gift or advantage has been given, promised or offered by or on behalf of the Tenderers to any officer, employees or representative of the Trustees or to any person on his or their behalf in relation to the acceptance of the Tender.

3.26.2 If it is found that two or more persons, who are connected with one another financially or as principal and agent or master and servant have tendered separately under different names for the same contract without disclosing their connections or it is found that the same person has submitted more than one Tender for the same work under different names, the tenders may be rejected or any contract entered into under such conditions shall also be liable to be cancelled at any time during its performance.

3.27 VARIATION AND ITS VALUATION :

No escalation/variation will be allowed during the contract period or extension if any, except statutory taxes, duties, levies, cess etc.

3.28 CONTRACT LABOUR LAWS:

The Contractor must comply with the provisions of Contract labour Regulation & Abolition) Act – 1970 and Contract Labour (Regulation & Abolition) Central Rules – 1971 and the rules framed there under with all modifications/amendments being enforced from time-to-time.

The Contractor shall indicate maximum number of workmen to be engaged on any day for execution of the work. He shall have to obtain a regular/permanent license as per sec 12 (1) of the Contract Labour Act.

Further, whenever a contract work has commenced or completed, the contractor has to intimate the same to the Assistant Labour Commissioner (Central)/ labour Enforcement Office (Central) in Form IV – A, within 15 days of such commencement or completion.

Also, as per “Building & Other Construction Workers (Regulation of Employment & Conditions of Service) Act – 1996 and Central Rule 1998, contractors engaging ten (10) or more building workers in any building or other construction works has to obtain a certificate of registration without fail under the referred act.

The contractor has to arrange for displaying the name of the Regional Labour Commissioner (Central), Asst. Labour Commissioner (Central) & Labour Enforcement Officer (Central) at his work site(s).

The contractor shall inform the Principal Engineer of the Contract, the date, time & venue of disbursement to be made by him to his workers.

The contractor shall also be required to put up a notice at the site of work mentioning the date, time & venue of disbursement to be made by him to his workers and he or his authorized representative shall have to be present during period of disbursement.

3.29 ASSIGNMENT AND SUB- CONTRACTING :

3.29.1 The contractor shall not sub-contract the whole of the work. Unless otherwise stated in the contract, the contractor shall not sub-contract any part of the work, without prior consent of Sr. Dy. Manager (P&E), HDC. Any such consent shall not relieve the contractor from any liability or obligations under the contract and they shall be responsible for :

- a) the acts, defaults and neglect of any sub-contractor, their agents, servants or workmen as fully as if these were the acts, defaults or neglects of the contractor, their agents, servants or workmen,
- b) their full and entire responsibility of the contract and for active superintendence of the work by him despite being sublet.

Provided that the Contractor shall not be required to obtain such permission for –

- i. the provision of labour engaged on piecework basis / daily rate basis.
- ii. the purchase of materials which are in accordance with the standards specified in the contract, or
- iii. the subcontracting of any part of the works for which the subcontractor is named in the contract.

The contractor shall be responsible for observance by all sub-contractors of Labour Laws applicable in India and all other provisions of the contract.

However, no **participating bidder** will be allowed to act as a **Sub-Contractor** of the Successful Bidder (Contractor).

3.29.2 In the event of the contractor contravening this condition, HDC, KoPT shall be entitled to terminate the contract forthwith and award a fresh contract to some other parties at risk and cost of the Contractor, who shall be liable for any loss or damage, which HDC may sustain in consequence to arising out of such replacement of the contractor.

3.29.3 The contractor shall not assign their right and interest in these presents nor assume a fresh partner or partners, dissolve the partnership existing between them in reference to this contract, without the prior written permission of HDC.

3.30 COMPLIANCE WITH E.P.F & M. P. ACT:

The successful contractor will have to comply with provision of EPF & MP Act –1952 (along with amendments, if any), issued from time to time.

If asked for by the Employer, the contractor will be required to submit photocopy of all payment challans and produce the original for verification to the representative of the principal employer, i.e. Sr. Dy. Manager (P&E), HDC.

3.31 COMPLIANCE WITH E.S.I. ACT:

The contractor will have to comply with provisions of “Employer's State Insurance Act – 1948” along with amendments (if any) issued from time-to-time. He shall obtain ESI registration and shall deduct employees' contribution as applicable percentage of the wages of each of the employees' and shall deposit the same together with employer's contribution as applicable percentage of such total wages payable to the employees or at such rates as fixed by the competent authority from time to time.

In case, where an employee is not covered under ESIC Scheme (or contribution not paid for him regularly) and meet an accident during and arising out of his employment, the contractor being the immediate employer shall be liable to pay him suitable compensation.

However, the Tenderer may note the followings:

- i) All intending tenderer shall disclose all necessary documents as to whether they are covered under ESI Act or not.
- ii) In case they are covered under ESI Act, they have to furnish the details of registration, failing which their tender would be liable to be cancelled.
- iii) In case they are not covered under ESI Act or exempted, they would furnish necessary documents along with an affidavit affirmed before a first-class judicial Magistrate to that effect.
- iv) The affidavit as submitted by the tenderers shall be vetted by the Legal Department, Kolkata Port Trust on case-to-case basis.

In case the contractor is not covered under the ESI Act, then he must additionally indemnify KoPT against all damages and accident occurring to his labourer.

The contractor will be required to submit Xerox of all payment challans and produce the original for verification to the representative of the principal employer, i.e. Sr. Dy. Manager (P&E).

3.32 INDEMNIFICATIONS:

The successful bidder shall be deemed to indemnify and keep indemnified the Trustees from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of any of the provisions of any law, rules or regulations having the force of law, including but not limited to –

- (a) The Minimum Wages Act, 1948.
- (b) The Dock Workers (Regulation Of Employment) Act, 1948
- (c) The Building And Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996
- (d) The Dock Workers' Safety, Health & Welfare Act , 1986
- (e) The Payment of Wages Act, 1936.
- (f) The Workmen's Compensation Act, 1923.
- (g) The Employees Provident Fund Act, 1952.
- (h) The Contract Labour (Regulation and Abolition) Act, 1970; Rules 1971.
- (i) The Payment of Bonus Act, 1965.
- (j) The Payment of Gratuity Act, 1972.
- (k) The Equal Remuneration Act, 1976.
- (l) The Employees State Insurance Act, 1948 & Employees State Insurance (Amendment) Act ,1989
- (m) Child Labour (Prohibition and Regulation) Act, 1986.
- (n) The Maternity Benefits Act 1961
- (o) Interstate Migrant Workmen (Regulation Of Employment & Conditions Of Service) Act , 1979.
- (p) Motor Vehicle Act, latest revision.

3.33 SAFETY & ENVIRONMENT:

The contractor shall adhere to safe construction practice, guard against hazardous and unsafe working conditions and follow all safety precautions for prevention of injury or accidents and safeguarding life and property. The contractor shall comply with relevant provisions of Dock Workers (Safety, Health and Welfare) Act – 1986 and Dock Workers (Safety, Health and Welfare) Regulation – 1990 and Safety Officer of the Trustees or Safety Inspectors shall be afforded all facilities for inspection of the works, tools, plant, machineries, equipments etc. wherever so required. The contractor shall further comply with any instruction issued by Sr. Dy. Manager(P&E),HDC, Trustees' Safety Officer, Safety Inspector in regards to safety which may relate to temporary, enabling or permanent works, working of tools, plants, machineries, equipments, means of access or any other aspect.

The contractor shall provide all necessary first aid measures, rescue and life saving equipment to be available in proper condition.

The contractor shall provide PPEs (Personal Protective Equipments) such as helmet, safety shoe etc. to all workers and shall also provide job specific PPEs e.g. safety belts for working at heights; protective face and eye shield, goggles, hand gloves for welding/gas cutting works; protective foot wear and gloves for hot works; facemasks, gloves and overalls for painting works, mixing and handling materials etc., as directed by Sr. Dy. Manager (P&E),HDC.

All safety rules shall be strictly followed while working on live electrical systems or installations as stipulated in the relevant safety codes.

Use of hoisting machines and tackles including their attachments, construction tools, machineries and equipments shall comply with the relevant safety codes.

Before allowing workers in sewers, manholes, any duct or covered channel etc., the manhole covers shall have to be kept open and ventilated at least one hour in advance and necessary safety torches/lamps should be inserted first before allowing entry to the worker. Suitable hand gloves and other safety gear will be provided to the worker during handling/removing of slushes sludge etc. without any extra cost.

The contractor shall adopt all the above safety measures at his own cost & arrangement.

The contractor shall also ensure that –

- i) No damage is caused to plants and vegetations unless the same is required for execution of the project proper.
- ii) The work shall not pollute any source of water/land/air surrounding the work site so as to affect adversely the quality or appearance thereof or cause injury or death to animal and plant life.
- iii) His office & labour hutment etc. shall be maintained in a clean and hygienic condition throughout the period of their use and different effluents of the labour hutment shall have to be disposed off suitably.

3.34 WAY BILL:

For bringing the materials at site, for interstate transfer of materials, if Way Bill is required, the same will be provided by HDC, KoPT, on written request from the contractor. However, the contractor has to plan the transportation of materials, so as to minimize the use of way bills.

3.35 PACKING & FORWARDING:

The contractor should take adequate care during packing and forwarding of different components, parts of the Transformer and its accessories, so that **the same are not damaged/ dented during transportation towards site of work, from outside locations.**

3.36 The contractor should arrange safety and security of the materials, under his custody at site of work, at his own risk, cost and arrangement. The above terms and conditions should be read in conjunction with other terms and conditions as detailed in the enclosed General Conditions of Contract, Special Notes, Scope of Work, Technical Specification, Bill of Quantities and all other stipulations of the Tender Document.

3.37 RISK PURCHASE :

If the contractor fails to execute the contract fully or partly after obtaining the order from HDC, KoPT, the contract may be terminated and the work may be carried out by engaging other agency for full portion or remaining portion of the work. The cost incurred by HDC, KoPT, in such case will have to be borne by the contractor. This will be governed by relevant clause **(no. 8.3)** of General Conditions of Contract of Trustees, May 1993, with latest amendments thereto.

3.38 HINDRANCE REGISTER

'Hindrance Register' will have to be maintained at site, by the contractor, as per the format at **Annexure – T.**

3.39 Other Terms and Conditions :

Notwithstanding anything contained herein, the contract will generally be guided by the **General Conditions of Contract (GCC) of Kolkata Port Trust**, duly approved by the Board of Trustees in May, 1993, as well as the Major Port Trust Act, 1963, and subsequent amendments thereof, if any, unless otherwise specified.

3.40 GENERAL REQUIREMENTS:

3.40.1 All materials required for the entire work should be as per latest **Indian Standard (IS)**, issued by **Bureau of Indian Standard**, if not specified otherwise in this tender document.

3.40.2 The entire job should be executed in accordance with the requirements of following **Acts and Rules**, including latest amendments viz. Indian Electricity Rules – 1956, Electricity Laws (Amendment) Ordinance, 1997; Central Electricity Authority Rules, 1977; Central Electricity Authority Regulations, 1979; Indian Electricity Act, 2003.

The supply, installation and commissioning of all items required for this work should be complied with the above **Acts & Rules** and relevant **Code of Practice** of the **Bureau of Indian Standard**, including **National Electrical Code**, if not specified otherwise.

3.41 Relevant aspects of following **Rules/ Code of Practices** should also be followed and complied with Indian Factories Act; Dock Workers (Safety, Health & Welfare) Act 1987; The Workmen's Compensation Act, 1923; The Minimum Wages Act, 1948; The Contract Labour (Regulation & Abolition) Act, 1970 and Other local regulations.

Job: Dismantling & shifting of one no. defective 6 MVA, 33 KV / 3.3 KV, 3 Phase Transformer from its present location at Ore & Coal Handling Plant, at HDC, KoPT and Design/manufacture, supply, delivery, installation, testing & commissioning of one no. new 6 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz, Outdoor Type Transformer, along with all accessories, at Coal Handling Plant, under Haldia Dock Complex, Kolkata Port Trust, at Haldia.

4. SCOPE OF WORK

4.1 Dismantling & Shifting of existing Transformer:-

- 4.1.1 One number old & defective 6 MVA, 33 KV/3.3 KV, outdoor type Transformer is presently installed at Coal Handling Plant, under P&E Division of Haldia Dock Complex, at Haldia. The contractor has to dismantle the defective transformer from its present location, along with all attachments & accessories and has to shift the same to the fencing yard of Coal Handling Plant Store (approximately 400 mtrs. away from the existing location).
- 4.1.2 The dismantling & shifting job of the transformer has to be carried out by the contractor before installation / erection & commissioning of the new transformer.
- 4.1.3 All necessary tools, tackles, equipments, lifting arrangements, loading & unloading arrangement, transport arrangement is within the scope of the contractor.

4.2 Design/manufacture, supply, delivery, installation, testing & commissioning of new Transformer:-

- 4.2.1 The Scope of work of the contractor includes design, manufacture, supply, delivery, installation, testing, & commissioning of one no. new 6 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz, Outdoor Type Transformer, along with all accessories, as per enclosed Technical Specification [**Annexure- TS (new)**], for installation at the existing site at Coal Handling Plant, under Haldia Dock Complex, Kolkata Port Trust, at Haldia.
- 4.2.2 The new 6 MVA, 33 KV/3.3 KV transformer should be designed in such a way so that the same would be suitable to be run in parallel with other two existing 6 MVA, 33 KV/3.3 KV, Dyn11, transformers, technical specification & name plate details of which are enclosed as per **Annexure –TS2 & Annexure–TS3**.
- 4.2.3 The drawing & dimensional details of existing HT Terminal Box at 33 KV side of the Transformer (for termination of 33 KV PILC insulated cable) of the old defective transformer is enclosed as **Annexure – TB**, for reference & guidance purpose, for designing the HT Terminal Box of new transformer for termination with 33 KV XLPE cable, considering the space available at existing site conditions.
- 4.2.4 The new transformer is to be installed at existing site at Haldia, drawing & dimensional measurement of the site, is enclosed herewith as **Dimension at site (Annexure- S)**.
- 4.2.5 Transportation of the new transformer along with all accessories, from manufacturer's / contractor's premises /works to HDC's site of installation, including unloading, installation, testing & commissioning of the same at HDC's site, are to be done by the contractor at their own cost, risk & arrangement.
- 4.2.6 Necessary tools, tackles, cranes, equipments & manpower, required for unloading at HDC site / transportation, installation, testing & commissioning of the new transformer along with all accessories, are to be arranged by the contractor, at their own risk & cost.
- 4.2.7 The new 6 MVA transformer should be supplied with first fill of new transformer oil. The transformer oil should conform to relevant IS specification (IS: 325 or latest amendments if any).
- 4.2.8 The new transformer should be supplied, installed & commissioned, complete with all standard accessories & fittings etc, even if not specifically mentioned in the technical specification.
- 4.2.9 The transformer shall be commissioned on no load first and if no abnormality arises, the transformer will be charged on load after three days of no load commissioning. On successful commissioning of the transformer on load, the same would be decaled as finally commissioned.

Enclosures:

- i) **Annexure –TS (new)**
- ii) **Annexure –TS2**
- iii) **Annexure –TS3.**
- iv) **Annexure –TB**
- v) **Annexure – S**

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
Plant & Equipment Division
TECHNICAL SPECIFICATION**

Technical Specification of new 6 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz Outdoor Type Transformer:

- (a) **Rated Power :** 6000 KVA
- (b) **No load voltage ratio:** 33 KV / 3.3 KV.
- (c) **Rated Frequency:** 50 Hz. $\pm 3\%$.
- (d) **Particulars of Specification to be complied with:** IS 2026 or latest amendments, if any.
- (e) **Type:** Oil immersed Outdoor type.
- (f) **Winding:** Double wound copper (Electrolytic) conductor.
- (g) **Core Material :** CRGO
- (h) **Temperature rise:** The temperature rise should not exceed the limit of 55°C (measured by resistance) of Transformer winding and 50°C (measured by thermometer) in top of oil, when tested in accordance with IS: 2026 or latest amendments, if any.
- (i) **Tapping:** Tappings on 33 KV side to vary by ± 2.5 , $\pm 5\%$ & $\pm 7.5\%$ by On Load Tap Changer.
- (j) **Type of Cooling :** Oil Natural Air Natural (ONAN)
- (k) **Vector Group Reference:** Dy n 11 (HV side delta, LV side Star connected).
- (l) **Terminal arrangement for:**
 - 33 KV side:**
Outdoor type weather proof Cable Termination Box made of Sheet Steel (duly painted), having arrangement for termination with 1 No., 3 core, 240 sq. mm., 33 KV(E) grade XLPE Cable, to be provided.
 - 3.3 KV side:**
LV side is to be terminated with the existing bus duct. Phase to Phase distance of the bus duct is 60 mm.
 - Neutral :**
Suitable Neutral on 3.3 KV side to be brought out for earthing (solid earth) purpose. Separate chamber is to be provided for the Neutral Bushing. Neutral CT is to be provided.
- (m) **Mounting :**
To be mounted on bi-directional wheels, on existing site of installation **[Dimensional details as per existing site conditions, as per enclosed Annexure - S]**
- (n) **Surface preparation and painting of Tank :** Steel surface should be prepared by sand / shot blast.
Inside: Heat resistance paint (Hot oil proof) should be provided inside the tank.
Outside: On external surface , **two coats of Zink Cromate** followed by **two coats of synthetic enamel paint of dark admiral grey shade** conforming to **No. 632 of IS 5**, should be provided.
- (o) **Transformer Oil:** The transformer shall be supplied with first filling of transformer oil, as per IS 335.
- (p) **Fittings and accessories :**
The fittings as given below to be provided:
 - i) **Inspection Cover.**

- ii) **Rating plate.**
- iii) **Terminal marking plate.**
- iv) **Two earthing terminals.**
- v) **Lifting lugs** for Transformer Tank.
- vi) **Drain –cum-sampling valve** with plug or covered plate.
[Special tools for operating this valve shall be supplied with the transformer]
- vii) **Dehydrating Breather** (supplied with fresh **Silica Gel**).
- viii) **Oil Level Indicator** with minimum marking.
- ix) **Thermometer pocket.**
- x) **Oil filling hole** with cover.
- xi) **Conservator** with oil gauge and filling hole with plug. Shut off valve should be provided between conservator and tank.
- xii) **Air release device.**
- xiii) **Jacking lugs.**
- xiv) **Filter valve.**
- xv) **Winding Temperature Indicator** with **Alarm** and **Trip Contacts**.
- xvi) **Oil Temperature Indicator.**
- xvii) **Under carriage** with 4 Nos. bi-directional wheels.
- xviii) **Lifting lugs for lid.**
- xix) **Connection diagram plate.**
- xx) **Dial type Thermometer** with **alarm and trip contacts**.
- xxi) **Double float Buchholz relay** with **alarm and trip contacts**.
- xxii) **Marshalling Box** (control wiring from relays & thermometer trip contacts up to the Terminal Box to be done).
- xxiii) **Detachable Radiator Banks.**
- xxiv) **Explosion Vent.**
- xxv) **Horn gap lightning arrestor**
- xxvi) **Magnetic Oil Level Gauge with low level contacts.**
- xxvii) **On Load Tap Changer** (with Motorized mechanism for local & remote tap changing system) to be provided in HV side, filled with Transformer Oil (in separate Tank), having Tap Position Indicator and Auto/Manual Changeover Switch. Separate R.T.C.C. Panel for Remote Tap Changing of Transformer to be provided.

Note:- other items as per standard practice of the Manufacturer.

Note:- 2 sets of **Instruction Manuals** for erection

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
PLANT & EQUIPMENT DIVISION**

Annexure –TS2

**Technical Specification of existing 6 MVA, 33 KV/3.3 KV Transformer No. 2 of
Master Control Sub-station**

Maker's Name: The General Electric Co. of India Ltd.
Transformer to IS: 2026/1962
Made in India

Kind	: Double Wound
KVA	: 6000
Volts at No-Load	{ HV 33000 LV 3300
Amperes	{ HV 105 LV 1050
Phases	{ HV 3 LV 3
Diagram	
Drawing No.:	BN-21548

Type of Cooling	: ON
Frequency	: 50 Hz
Vector Group	: Dy 11
Impedence Volts	: 6.92
Volume of Oil	: 4510 Liters
Mass of Oil	: 3910 Kg
Untanking Mass	: 6570 Kg
Transport Mass	: 12800 Kg
Total Mass	: 16000 Kg

Maker's Ref. No.	: CSP-2937/CTP-3357
Maker's Serial No.	: 96210
Year of modification	: 1978
Customer's Ref.	: CON. E73/604
Temp. Rise in Oil	: 45° C & Winding : 55° C

Tap Switch Position	Leads Joined	HV Volts	LV Volts
1	2-3	35475	<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 5px;">↑</div> <div style="margin-right: 5px;">3300</div> <div style="margin-left: 5px;">↓</div> </div>
2	2-4	34650	
3	2-5	33825	
4	2-6	33000	
5	2-7	32175	
6	2-8	31350	
7	2-9	30525	
8	2-10	29700	
9	2-11	28875	

		OLTC <u>Crompton Greaves Ltd.</u>	
Type	: F.300/33/100		
Sl. No.	: 42378802		
Service Voltage	: 33 KV		
Normal working			
Current	: 69.3 A		
Wt. of tap changer			
excluding Oil	: 610 Kg		
Oil in selector			
Switch tank	: 660 Kg 750 L		
Total Wt.	: 1720 Kg		

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
PLANT & EQUIPMENT DIVISION**

Annexure –TS3

Technical Specification of existing 6 MVA, 33 KV/3.3 KV Transformer No. 3 of Master Control Sub-station

Maker's Name: The General Electric Co. of India Ltd.
Transformer to IS: 2026/1962
Made in India

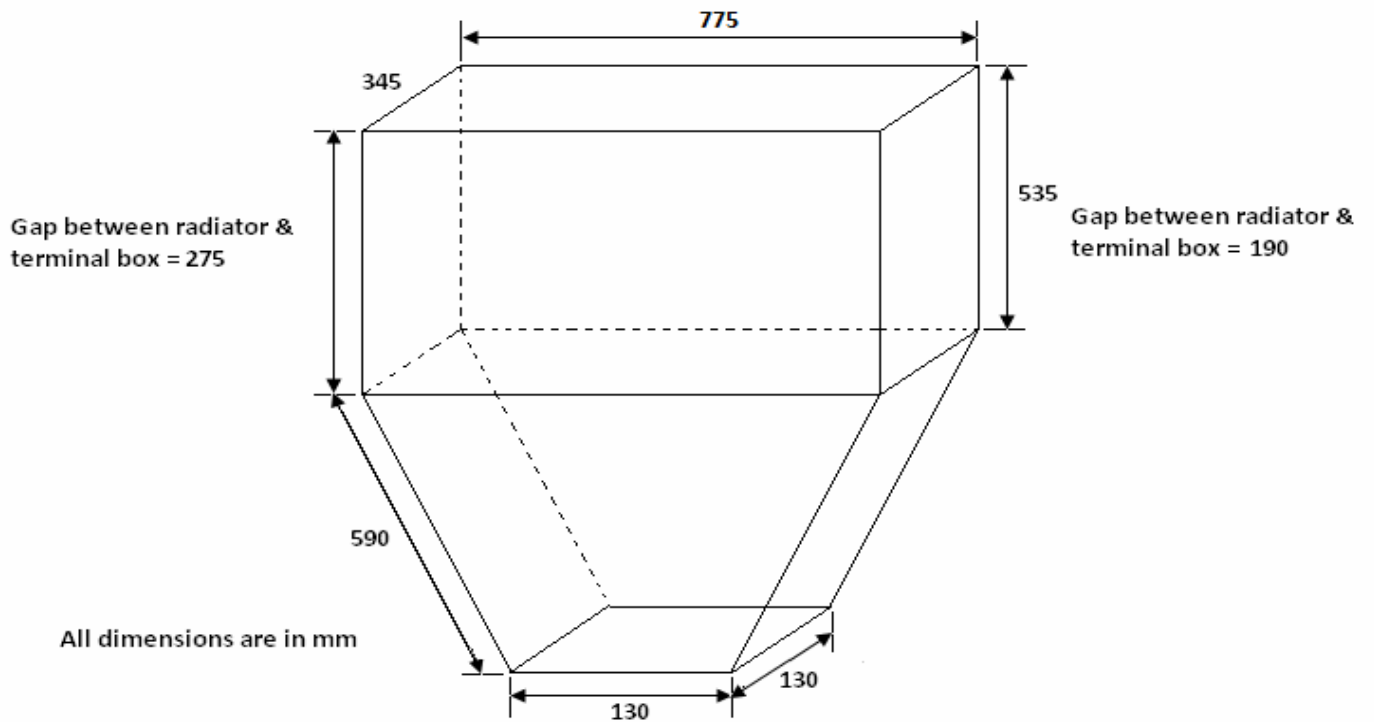
Kind	: Double Wound
KVA	: 6000
Volts at No-Load	{ HV 33000 LV 3300
Amperes	{ HV 105 LV 1050
Phases	{ HV 3 LV 3
Diagram	
Drawing No.:	BN-21548

Type of Cooling	: ON
Frequency	: 50 Hz
Vector Group	: Dy 11
Impedence Volts	: 7.05
Volume of Oil	: 4510 Liters
Mass of Oil	: 3910 Kg
Un-tanking Mass	: 6570 Kg
Transport Mass	: 12800 Kg
Total Mass	: 16000 Kg

Maker's Ref. No.	: CSP-2937/CTP-3357
Maker's Serial No.	: 96212
Year of modification	: 1978
Customer's Ref.	: CON. E 73/604

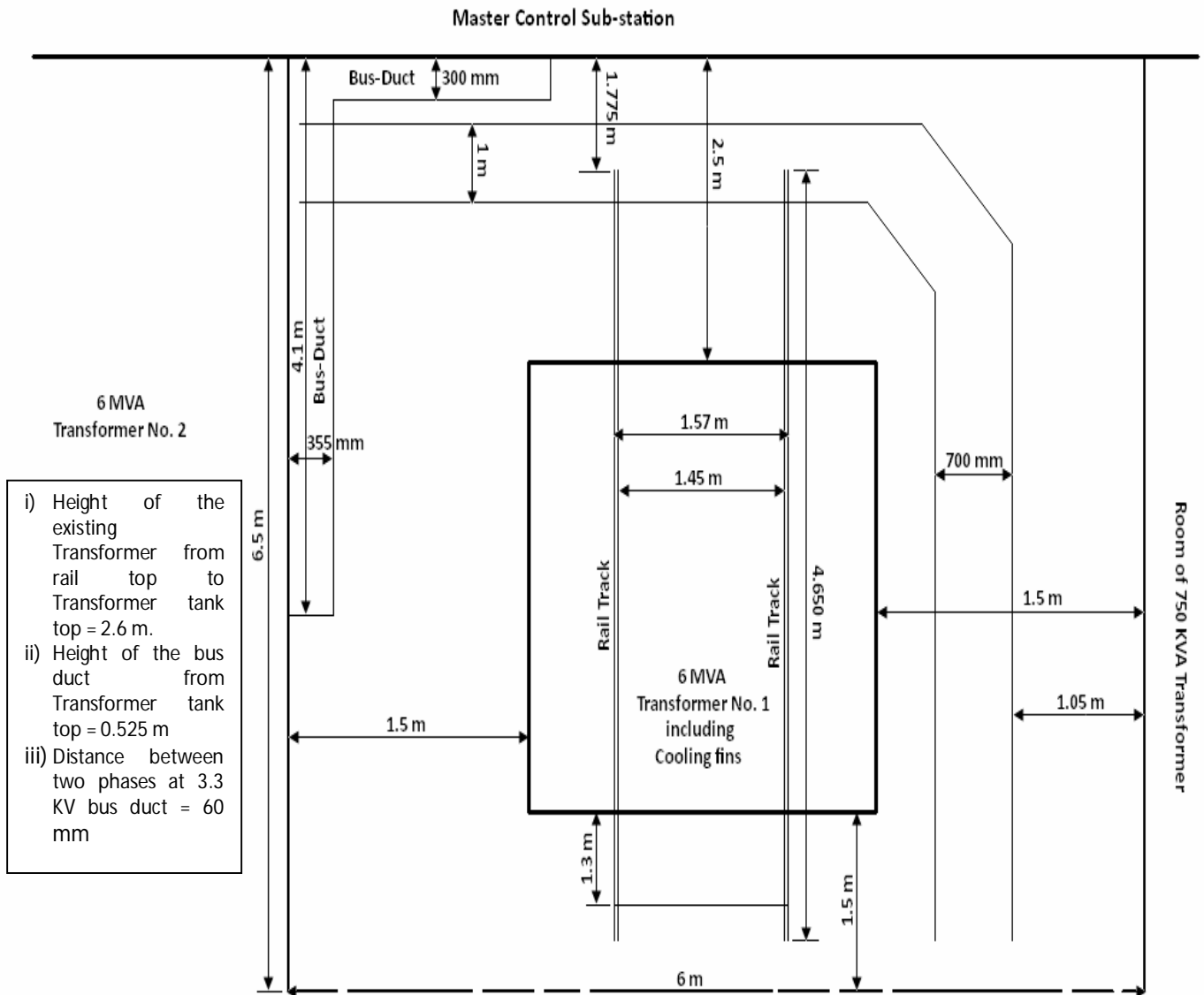
Tap Switch Position	Leads Joined	HV Volts	LV Volts
1	2-3	35475	<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 5px;">↑</div> <div style="margin-left: 5px;">↓</div> </div> 3300
2	2-4	34650	
3	2-5	33825	
4	2-6	33000	
5	2-7	32175	
6	2-8	31350	
7	2-9	30525	
8	2-10	29700	
9	2-11	28875	

OLTC <u>Crompton Greaves Ltd.</u>	
Type	: F.309/33/100
Sl. No.	: 42378803
Service Voltage	: 33 KV
Normal working Current	: 69.3 A
Wt. of tap changer excluding Oil	: 610 Kg
Oil in selector	
Switch tank	: 660 Kg 750 L
Total Wt.	: 1720 Kg



HV Terminal Box of 6 MVA 33 KV / 3.3 Transformer of
Master Control Sub-Station

**Dimensions at Site-
Annexure - S**



Dimensions of room for 6 MVA 33/3.3 KV Transformer No. 1 of Master Control Sub-station where the new Transformer will be installed.

(To be filled up, signed & uploaded by the bidder)

Annexure- TD

TECHNICAL DATASHEET OF 6MVA, 33 KV/3.3 KV NEW TRANSFORMER		
Sr no.	Technical Requirement	Technical offer of the bidder
(a)	Rated Power : 6000 KVA	
(b)	No load voltage ratio: 33 KV / 3.3 KV.	
(c)	Rated Frequency: 50 Hz. $\pm 3\%$.	
(d)	Particulars of Specification to be complied with: IS 2026 or latest amendments, if any.	
(e)	Type: Oil immersed Outdoor type.	
(f)	Winding: Double wound copper (Electrolytic) conductor.	
(g)	Core Material : CRGO	
(h)	Temperature rise: The temperature rise should not exceed the limit of 55°C (measured by resistance) of Transformer winding and 50°C (measured by thermometer) in top of oil, when tested in accordance with IS: 2026 or latest amendments, if any.	
(i)	Tapping: Tappings on 33 KV side to vary by ± 2.5 , $\pm 5\%$ & $\pm 7.5\%$ by On Load Tap Changer.	
(j)	Type of Cooling : Oil Natural Air Natural (ONAN)	
(k)	Vector Group Reference: Dy n 11 (HV side delta, LV side Star connected).	
(l)	Terminal arrangement for: 33 KV side: Outdoor type weather proof Cable Termination Box made of Sheet Steel (duly painted), having arrangement for termination with 1 No., 3 core, 240 sq. mm., 33 KV(E) grade XLPE Cable, to be provided. 3.3 KV side: LV side is to be terminated with the existing bus duct. Phase to Phase distance of the bus duct is 60 mm. Neutral : Suitable Neutral on 3.3 KV side to be brought out for earthing (solid earth) purpose. Separate chamber is to be provided for the Neutral Bushing. Neutral CT is to be provided.	
(m)	Mounting : To be mounted on bi-directional wheels, on existing site of installation [Dimensional details as per existing site conditions, as per enclosed Annexure - S]	
(n)	Surface preparation and painting of Tank : Steel surface should be prepared by sand / shot blast. Inside: Heat resistance paint (Hot oil proof) should be provided inside the tank. Outside: On external surface , two coats of Zink Cromate followed by two coats of synthetic enamel paint of dark admiral grey shade conforming to No. 632 of IS 5 , should be provided.	
(o)	Transformer Oil: The transformer shall be supplied with first filling of transformer oil, as per IS 335	

(p)	Fittings and accessories : The fittings as given below to be provided:		
	i)	Inspection Cover.	
	ii)	Rating plate.	
	iii)	Terminal marking plate	
	iv)	Two earthing terminals.	
	v)	Lifting lugs for Transformer Tank.	
	vi)	Drain –cum-sampling valve with plug or covered plate. [Special tools for operating this valve shall be supplied with the transformer]	
	vii)	Dehydrating Breather (supplied with fresh Silica Gel).	
	viii)	Oil Level Indicator with minimum marking.	
	ix)	Thermometer pocket.	
	x)	Oil filling hole with cover.	
	xi)	Conservator with oil gauge and filling hole with plug. Shut off valve should be provided between conservator and tank.	
	xii)	Air release device.	
	xiii)	Jacking lugs.	
	xiv)	Filter valve.	
	xv)	Winding Temperature Indicator with Alarm and Trip Contacts	
	xvi)	Oil Temperature Indicator	
	xvii)	Under carriage with 4 Nos. bi-directional wheels.	
	xviii)	Lifting lugs for lid.	
	xix)	Connection diagram plate.	
	xx)	Dial type Thermometer with alarm and trip contacts	
	xxi)	Double float Buchholz relay with alarm and trip contacts.	
	xxii)	Marshalling Box (control wiring from relays & thermometer trip contacts up to the Terminal Box to be done).	
	xxiii)	Detachable Radiator Banks	
	xxiv)	Explosion Vent.	
	xxv)	Horn gap lightning arrestor	
	xxvi)	Magnetic Oil Level Gauge with low level contacts	
	xxvii)	On Load Tap Changer (with Motorized mechanism for local & remote tap changing system) to be provided in HV side, filled with Transformer Oil (in separate Tank), having Tap Position Indicator and Auto/Manual Changeover Switch. Separate R.T.C.C. Panel for Remote Tap Changing of Transformer to be provided.	
	xxviii)	Other items as per standard practice of the Manufacturer.	

[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD, SIGNED, SCANNED AND UPLOADED]

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA
FORM OF TENDER

CONTRACT NO. :.....

To

.....
.....
.....
.....

I/We
of

having examined the site of works, inspected the drawings and read the specifications, General and Special Conditions of Contract and Conditions of Tender, hereby Tender and undertake to execute and complete all the works required to be performed in accordance with the specifications, Bill of Quantities, General and Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates and prices set out in the annexed Bill of Quantities within month/week from the date of Order to commence the work and in the event of our Tender being accepted in full or in part, I/we also undertake to enter into a Contract Agreement in the form hereto annexed with such alterations or additions thereto which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of Quantities, Drawings and Special and General Condition of Contract and I/we hereby agree that until such Contract Agreement is executed, the said specifications, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the Contract.

- I/We require.....days/months the preliminary time to arrange and procure the materials required by the work from the date of acceptance of Tender before I/we could commence the work.

(* This should be scored out in the case of Labour Contracts)

I/we have deposited the stipulated Earnest Money vide transaction No.
.....dated.....from.....
.....Branch of.....Bank.

I/we agree that the period for which the Tender shall remain open for acceptance shall not be less than 180 days.

Signature of Tenderer
(Seal of the Tenderer)

WITNESS :
Signature :

Name :
(In Block Letters)

Address :
.....
.....
.....

Occupation :

Name of the
Tenderer :

Date :

Address :
.....
.....

☐ **Strike out which are not applicable.**

[DOCUMENT TO BE DOWNLOADED, FILLED IN, SIGNED, SCANNED AND UPLOADED]

PREAMBLE OF PRICE SCHEDULE

- 1** Price to be quoted only in the Price Bid (priced Price Schedule) should strictly as per “**Price Schedule**”, **without any extraneous condition**. There should not be any change in the Format of un-priced “**Price Schedule**”. Except in the Price Bid, the price must not be not mentioned/disclosed in any other place of tender/offer.
- 2** **The bidders are required to quote the rates of all the items. In case of non-availability of rate of any of the items, the respective offer will be treated as non-responsive and will be rejected.**
- 3** Quoted price should be inclusive of all incidental charges but exclusive of Service Tax, VAT/ CST, Excise Duty & other statutory taxes, levies and Cesses thereon. The same will be paid extra on submission of relevant document for availing credit, if & as applicable.
- 4** Except where otherwise expressly provided, the successful bidder shall provide all required things necessary in connection with the contract work, although everything may not be fully specified and although there may be errors and omissions in the specifications.
- 5** Other than the statutory Taxes, Duties Levies etc. quoted price should be remain firm during the currency of the contract.
- 6** Work under **Price Schedule** to be followed as per ‘Scope of Work’, Terms & Conditions, payment terms etc. as mentioned in the Tender Document.

**Signature of the Tenderer
with Official Seal**

[DOCUMENT TO BE DOWNLOADED, FILLED IN, SIGNED, SCANNED AND UPLOADED]**UNPRICED****PRICE SCHEDULE**

Job: Dismantling & shifting of one no. defective 6 MVA, 33 KV / 3.3 KV, 3 Phase Transformer from its present location at Ore & Coal Handling Plant, at HDC, KoPT and Design/manufacture, supply, delivery, installation, testing & commissioning of one no. new 6 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz, Outdoor Type Transformer, along with all accessories, at Coal Handling Plant, under Haldia Dock Complex, Kolkata Port Trust, at Haldia.

BoQ Item Sl. no.	Item Description	Unit	Qty.	Unit Rate (in INR)	Amount (In INR)
1.	Dismantling & shifting of one no. defective 6 MVA, 33 KV / 3.3 KV, 3 Phase Transformer, along with all accessories, from its present location to a nearby location, both at Ore & Coal Handling Plant, at HDC, KoPT, as per scope of work and terms & conditions of the Tender Document.	Set	1	NOT TO QUOTE HERE	NOT TO QUOTE HERE
2.	Design / manufacture and supply & delivery of new 6.0 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz, Outdoor Type Transformer, along with all accessories, at Coal Handling Plant, under Haldia Dock Complex, Kolkata Port Trust, at Haldia,, as per Scope of Work, Technical Specification [Annexure –TS (new)] & Terms & Conditions	Set	1	NOT TO QUOTE HERE	NOT TO QUOTE HERE
3.	Installation, testing & commissioning of the above (Sl. No. 2) new 6.0 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz, Outdoor Type Transformer, along with all accessories, at Haldia site, under Haldia Dock Complex, Kolkata Port Trust, as per Scope of Work, Technical Specification [Annexure –TS (new)] & Terms & Conditions of the Tender Document.	Set	1	NOT TO QUOTE HERE	NOT TO QUOTE HERE

- Note:**
- Prices are to be quoted considering Scope of Work, Technical Specification [Annexure –TS (new)] & Terms & Conditions of the tender document.
 - Price should be quoted FOR destination (HDC site) basis, including all charges (excluding Service Tax, VAT/ CST, Excise Duty and other statutory taxes, levies & Cesses thereon).
 - Only **rate(s), in percentage (%)**, of CST / VAT, Service Tax, Excise Duty and other statutory taxes, levies, cess, considered in the quoted rate is to be indicated in Techno-commercial part, against respective items of Price Schedule, and **amount** of CST / VAT, Service Tax, Excise Duty and other statutory taxes, levies, cess thereon, considered in the quoted rate should be indicated in price part only, against respective items of Price Schedule.
 - This is a sample of BOQ, bidders are requested not to quote here and quote online only through MSTC website.

**Signature of the Tenderer
with Official Seal**

**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD, SIGNED, SCANNED
AND UPLOADED]**

DECLARATION OF THE BIDDER

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

Sub: Tender for Dismantling & shifting of one no. defective 6 MVA, 33 KV / 3.3 KV, 3 Phase Transformer from its present location at Ore & Coal Handling Plant, at HDC, KoPT and Design/manufacture, supply, delivery, installation, testing & commissioning of one no. new 6 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz, Outdoor Type Transformer, along with all accessories, at Coal Handling Plant, under Haldia Dock Complex, Kolkata Port Trust, at Haldia.

E-TENDER NO: *KoPT/Haldia Dock Complex/P&E Div/5/17-18/ET/59*

1. I / we have examined carefully, read, understood and accepted all the Terms & Conditions of the instant tender including Price Schedule, Special Conditions of Contract, Scope of Work, General Conditions of Contract, May 1993 of Kolkata Port Trust. I / we hereby tender and undertake to execute and complete the work required to be performed in accordance with all these Terms & Conditions of the instant tender.
2. We have quoted the rates of all the items. In case of non-availability of rate of any of the items, our offer will be treated as non-responsive and will be rejected.
3. I/We declare that my/our offer has no deviation from the Terms & Conditions of the instant Tender Document.
4. I /We have deposited requisite Earnest Money & Bid document fee.

OR

I /We have submitted documentary evidences for Micro & Small Enterprises (MSES) registered with NSIC (Under single point registration scheme) as per tender conditions.

[Please strike out the alternative which is not applicable in your case out of the following two and initial the same].

5. I/We, on behalf of my/our concern / company hereby declare that I/we or my/our associates have not been banned or de-listed or debarred by any Government or Quasi Government Agencies or Public Sector Undertaking in India.
6. I/We, on behalf of my/our concern / company hereby declare that I/ any partner /any director of my/our concern / company is not associated with any other firm bidding for the instant work
7. I/We have not altered /deleted /added any Terms & Conditions in the tender document.
8. I/We, on behalf of my/our concern / company hereby declare that, price quoted only in the Price Bid [Part – II], strictly as per the “**Price Schedule**”, **without any extraneous condition. There is no change in the format of Un-priced Price Schedule.** Except in the Price Bid, the price has not been mentioned/ disclosed in any other place of our tender/offer

**Signature of the Tenderer
with Official Seal**

[DOCUMENT TO BE DOWNLOADED, FILLED IN, SIGNED, SCANNED AND UPLOADED]
GENERAL INFORMATION OF THE BIDDER

The bidders must submit the information in this format.

1	Full name of the firm (IN CAPITAL LETTERS).	
2	Major area of business	
3 a)	Address of Registered Office / Head Office.	
b)	Name of the contact person at Head Office.	
c)	Telephone Number(s).	
d)	FAX Number(s).	
e)	E–mail Address(es).	
f)	Website Address(es), if any.	
g)	Place of Incorporation / Registration.	
h)	Year of Incorporation / Registration.	
4 a)	Address of the Branch Office, if any.	
b)	Name of the contact person at Branch Office.	
c)	Telephone Number(s).	
d)	FAX Number(s).	
e)	E–mail Address(es).	
5	Whether the Tenderer is a Proprietorship Firm or Partnership Firm or Limited Company.	
6	Turnover of the Tenderer for the last 3 Financial Years (ending on 31.03.2017).	
i)	2014 – 15	

ii)	2015 – 16	
iii)	2016 – 17	
7	Details of the Banker(s):	
a)	Name of the Banker(s), in full .	
b)	Branch(es) / Address(es) of the Banker(s).	
c)	IFSC Code No.	
d)	Account Number:	
e)	Telephone Number(s).	
f)	FAX Number(s).	
g)	E–mail Address(es).	
h)	Name(s) of the contact person(s).	
8	Details of Income Tax, Service Tax and Professional Tax (if applicable):	
a)	Permanent Income Tax Account No. (PAN).	
b)	Service Tax Registration No.	
c)	Professional Tax Registration No., if applicable.	
9	Trade License No.	
10	Reference No. of NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate, if applicable.	

Note: In case of '**Non-applicability**' regarding the above, if any, reason(s) should be clearly furnished along with supporting documents.

**Signature of the Tenderer
with Official Seal**

THE BOARD OF TRUSTEES FOR THE PORT OF CALCUTTA
FORM OF AGREEMENT

(To be submitted on Non-Judicial Stamp Paper of worth not less than Rs.50.00)

Tender for **dismantling & shifting of one no. defective 6 MVA, 33 KV / 3.3 KV, 3 Phase Transformer from its present location at Ore & Coal Handling Plant, at HDC, KoPT and Design/manufacture, supply, delivery, installation, testing & commissioning of one no. new 6 MVA, 33 KV / 3.3 KV, 3 Phase, 50 Hz, Outdoor Type Transformer, along with all accessories, at Coal Handling Plant, under Haldia Dock Complex, Kolkata Port Trust, at Haldia.**

Ref: Order No.dated

This Agreement made this day of , Two Thousand

BETWEEN

The Board of Trustees for the Port of Kolkata, a body corporate -- constituted by the Major Port Trust Act, 1963 (hereinafter called the '**Trustees**', which expression shall unless excluded by or repugnant to the context be deemed to include their successors in office) of the one part

AND

..... (hereinafter called 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

[Together hereinafter the "Parties"]

WHEREAS

The Trustees are desirous that certain works should be executed by the Contractor, viz. work of **hiring of diving equipment / gears for Haldia Dock Complex, Kolkata Port Trust** and Completion of such work and remedying any defects therein.

NOW THIS AGREEMENT WITNESSETH as follows :

1. In this Agreement words expression shall have the same meanings as are respectively assigned to them in **General Conditions of Contract** 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 / offer.
 - (b) The Letter of Acceptance of the Tender /offer,
 - (c) The General Conditions of Contract.
 - (d) Special Conditions of Contract, if any.
 - (e) The Conditions of Tender.
 - (f) The Specification.
 - (g) The Drawings.

- (h) The priced Bill of Quantities.
- (i) The Trustees' Price Schedule and Prices (if any).
- (j) 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 covenant with the Trustees to Design, Execute and Complete the work and remedy any defects therein, in conformity with the provisions of the Contract, in all respects.
- 4. The Trustees hereby covenants to pay to the Contractor in consideration of such Design, Execution and Completion of the work and the remedying of defects therein, the Contract Prices at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed the day and year first before written.

The parties hereunto affixed their respective Common Seals (or have hereunto set their respective hands and seals).

For and on behalf of

**HALDIA DOCK COMPLEX
KOLKATA PORT TRUST
(TRUSTEES)**

SEAL

In presence of

For and on behalf of

(CONTRACTOR)

SEAL

In presence of

(Documents to be downloaded, filled up on Rupees Ten Non-Judicial Stamp Paper, signed, scanned and uploaded)

[PROFORMA OF **AFFIDAVIT** TO BE SUBMITTED & UPLOADED, BY BIDDERS, NOT HAVING ESI REGISTRATION]

BEFORE THE 1ST CLASS JUDICIAL MAGISTRATE AT.....

AFFIDAVIT

I _____ son of _____ aged about _____ years,
by faith _____, by occupation _____, residing at _____,
do hereby solemnly affirm and declare as follows:

1. THAT I am the proprietor/ partner / director of _____ having office at _____ and carrying on business on the said name and style.

(In case the above Deponent is an enlisted Contractor at Kolkata Port Trust, the same should be mentioned in the affidavit).

1. THAT my aforesaid Firm is exempted from E.S.I. Act and the said Firm has not valid E.S.I. Registration.
2. THAT the present affidavit is to be filed before the Kolkata Port Trust as per the Clause No. _____ of the e-Tender No. _____ issued by the Kolkata Port Trust in respect of the work (the work is to be mentioned).

That the statements made above are all true to the best of my knowledge and belief.

DEPONENT

Identified by me

FORMAT FOR HINDRANCE REGISTER

Sl. no.	Nature of Hindrance	Item of works which could not be executed on account of this hindrance	Date of start of Hindrance	Date of removal of Hindrance	Over lapping period if any	Net Hindrance in days	Signature of Site Engineer	Weightage of this Hindrance	Net effective days of Hindrance	Signature of Inspecting Officer (Controlling Officer)	Remarks of Engineer In Charge	Signature of the Contractor
1	2	3	4	5	6	7	8	9	10	11	12	13

General Conditions of Contract

Forms And Agreements

Sanctioned by the Trustees under Resolution No. 92
of the 6th Meeting held on 27th May, 1993

CALCUTTA PORT TRUST
CALCUTTA DOCK SYSTEM
& HALDIA DOCK COMPLEX
MAY, 1993

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GENERAL CONDITIONS OF CONTRACT

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DEFINITIONS

1. DEFINITIONS

- 1.0 In the contract, as here in after defined, the following words and expressions shall have the meaning herein assigned to them, except where the context otherwise required.
- 1.1 “Employer” or “Board” or “Trustees” means of the Board of Trustees for the Port of Calcutta, a body corporate under Section 3 of the Major Port Trusts Act, 1963, including their successors, representatives and assigns. Employer
- 1.2 “Chairman” means the Chairman of the Board and includes the person appointed to act in his place under Sections 14 and 14A of the Major Port Trusts Act, 1963. Chairman
- 1.3 “Contractor” means the person or persons, Firm or Company whose tender/offer has been accepted by the Trustees and includes the Contractor’s representatives, heirs, successor and assigns, if any, permitted by the Board/Chairman. Contractor
- 1.4 “Engineer” means the Board’s official who has invited the tender on its behalf and includes the Chief Engineer, the Chief Mechanical Engineer, the Senior Executive Engineer, the Chief Hydraulic Engineer, the Deputy Chief Engineer, the Deputy Chief Mechanical Engineer, the Senior Resident Engineer, the Manager (Infrastructure & Civic Facilities), the Manager (Plant & Equipment), the Deputy Manager (Infrastructure & Civic Facilities) and the Deputy Manager (Plant & Equipment) or other official as may be appointed from time to time by the Employer, with written notification to the Contractor, to act as Engineer for the purpose of the Contract, in place of the “Engineer” so designated. Engineer
- 1.5 “Engineer’s Representative” means any subordinate or Assistant to the Engineer or any other official appointed from time to time by the Engineer to perform the duties set forth in Clauses 2.4 to 2.6 hereof. Engineer’s Representative
- 1.6 “Work” means the work to be executed in accordance with the Contract and includes authorised “Extra Works” and ‘Excess Works” and “Temporary Works”. Works

- | | | |
|------|---|------------------------------|
| 1.7 | “Temporary Works” means all temporary works of every kind required in or about the execution, completion or maintenance of the works and includes (without thereby limiting the foregoing definitions) all temporary erections, scaffolding, ladders, timbering, soaking vats, site offices, cement and other godowns, platforms and bins for stacking building materials, gantries, temporary tracks and roads, temporary culverts and mixing platforms. | Temporary works |
| 1.8 | “Extra Works” means those works required by the Engineer for completion of the Contract which were not specifically and separately included in the schedule of items of the works i.e. (Bill of Quantities) of the tender. “Excess Works” means the required quantities of work in excess of the provision made against any item of the bill of Quantities. | Extra works and Excess works |
| 1.9 | “Specifications” means the relevant and appropriate Bureau of Indian Standard’s specifications (latest revisions) for materials and workmanship unless stated otherwise in the Tender. | Specification |
| 1.10 | “Drawings” means the drawings referred to in the Tender and specification and any modification of such drawings approved in writing by the Engineer and such other drawings as may from time to time be furnished or approved in writing by the Engineer. | Drawings |
| 1.11 | “Contract” means and includes the General and Special Conditions of Contract, Specifications, Drawings, priced Bill of Quantities, the Tender / Offer, the letter of acceptance of the Tender/Offer, the Contract Agreement, if separately entered into and the Schedule of Rates and Price, if any, adopted by the Trustees at their discretion. | Contract |
| 1.12 | “Constructional Plant” means all appliances or things of whatsoever nature required in or about the execution, completion or maintenance of the works or temporary works and includes (without thereby limiting the foregoing definition) all machinery and tools but does not include materials or other things intended to form or forming part of the permanent works. | Constructional Plant |
| 1.13 | “Site” means the land, and other places, on, under, in or through which the works are to be executed or carried out and any other Lands or places provided by the Trustees for the purpose of the Contract. | Site |

1.14	“Contract Price” means the sum named in the letter of acceptance of the Tender/Offer of the Contractor, subject to such additions thereto and deductions therefrom as may be made by the Engineer under the provisions here in after contained.	Contract Price
1.15	“Month” means English Calendar Month.	Month
1.16	“Excepted Risks” are riot in so far as it is uninsurable, war, invasion, act of foreign enemies, hostilities (whether war be declared or not), Civil War, rebellion, revolution, insurrection or military or usurped power or use or occupation by the Trustees of any portion of the works in respect of which a certificate of completion has been issued (all of which are herein collectively referred to as the excepted risks).	Excepted Risks
1.17	Word importing the singular only, also includes the plural and vice-versa where the context so requires.	Singular/Plural
1.18	The heading and marginal notes in these General Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.	Headings/ Marginal Notes.
1.19	Unless otherwise stipulated the word “Cost” shall be deemed to include overhead costs of the Contractor, whether on or off the site.	Cost
2.0	DUTIES & POWERS OF ENGINEER & ENGINEER’S RESENTATIVE.	
2.1	The Contractor shall execute, compete and maintain the works in terms of the contract to the entire satisfaction of the Engineer and shall comply with the Engineer’s direction on any matter whatsoever.	Engineer’s Authority
2.2	The Contractor shall take instructions from the Engineer and subject to limitation of Clause 2.5 hereof, from the Engineer’s Representative.	Authority of Engineer’s Representative
2.3	<i>The Engineer shall have full power and authority :</i> (a) to supply to the contractor from time to time during the progress of the works such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the contractor shall carry out and be bound by the same.	Engineer’s Power

- (b) to alter or modify the specification of any material and workmanship and to inspect the work at any time.
- (c) to order for any variation, alteration and modification of the work and for extra works.
- (d) to issue certificates as per contract.
- (e) to settle the claims & disputes of the Contractor and Trustees, as the first referee.
- (f) to grant extension of completion time.

2.4	<i>The Engineer's Representative shall :</i>	Power of Engineer's Representative.
	(i) watch and supervise the works.	
	(ii) test and examine any material to be used or workmanship employed in connection with the work.	
	(iii) have power to disapprove any material and workmanship not in accordance with the contract and the contractor shall comply with his direction in this regard.	
	(iv) take measurements of work done by the contractor for the purpose of payment or otherwise.	
	(v) order demolition of defectively done work for its reconstruction all by the Contractor at his own expense.	
	(vi) have powers to issue alteration order not implying modification of design and extension of completion time of the work and,	
	(vii) have such other powers and authorities vested in the Engineer, which have been delegated to him in writing by the Engineer under intimation to the Contractor.	
2.5	Provided always that the Engineer's Representative shall have no power :	Limitation of Engineer's Representative's Power
	(a) to order any work involving delay or any extra payment by the Trustees,	
	(b) to make variation of or in the works; and	
	(c) to relieve the Contractor of any of his duties or obligations under the Contract.	

2.6	Provided also as follows:	Engineer's Overriding Power
(a)	Failure of Engineer's Representative to disapprove any work or materials shall not prejudice the power of the Engineer thereafter to disapprove such work or materials and to order the pulling down, removal, breaking-up thereof and re-constructing at the contractor's cost and the contractor shall have no claim to compensation for the loss sustained by him.	
(b)	If the contractor shall be dissatisfied by reason of any decision of the Engineer's Representative, he shall be entitled to refer the matter to the Engineer who shall thereupon confirm, reverse or vary such decision.	
(c)	Any written instructions or written approval given by the Engineer's Representative to the contractor, within the terms of delegation of power and authority vested in the Engineer to his Representative in writing, shall bind the contractor and the Trustees as though it had been given by the Engineer, who may from time to time make such delegation.	
3.0	THE TENDER/OFFER AND ITS PRE-REQUISITES	
3.1	The Contractor shall, before making out and submitting his tender/offer, be deemed to have inspected and examined the site, fully considered all factors, risks and contingencies, which will have direct and indirect impact on his expenses and profit from the work and shall be specifically deemed to have taken the following aspects into consideration:	The tender must encompass all relevant aspects/ issues.
(a)	The form and nature of the site and its surroundings including their sub-surface, hydrological, tidal and climatic conditions, the means of access to the site and all other local conditions, including the likely charges and costs for temporary way-leave, if any, required for the work.	
(b)	The drawings, specifications, the nature and extent of work to be executed and the quality, quantity and availability of the required materials and labour for the work and the need to execute the work to the entire satisfaction of the Engineer, and also by complying with the General and Special Conditions of Contract.	Drawing/Specification/ Nature & extent of work to be done.
(c)	The accommodation required for the workmen and site office, mobilisation/demobilisation and storage of all plant, equipment and Construction materials.	
Accommodation for Contractor's men/materials.		

- (d) The sources and means of procurement of water for drinking, washing and execution of work, and source and availability of electrical power, all at Contractor's cost. Water for drinking etc. /Electrical power.
- (e) Payment of taxes and duties and compliance of all applicable statutes, ordinances and law together with the rules made thereunder, the rules, regulations and bye-laws of public bodies or any local or other authority by the Contractor, keeping the Trustees indemnified against penalties and liabilities of every kind arising from the Contractor's failure in such compliance. Payment of Taxes/duties and observance of all statutes.
- (f) Payment of all kinds of stamp-duty for executing the agreement or for any legal instrument including Bank Guarantees and Indemnity Bonds. Payment of Stamp Duty by the Contractor.

3.2 The Contractor's tender shall be in ink on the Tender Forms supplied by the Trustees, unless stipulated otherwise in the Notice Inviting the Tender and shall be faultless in figures and free from erasing. Corrections, if any, shall only be made by scoring out and initialling of the revised figure.

3.3 If required by the Engineer or the Trustees, the Contractors in their tender or subsequently, shall disclose the names of their owners/partners/share holders at the required points of time. The failure in this regard shall be treated as a breach and a contract, if entered into, shall be liable to be cancelled. Disclosure of Owner's name.

3.4 (a) Unless otherwise stipulated in the Notice Inviting Tender / Offer, every tender must be submitted with Earnest Money of the amount calculated as per the following scale. Earnest Money and Security Deposit.

Estimated Value of Work	Amount of Earnest Money		Scale of E. M. Deposit
	For Works Contract	For Contract of Supplying Materials or Equipment only.	
Up to Rs. 1,00,000.00	5% of the estimated value of work	1% of the estimated value of work.	
Over Rs. 1,00,000.00	2% of the estimated value of work subject to a maximum of Rs. 20,000/- and minimum of Rs. 5,000/-.	½% of the estimated value of work subject to a maximum of Rs. 10,000/- and minimum of Rs. 1,000/-.	

- (b) Earnest Money shall be deposited with the Trustees' treasurer in cash or by Banker's Cheque of any Calcutta Branch of a Nationalised Bank of India drawn in favour of Calcutta Port Trust or in the form of any "Account Payee" Draft of any Nationalised Bank of India drawn in favour of "Calcutta Port Trust" and payable at Calcutta/Haldia, as the case may be, and the receipt granted therefor be kept attached to the Tender/Offer in the Sealed Cover. Method of Paying E.M.
- (c) Earnest Money of unaccepted tender shall be refunded without any interest through A/c. Payee Cheque drawn on a Nationalised Bank of Calcutta / Haldia. Refund of E.M.
- (d) The enlisted (registered) Contractors of the Trustees who have deposited fixed Security with the Trustees' FA & CAO / Manager (Finance) according to his Class of Registration, shall be exempt from depositing the Earnest Money, as per the following scale : Exemption from E.M. to Regd. Firms
- | Class of Registration | Amount of Fixed Security | Financial Limit of Each Tender |
|-----------------------|--------------------------|---------------------------------------|
| A | Rs. 10,000/- | Any tender priced up to Rs.2,00,000/- |
| B | Rs. 5,000/- | Any tender priced up to Rs.1,00,000/- |
| C | Rs. 2,500/- | Any tender priced up to Rs.50,000/- |
- (e) (i) Tender submitted without requisite Earnest Money may be liable to rejection. Tender without EM liable to rejection.
- (ii) If before expiry of the validity period of his Tender/Offer, the tenderer amends his quoted rates or tender/offer making them unacceptable to the Trustees and/or withdraws his tender/offer, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees. Forfeiture of E.M. before Acceptance of offer.
- (f) The Earnest Money of accepted tender/offer shall be retained by the Trustees as part of the Security Deposit, for which a separate Treasury Receipt shall be issued to the Contractor after cancellation of the previous Receipt of Earnest Money. E.M. to be converted to part S.D.

- (g) Balance security for works contract shall be recovered by deduction from all progressive Bill (including final Bill, if necessary) @ 10% of the gross value of work in each such bill, so that the total recovery may not exceed the quantum computed as per the under noted percentages of the total value of work actually done up to the stage of completion.
- Mode of recovery of balance S.D.

Value of Work	% of Security Deposit for works contract.	% of Security Deposit For contract of supply-ing materials & equipment only.	Scale of S.D. recovery.
For works up to Rs.10,00,000/-.	10% (Ten percent)	1% (One percent)	
For works costing more than Rs.10,00,000/- and up to Rs.20,00,000/-	10% on first Rs.10,00,000/- + 7½% on the balance.	1% on first Rs.10,00,000/- + ½% on the balance.	
For works costing more than Rs.20,00,000/-	10% on first Rs.10,00,000/- + 7 ½% on the next Rs.10,00,000/- + 5% on the balance.	1% on first Rs.10,00,000/- + ½% on the next Rs.10,00,000/- + ¼% on the balance.	

- (h) Balance Security for Contract of supplying materials and equipment computed in terms of the percentages given above, shall have to be deposited with the Trustees' Treasurer in advance and within 30 days from the date of placement of supply order, either in cash or by A/c. Payee Draft of a Nationalised Bank of India drawn in favour of Calcutta Port Trust and payable at Calcutta/Haldia, as the case may be.
- S.D. for supply contracts to be deposited in advance.
- (i) No interest shall be paid by the Trustees to the Tenderer/Contractor on the amount of Earnest Money/Security Deposit held by the Trustees, at any stage.
- No interest payable on E.M. /S.D

- 3.5** (i) The Security Deposit shall be refunded to the Contractor in terms of Clause 9.3 hereinafter and subject to deduction, if any, under the provision of Sub-clause 3.5 (ii) herein below. **Mode of refund of S.D.**
- If, however, the Contract provides for any maintenance period, 50% of the Security Deposit may be refunded against any of the treasury Receipt for that amount on expiry of half of the maintenance period and the balance deposit on the expiry of the said maintenance period and after the Engineer has certified the final completion of work in Form G.C.2 and the Contractor has submitted his "No Claim" Certificate in Form G.C.3.
- (ii) The Security Deposit/Earnest Money may be liable to forfeiture at the option of the Trustees, if the Contractor fails to carry out the work or to perform/observe any of the conditions of the Contract. The Trustees shall also be at liberty to deduct any of their dues from the Security Deposit, fixed Security, Earnest Money or from any sum due or to become due to the Contractor under any other contract. **Forfeiture of S.D.**
- 3.6** If stipulated in the contract as a Special Condition, the contractor shall have to submit to the Engineer a performance Bond in the form of an irrevocable guarantee from Calcutta/Haldia Branch, as the case may be, of any Nationalised Bank of India in the proforma annexed hereto and for the sum and period as mentioned in the letter of acceptance of the Tender/Offer, within 15 days from the date of such letter, failing which the Contract shall be liable to be terminated and the earnest money shall be liable to forfeiture; all at the discretion of the Engineer. The cost of obtaining this or any other Bank Guarantee and/or the revalidation thereof, wherever required, has to be borne by the Contractor and it shall be his sole responsibility to arrange for timely revalidation of such Bank Guarantee, failing which and for non-fulfilment of any contractual obligation by the Contractor, the Engineer and/or the Trustees shall be at liberty to raise claim against the Guarantee and/or enforce the same unilaterally. **Bank Guarantee in lieu of Cash S.D. in certain cases**
- 4.0 THE CONTRACT & GENERAL OBLIGATIONS OF CONTRACTOR**
- 4.1** (a) The contract documents shall be drawn-up in English language. **English language to be used**

	<p>(b) The contract shall be governed by all relevant Indian Acts as applicable only within the jurisdiction of the High Court at Calcutta, India, including the following Acts :</p> <ol style="list-style-type: none"> 1. The Indian Contract Act, 1872. 2. The Major Port Trusts Act, 1963. 3. The Workmen's Compensation Act, 1923. 4. The Minimum Wages Act, 1948. 5. The Contract Labour (Regulation & Abolition) Act, 1970. 6. The Dock Workers' Act, 1948. 7. The Indian Arbitration Act, (1940) (in the case of a definite Arbitration Agreement only). 	Applicability of laws on the contract
4.2	After acceptance of his Tender/Offer and when called on to do so by the engineer or his representative, the contractor shall, at his own expense, enter into and execute a Contract Agreement to be prepared by him in the form annexed hereto. Until such Contract Agreement is executed, the other documents referred to the definition of the term 'Contract' here-in-before, shall collectively be the Contract.	Contractor to Execute Contract Agreement.
4.3	Several documents forming the contract are to be taken as mutually explanatory of one another. Should there be any discrepancy, ambiguity, omission or error in the various contract documents, the Engineer shall have the power to correct the same and his decision shall be final and binding on the parties to the Contract.	Interpretation of contract documents – Engineers' Power
4.4	Two copies of the Drawings referred to in the general and special Conditions of Contract and in the Bill of Quantities, shall be furnished by the Engineer to the Contractors free of cost for his use on the work, but these shall remain the property of the Trustees and hence, the Contractor shall return them to the Engineer or his Representative on completion of the work, if not torn or mutilated on being regularly used at site.	All Drawings are Trustees' property.
4.5	The Contractor shall prove and make at his own expense any working or progress drawings required by him or necessary for the proper execution of the works and shall, when required, furnish copies of the same free of cost to the Engineer for his information and/or approval, without meaning thereby the shifting of Contractor's responsibility on the Engineer in any way whatsoever.	Contractor to prepare working / progress drawings

- 4.6** The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof without the written permission of the Engineer. Even if such permission be granted, the Contractor shall remain responsible (a) for the acts, defaults and neglect of any sub-contractor, his agents, servants or workmen as fully as if these were the acts, defaults or neglects of the Contractor himself or his agents, servants or workmen, and (b) for his full and entire responsibility of the contract and for active superintendence of the works by him despite being sublet, provided always that the provision of labourers on a “piece rate” basis shall not be deemed to be sub-letting under this clause. Contractor cannot sub-let the work
- 4.7** Unless otherwise specified, the Contractor shall be deemed to have included in his Tender/Offer all his cost for supplying and providing all constructional plant, temporary work. Materials both for temporary and permanent works, labour including supervision thereof, transporting to and from the site and in and about the work, including loading, unloading, fencing, watching, lighting, payment of fees, taxes and duties to the appropriate authorities and other things of every kind required for the construction, erection, completion and maintenance of the work. Contractors' price is inclusive of all costs
- 4.8** The Contractor shall be solely responsible for the adequacy, stability and safety of all site operations and methods of construction, even if any prior approval thereto has been taken from the Engineer or his Representative. The Contractor shall not be responsible for the correctness of the design or specification of the Temporary and Permanent works formulated by the Engineer; but the Contractor shall be fully responsible for the correct implementation thereof, as also for any design and specification prepared/proposed/used by the Contractor. Contractor is responsible for all construction process, except for correctness of design and specification formulated by the Engineer

- 4.9** Whenever required by the Engineer or his representative, the Contractor shall submit to him the details of his (a) programme for execution of the work, (b) proposed procedure and methods of work, (c) proposed deployment of plant, equipment, labour, materials and temporary works. The submission to and/or any approval by the Engineer or his Representative to any such programme or particulars shall not relieve the Contractor of any of his obligations under the contract.
- If for any reason the contractor be unable to adhere to his earlier programme, he shall submit his revised programme for completion of work within the stipulated time whenever asked to do so.
- 4.10** Necessary and adequate supervision shall be provided by the Contractor during execution of the works and as long thereafter as the Engineer or his representative shall consider necessary during the maintenance period. The Contractor or his competent and authorised agent or representative shall be constantly at site and instructions given to him by the Engineer or his representative in writing shall be binding upon the Contractor subject to limitation in Clause 2.5 hereof. The Contractor shall inform the Engineer or his representative in writing about such representative/agent of him at site.
- 4.11** The Contractor shall employ in execution of the Contract only qualified, careful and experienced persons and the Engineer shall be at liberty to direct the Contractor to stop deployment of any of his staff, workmen or official at site and the Contractor shall within 48 hours comply with such instruction without any demur whenever the Engineer shall feel that the deployment of the person concerned will not be conducive to the proper and timely completion of the work.
- 4.12** The Contractor shall be responsible for the true and proper setting out of the works in relation to reference points/lines/levels given by the Engineer in writing. The checking of any setting-out or of any alignment or level by the Engineer or his Representative shall not in any way relieve the contractor of his responsibility for the correctness thereof and he shall fully provide, protect and preserve all stakes, templates, bench marks, sight rails, pegs, level marks, profile marks and other things used in setting out the works.

- 4.13** From the commencement of the works till issue of the completion certificate in Form G.C.1, vide Clause 5.12 hereof, the contractor shall take full responsibility for the care thereof. Save for the excepted risks, any damage, loss or injury to the work or any part thereof shall be made good by the Contractor at his own cost as per instruction and to the satisfaction of the engineer, failing which the Engineer or his Representative may cause the same to be made good by any other agency and the expenses incurred and certified by the Engineer, shall be recoverable from the contractor in whatever manner the Engineer shall deem proper. This Clause will not apply to that part of the work, which might have been taken over by the Trustees on partial completion of the work and in such case the Contractor's obligation will be limited to repairs and replacement for manufacturing or construction defects during the Maintenance period (Guarantee Period) as per the directions of the Engineer as also for defects/damages if any caused to the work by the Contractor during such repairs and replacement in the maintenance period.
- Contractor is responsible to protect the work
- 4.14** The Contractor shall at his own cost protect support and take all precautions in regard to the personnel or structure or services or properties belonging to the Trustees or not which may be interfered with or affected or disturbed or endangered and shall indemnify and keep indemnified the Trustees against claim for injury, loss or damage caused by the Contractor in connection with the execution and maintenance of the work to the aforesaid properties, structures and services and/or to any person including the Contractor's workmen. Cost of Insurance Cover, if any, taken by the Contractor shall not be reimbursed by the Trustees, unless otherwise stipulated in the Contract.
- Contractor is responsible for all damages to other structures / persons caused by him in executing the work.
- 4.15** The Contractor shall immediately inform the Engineer's Representatives if any fossil, coins, articles of value or antiquity and structures and other remains or things of geological or archaeological importance be discovered at site which shall remain the property of the Trustees and protect them from being damaged by his workmen and arrange for disposal of them at the Trustees' expense as per the instruction of the Engineer's Representative.
- Fossils, Treasure troves, etc. are Trustees' property

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| 4.16 | <p>The Contractor shall be deemed to have indemnified the Trustees against all claims, demands, actions and proceedings and all costs arising therefrom on account of:</p> <ul style="list-style-type: none"> (a) Infringement of any patent right, design, trademark or name or other protected right, in connection with the works or temporary work. (b) Payment of all royalties, rent, toll charges, local taxes, other payments or compensation, if any, for getting all materials and equipment required for the work. (c) Unauthorised obstruction or nuisance caused by the contractor in respect of Public or Private or Private road, railway tracks, footpaths, crane tracks, waterways, quays and other properties belonging to the Trustees or any other person. (d) Damage/injury caused to any highway and bridge on account of the movement of Contractor's plants and materials in connection with the work. (e) Pollution of waterway and damage caused to river, lock, sea-wall or other structure related to waterway, in transporting contractor's plants and materials. (f) The Contractor's default in affording all reasonable facilities and accommodation as per the direction of the Engineer or his Representative to the workmen of the Trustees and other agencies employed by or with the permission and/or knowledge of the Trustees on or near the site of work. | <p>Contractor to Indemnify the Trustees against all claims for loss, damage, etc.</p> |
| 4.17 | <p>Debris and materials, if obtained by demolishing any property, building or structure in terms of the Contract shall remain the property of the Trustees.</p> | <p>Dismantled materials Trustees' property</p> |

- 4.18** The Contractor's quoted rates shall be deemed to have been inclusive of the following:
- Contractor's quoted rates/price must be all inclusive
- (a) Keeping the site free of unnecessary obstruction and removal from site of constructional plant wreckage, rubbish, surplus earth or temporary works no longer required.
 - (b) Cleaning and removal from site all the surplus materials of every kind to leave the site clean and tidy after completion of the work, without which payment against final bill may be liable to be withheld.
 - (c) Precautionary measures to secure efficient protection of Docks, the River Hooghly and other waterways against pollution of whatever nature during execution and maintenance of the works and to prevent rubbish, refuse and other materials from being thrown into the water by the Contractor's men or those of his agency.
 - (d) Making arrangements for deployment of all labourers and workers, local or otherwise including payment for their wages, transport, accommodation, medical and all other statutory benefits and entry permits, wherever necessary.
 - (e) Making arrangements in or around the site, as per the requirements of Calcutta Municipality Corporation or other local authority or the Engineer or his Representative, for preventing (i) spread of any infectious disease like smallpox, cholera, plague or malaria by taking effective actions for destruction of rats, mice, vermin, mosquitoes, etc. and by maintaining healthy and sanitary condition, (ii) illegal storage and distribution of Drugs, Narcotics, Alcoholic liquor, Arms and Ammunitions, (iii) unlawful, riotous or disorderly conduct of the Contractor's or his Sub-Contractor's workmen, (iv) deployment of workmen of age less than 16 years.
- 4.19** Every direction or notice to be given to the Contractor shall be deemed to have been duly served on or received by the Contractor, if the same is posted or sent by hand to the address given in the tender or to the Contractor's Site Office or in case of Trustee's enlisted contractor to the address as appearing in the Trustee's Register or to the Registered Office of the Contractor. The time mentioned in these conditions for doing any act after direction or notice shall be reckoned from the time of such posting or despatch.
- Notice to Contractor.

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| 4.20 | The Contractor and his Sub-contractor or their agents and men and any firm supplying plant, materials and equipment shall not publish or caused to be published any photographs or description of the works without the prior authority of the Engineer in writing. | Contractor not to publish photograph or particulars of work |
| 4.21 | The Contractor shall, at the Trustees' cost to be decided by the Engineer, render all reasonable facilities and Co-operation as per direction of the Engineer or his representative to any other Contractor engaged by the Trustees and their workmen to the Trustees' own staff and to the men of other Public Body, on or near the site of work and in default, the Contractor shall be liable to the Trustees for any delay or expense incurred by reason of such default. | Contractor to provide facilities to outsiders |
| 4.22 | The work has to be carried out by the Contractor causing the minimum of hindrance for any maritime traffic or surface traffic. | Work to cause minimum possible hindrance to traffic movement |
| 4.23 | All constructional plants, temporary works and materials when brought to the site by the Contractor, shall be deemed to be the property of the Trustees who will have lien on the same until the satisfactory completion of the work and shall only be removed from the site in part or in full with the written permission of the Engineer or his Representative. | Trustees' lien on Contractor's Plant & Equipment. |
| 5.0 | COMMENCEMENT, EXECUTION AND COMPLETION OF WORK. | |
| 5.1 | The Contractor shall commence the work within 7 days of the receipt of Engineer's letter informing acceptance of the Contractor's tender/offer by the Trustees or within such preliminary time as mentioned by the Contractor in the Form of Tender or the time accepted by the Trustees. The Contractor shall then proceed with the work with due expedition and without delay, except as may be expressly sanctioned or ordered by the Engineer or his Representatives, time being deemed the essence of the contract on the part of the contractor. | Preliminary time to commence work and maintenance of steady rate of progress |
| 5.2 | The Contractor shall provide and maintain a suitable office at or near the site to which the Engineer's Representative may send communications and instructions for use of the Contractor. | Contractor's site office |

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| 5.3 | Unless specified otherwise in the contract or prior permission of the Engineer has been taken, the contractor shall not execute the work beyond the working hours observed by the Engineer's Representative and on Sundays and Holidays observed in the Trustees' system, except in so far as it becomes essential on account of tidal work or for safety of the work. If the progress of the work lags behind schedule or the work has been endangered by any act or neglect on the part of the contractor, then the Engineer or his Representative shall order and the contractor at his own expense shall work by day and by night and on Sundays and Public Holidays. Any failure of the Engineer or his Representative to pass such an order shall not relieve the contractor from any of his obligations. The Engineer's decision in this regard shall be final binding and conclusive. | Contractor to observe Trustees' working hours |
| 5.4 | Unless stipulated otherwise in the contract, all materials required for the work shall be procured and supplied by the contractor with the approval of the Engineer or his Representative and subject to subsequent testing as may be required by the Engineer or his Representative. The Engineer shall exercise his sole discretion to accept any such materials. | Contractor to supply all materials as per requirement of the Engineer or his representative |
| 5.5 | Unless stipulated otherwise in the contract, all materials, workmanship and method of measurement shall be in accordance with the relevant Codes (Latest Revision) of the Bureau of Indian Standards and the written instructions of the Engineer or his Representative. Where no specific reference is available in the contract, the material and workmanship shall be of the best of their respective kinds to the satisfaction of the Engineer. | Materials & Works |
| 5.6 | Samples shall be prepared and submitted for approval of the Engineer or his representative, whenever required to do so, all at the Contractor's cost. | Contractor to submit samples for approval |
| 5.7 | Unless stipulated otherwise in the contract, the cost of any test required by the Engineer or his representative in respect of materials and workmanship deployed on the work, shall be borne by the Contractor. | Contractor to arrange all testing at his own cost. |
| 5.8 | Regarding the supply of any materials by the Trustees to the contractor in accordance with the contract, the following conditions shall apply; | |

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| <p>(a) The Contractor shall, at his own expense, arrange for transporting the materials from the Trustees' Stores, watching, storing and keeping them in his safe custody, furnishing of statement of consumption thereof in the manner required by the Engineer or his representative, return of surplus and empty container to the Trustees' Stores as per the direction of the Engineer or his Representative.</p> | <p>The Contractor shall account for and look after the Trustees' materials</p> |
| <p>(b) Being the custodian of the Trustees' materials, the contractor shall remain solely responsible for any such materials issued to him and for any loss or damage thereof for any reason other than "Excepted Risks", the Contractor shall compensate the Trustees' in the manner decided by the Engineer and shall at no stage remove or cause to be removed any such material from the site without his permission.</p> | <p>Contractor to compensate for loss and damage to Trustees' materials</p> |
| <p>(c) The Trustees' materials will generally be supplied in stages and in accordance with the rate of progress of work, but, except for grant of suitable extension of completion time of work as decided by the Engineer, the Contractor shall not be entitled to any other compensation, monetary or otherwise, for any delay in the supply of Trustees' materials to him. The Contractor shall, however, communicate his requirement of such materials to the Engineer from time to time.</p> | <p>Delay in supply of Trustees' materials will only entitle the Contractor for extension of completion time of work</p> |
| <p>(d) Unless stipulated otherwise in the contract, the value of the Trustees' materials issued to the contractor shall be recovered from the contractor's bills and/or any of his other dues, progressively according to the consumption thereof on the work and/or in the manner decided by the Engineer or his representative and at the rate/s stipulated in the contract. These rates shall only be considered by the contractor in the preparation of his tender/offer and these will form the basis of escalation/variation, if in future the contractor is required to procure and provide any such material on the written order of the Engineer consequent on the Trustees' failure to effect timely supply thereof.</p> | <p>Recovery from Contractor for Trustees' materials under normal circumstances</p> |

(e) If the Engineer decides that due to the contractor's negligence, any of the Trustees' materials issued to the contractor has been – (i) lost or damaged, (ii) consumed in excess of requirement and (iii) wasted by the contractor in excess of normal wastage, then the value thereof shall be recovered from the contractor's bills or from any of his other dues, after adding 19 ¼% extra over the higher one of the followings -

Recovery from Contractor for Trustees' materials under other circumstances.

(1) The issue rate of the materials at the Trustees' Stores and

(2) The market price of the material on the date of issue as would be determined by the Engineer.

5.9 The Engineer or his Representative shall have the power to inspect any material and work at any time and to order at any time – (i) for removal from the site of any material which in his opinion is not in accordance with the contract or the instruction of the engineer or his representative, (ii) for the substitution of the proper and suitable materials, or (iii) the removal and proper re-execution of any work, which in respect of material and workmanship is not in accordance with the contract or the instructions of the Engineer. The Contractor shall comply with such order at his own expense and within the time specified in the order. If the contractor fails to comply, the Engineer shall be at liberty to dispose any such materials and re-do any work in the manner convenient to the Trustees by engaging any outside agency at the risk and expense of the contractor and after giving him a written prior notice of 7 days.

Contractor to replace materials/work not acceptable to the Engineer or his Representative

5.10 No work shall be covered up and put out of view by the contractor without approval of the Engineer or his Representative and whenever required by him, the contractor shall uncover any part or parts of the work or make openings in or through the same as may be directed by the Engineer or his representative from time to time and shall reinstate or make good those part of works thus affected to the satisfaction of the Engineer, all at the cost of the contractor.

Contractor to seek approval of Engineer or his Representative before covering up any portion of work

The Trustees shall reimburse such cost as determined by the Engineer, if the initial covering up was with prior written order of the Engineer or his Representative.

- 5.11** On a written order of the Engineer or his Representative, the contractor shall delay or suspend the progress of the work till such time the written order to resume the execution is received by him. During such suspension the contractor shall protect and secure the work to the satisfaction of the Engineer or his Representative. All extra expenses in giving effect to such order shall be considered by the Trustees, unless such suspension is –
- Contractor to suspend work on Order from Engineer or his Representative**
- (a) otherwise provided for in the contract, or
 - (b) necessary by reason of some default on the part of the contractor, or
 - (c) necessary by reason of climatic conditions on the site, or
 - (d) necessary for proper execution of the works or for the safety of the works or any part thereof.
- The Engineer shall settle and determine such extra payment and/or Extension of completion time to be allowed to the contractor, as shall, in the opinion of the Engineer, be fair and reasonable.
- 5.11.1** If at any time before or after commencement of the work the Trustees do not require the whole of the work tendered for, the Engineer shall notify the same to the contractor in writing and the contractor shall stop further works in compliance of the same. The Contractor shall not be entitled to any claim for compensation for underived profit or for such premature stoppage of work or on account of curtailment of the originally intended work by reason of alteration made by the Engineer in the original specifications, drawings, designs and instructions.
- 5.12** When the whole of the work has been completed to the satisfaction of the Engineer and has passed any final test prescribed in the contract, the contractor shall, within 21 days of submission of his application to the Engineer, be entitled to receive from him a certificate for completion of work in Form G.C.1, annexed hereto. If any part of the total work having been completed to the satisfaction of the Engineer, be taken over and/or used by the Trustees, the Contractor shall on application be entitled to partial completion certificate in the Form G.C.1 indicating the portion of the work covered by it, so that the Contractor's liability during maintenance period of the contract, if any, shall commence from the date mentioned in such certificate so far as the completed portion of the work is concerned.
- Completion Certificate G.C.1.**

6.0 TERMS OF PAYMENT:

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| 6.1 | <p>No sum shall be considered as earned by or due to the Contractor in respect of the work till final and satisfactory completion thereof and until a certificate of final completion in Form G.C.2 has been given by the Engineer.</p> <p>On account payments, if any, made prior to issue of the certificate in Form G.C.2, shall all be treated as mere advance, which shall stand recoverable in full or in part, if the Engineer so decides in the context of Contractor's unfulfilled contract condition, if any.</p> | <p>All interim payments are advances till issue of Certificate in Form G.C.2</p> |
| 6.2 | <p>All payments shall be made to the Contractor only on the basis of measurements of actual work done, as recorded in the Trustees' measurement books and at accepted tendered or at agreed rates, as the case may be, except as otherwise provided in the contract and when the Engineer decides any other rate for change in the scope of work or omission, if any, on the part of the Contractor.</p> | <p>Payment on the basis of measurements at agreed rates.</p> |
| 6.3 | <p>For work of sanctioned tender value more than Rs.50,000/- or having an initially stipulated completion period of 4 months or more, on account payments may be made at the discretion of the Engineer or his Representative at intervals deemed suitable and justified by him. Provided always that subject to execution of work of substantial value in the context of the contract price, the interval of such on account payments shall be decided by the Engineer or his Representative, which shall ordinarily not be less than 1 month in between two payments for on account bill and/or advance.</p> | <p>Limitation for on account payment</p> |

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|-----|--|--|
| 6.4 | <p>Measurement for works done shall be progressively taken by the Engineer's Representative and entered in the Trustees' Measurement Book, at intervals deemed suitable and proper by him and/or the Engineer. The Contractor or his duly accredited Representative or Agent shall remain present at the time of such measurement and assist the engineer's Representative in every manner required by him. After the measurements taken have been entered in the Measurement Book, the Contractor or his Agent shall sign the Measurement Book at the end of such Measurements over the Contractor's Rubber Stamp as a token of acceptance of all such measurements, recorded above and prior to such signature. If the Contractor or his Agent fails to participate even after 3 days written notice from the Engineer's Representative, the measurement shall be taken ex-parte by the Engineer's Representative and those shall be accepted by the Contractor.</p> | Recording of measurements |
| 6.5 | <p>Based on the quantum of work and the value thereof computed in the Measurement Book, the Contractor shall type out his bill in the proforma approved by the Engineer and submit the same to the Engineer's Representative in quadruplicate, duly signed by him or his accredited Agent over his Rubber Stamp. The Engineer or his Representative may, in his absolute discretion, allow advance payment against such bill to the extent of an amount not exceeding 75% of the "net payable" sum of the said bill, subject to adjustment thereof against the bill at the time of checking and auditing the bill at the Trustees' end. The measurement Book will not be handed over to the Contractor; but he will obtain the abstracts of quantities, amounts and recoveries to type out the bill.</p> | Contractor to prepare and submit his bills |
| 6.6 | <p>At the discretion of the Engineer or his Representative and only in respect of accepted offers/where estimated amount put to tender would be Rs.2,00,000/- or more, advance payment may be made to the extent of 75% of the value of any material purchased and brought to the site by the Contractor, Provided always that –</p> <ul style="list-style-type: none"> (i) the materials shall, in the opinion of the Engineer or his Representative, be of imperishable nature, (ii) the value of such materials shall be assessed by the engineer or his Representative at their own discretions, | Advance payment against Non-perishable materials |

- (iii) a formal agreement has been drawn up with the contractor, under which the Trustees secure a lien on the contractor's materials,
- (iv) the materials are safe-guarded by the contractor against losses, shortage and misuse due to the contractor postponing the execution of the work or otherwise,
- (v) in the event of storage of such materials within the Trustees' protected areas in the Docks, the contractor shall submit an Indemnity Bond in the proforma and manner acceptable to Trustees' whereby the contractor shall indemnify the Trustees against all financial loss/damage, on account of loss/damage to such materials for whatever reasons,
- (vi) in the event of storage of such materials outside the Trustees' protected areas the Contractor shall submit to the Engineer an irrevocable Bank Guarantee favouring the Trustees and for the same sum as is being advance, in the proforma and manner acceptable to the Trustees. The Guarantee shall be of a Calcutta/Haldia Branch of any Nationalised Bank or a Schedule Commercial Bank, as the case may be, acceptable to the Trustees and shall remain valid till the anticipated period of consumption of such materials in the work. The Bank Guarantee must bear an undertaking by the issuing Bank guaranteeing automatic payment of the guaranteed sum to the Trustees by the Bank on the date of expiry of the validity of the Guarantee, unless with the prior written approval of the Engineer on behalf of the Trustees, the Bank has extended the validity of the Guarantee.
- (vii) The amount of advance shall be recoverable from the contractor's bills or any other dues, progressively with the consumption of the materials on the basis of quantity consumed. Consequent on full recovery of the advance the Indemnity Bond/Bank Guarantee, vide Sub-clause (v) & (vi) above, shall be returned to the Contractor duly discharged by the Engineer on behalf of the Trustees.

6.7	No certificate of the Engineer or his representative shall protect the Contractor against or prevent the Trustees from obtaining repayment from the Contractor, in case the Engineer or his representative should overcertify for payment or the Trustees should over-pay the Contractor on any account.	Recovery for wrong and over payment
6.8	No claim for interest shall be admissible or payable to the Contractor at any stage and in respect of any money or balance or Bank Guarantee, which may be due to the Contractor from the Trustees, owing to dispute or otherwise or for any delay on the part of the Trustees in making interim or final payment or otherwise.	Interest not admissible to Contractor
7.0	VARIATION AND ITS VALUATION :	
7.1	The Quantities set out in the Bill of Quantities of the tender shall be treated as estimated quantities of the work and shall never be deemed as actual or correct quantities of the works to be executed by the contractor in fulfilment of his obligation under the contract.	Quantities in Bill of Quantities of Tender
7.2	<p>The Engineer shall have the power to order the Contractor in writing to make any variation of the quantity, quality or form of the works or any part thereof that may, in his opinion, be necessary and the Contractor upon receipt of such an order shall act as follows :</p> <p>(a) Increase or decrease the quantity of any work included in the contract.</p> <p>(b) Omit any work included in the contract.</p> <p>(c) Change the Character or quality or kind of any work included in the contract.</p> <p>(d) Change the levels, lines, position and dimensions of any part of the work, and</p> <p>(e) Execute extra and additional work of any kind necessary for completion of the works</p>	Engineer's power to vary the works
7.3	No such variation shall in any way vitiate or invalidate the contract or be treated as revocation of the contract, but the value (if any) of all such variations evaluated in accordance with the Engineer's sole decision shall be taken into account and the contract price shall be varied accordingly.	Variation by engineer do not vitiate the contract

- | | | |
|-----|---|--|
| 7.4 | <p>Provided always that written order of the Engineer shall not be required for increase or decrease in the quantity of any work upto 15% where such increase or decrease is not the result of any variation order given under this clause but is the result of the quantities exceeding or being less than those stated in the bill of quantities. Provided also that verbal order of variation from the Engineer shall be complied with by the Contractor and the Engineer's subsequent written confirmation of such verbal order shall be deemed to be an order in writing within the meaning of this clause.</p> | <p>Where written order for variation is not needed</p> |
| 7.5 | <p>(a) The Contractor shall not be entitled to any claim of extra or additional work unless they have been carried out under the written orders of the Engineer.</p> <p>(b) The Engineer shall solely determine the amount (if any) to be added to or deducted from the sum named in the tender in respect of any extra work done or work omitted by his order.</p> <p>(c) All extra, additional or substituted work done or work omitted by order of the Engineer shall be valued on the basis of the rates and prices set out in the contract, if in the opinion of the Engineer, the same shall be applicable. If the contract does not contain any rates or prices directly applicable to the extra, additional or substituted work, then the Engineer may decide the suitable rates on the basis of Schedule of Rates (including surcharge in force at the time of acceptance of tender), if any, adopted by the Trustees with due regard to the accepted contractual percentage, if any thereon. In all other cases the Engineer shall solely determine suitable rates in the manner deemed by him as fair and reasonable, and his decision shall be final, binding and conclusive.</p> <p>(d) If the nature or amount of any omission or addition relative to the nature or amount of the whole of the contract work or to any part thereof shall be such that, in the opinion of the Engineer, the rate of prices contained in the contract for any item of the works or the rate as evaluated under sub-clauses (b) and (c) of this clause, is by reason of such omission or addition rendered unreasonable or in-applicable, the Engineer shall fix such other rate or price as he deems proper and the Engineer's decision shall be final, binding and conclusive.</p> | <p>Payment for extra or additional or omitted work or substituted work Engineer's powers</p> |

- 8.0 DELAY / EXTENSION OF COMPLETION TIME / LIQUIDATED DAMAGE / TERMINATION OF CONTRACT**
- 8.1** Should the quantum of extra or additional work of any kind or delayed availability of the Trustees' materials to be supplied as per contract or exceptionally adverse climatic conditions and natural phenomenon or strikes, lock-outs, civil commotion or other special circumstances of any kind beyond the control of the Contractor, cause delay in completing the work, the contractor shall apply to the Engineer in writing for suitable extension of completion time within 7 days from the date of occurrence of the reason and the Engineer shall thereupon consider the stated reasons in the manner deemed necessary and shall either reject the application or determine and allow in writing the extension period as he would deem proper for completion of the work, with or without the imposition of "Liquidated Damage" Clause (No.8.3 hereof) on the Contractor and his decision shall be binding on the Contractor. If an extension of completion time is granted by the Engineer, the Clause No.8.3 of the Liquidated damage shall apply from its date of expiry, if the work be not completed within the extended time, unless stated otherwise in the decision communicated by the Engineer, as aforesaid. **Extension of completion time**
- 8.2** (a) If the Contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Engineer in writing, the Contractor shall pay as compensation (Liquidated Damage) to the Trustees and not as a penalty, ½% (half percent) of the total value of work (contract price) 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. **'Liquidated Damage' and other compensation due to Trustees**

(b) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation/damage in Sub-clause (a) of this clause, from any money due or likely to become due to the Contractor. The payment or deduction of such compensation/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 the Engineer, the work may be ordered to be completed by some other agency at the risk and expense of the Contractor, after a minimum three days notice in writing has been given to the Contractor by the Engineer or his Representative.

- 8.3** Without being liable for any compensation to the Contractor, the Trustees may, in their absolute discretion, terminate the contract and enter upon the site and works and expel the Contractor there from after giving him a minimum 3 days' notice in writing, due to occurrence of any of the following reasons and decision of the Trustees in this respect, as communicated by the Engineer shall be final and conclusive :
- Default of the Contractors remedies & powers/Termination of Contract.**
- (i) The Contractor has abandoned the contract.
 - (ii) In the opinion of the Engineer, either the progress of work is not satisfactory or the work is not likely to be completed within the agreed period on account of Contractor's lapses.
 - (iii) The Contractor has failed to commence the works or has without any lawful excuse under these conditions, has kept the work suspended for at least 15 days despite receiving the Engineer's or his Representative's written notice to proceed with the work.
 - (iv) The Contractor has failed to remove materials from site or to dismantle or demolish and replace work for 7 days after receiving from the Engineer or his representative the written notice stating that the said materials or work were condemned and rejected by him under these conditions.

- (v) The Contractor is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- (vi) Any bribe, commission, gift or advantage is given, promised or offered by or on behalf of the contractor to any officer, servant or representative of the Trustees or to any person on his or their behalf in relation to the obtaining or to the execution of the contract.
- (vii) The Contractor is adjudged insolvent or enters into composition with his creditors or being a company goes into liquidation either compulsory or voluntary.

8.3.1 Upon receipt of the letter of termination of work, which may be issued by the Engineer on behalf of the Trustees, the Contractor shall hand over all the Trustees' tools, plant and materials issued to him at the place to be ascertained from the Engineer, within 7 days of receipt of such letter.

8.3.2 In all such cases of Termination of work, the Trustees shall have the power to complete the work through any other agency at the Contractor's risk and expense and the Contractor shall be debited any sum or sums that may be expended in completing the work beyond the amount that would have been due to the Contractor, had he duly completed the whole of the work in accordance with the contract.

8.3.3 Upon termination of contract, the Contractor shall be entitled to receipt payment of only 90% of the value of work actually done or materials actually supplied by him and subject to recoveries as per contract, provided the work done and materials conform to specifications at the time of taking over by the Trustees. The payment for work shall be based on measurements of actual work done and priced at approved contract rates or other rates, as decided by the Engineer. The payment for materials supplied shall be at the rates as decided by the Engineer, which shall in no case be more than market rates prevailing at the time of taking over by the Trustees. The Engineer's decision in all such case shall be final, binding and conclusive.

8.3.4 The Trustees shall have the power to retain all moneys due to the Contractor until the work is completed by other agency and the Contractor's liabilities to the Trustees are known in all respect.

- 9.0 MAINTENANCE AND REFUND OF SECURITY DEPOSIT**
- 9.1** On completion of execution of the work the Contractor shall maintain the same for a period, as may be specified in the form of a Special Condition of the Contract, from the date mentioned in the Initial Completion Certificate in Form G.C.1. Any defect/fault, which may appear in the work during aforesaid maintenance period, arising, in the sole opinion of the Engineer or his representative, from materials or workmanship not in accordance with the contract or the instruction of the Engineer or his representative, shall, upon the written notice of the Engineer or his representative, be amended and made good by the Contractor at his own cost within seven days of the date of such notice, to the satisfaction of the Engineer or his representative, failing which the Engineer or his representative shall have the defects amended and made good through other agency at the Contractor's risk and cost and all expenses, consequent thereon or incidental thereto, shall be recoverable from the Contractor in any manner deemed suitable by the Engineer.
- 9.2** The Contract shall not be considered completed and the work shall not be treated as finally accepted by the Trustees, until a Final Completion Certificate in Form G.C.2 annexed hereto shall have been signed and issued by the Engineer to the contractor after all obligations under the Contract including that in the maintenance period, if any, have been fulfilled by the Contractor. Previous entry on the works or taking possession, working or using thereof by the Trustees shall not relieve the Contractor of his obligations under the contract for full and final completion of the work.
- 9.3** On completion of the contract in the manner aforesaid, the Contractor may apply for the refund of his Security Deposit by submitting to the Engineer (i) The Treasury Receipts granted for the amount of Security held by the Trustees, and (ii) his "No further claim" Certificate in Form G.C.3 annexed hereto (in original), where upon the Engineer shall issue Certificate in Form G.C.2 and within two months of the Engineer's recommendation, the Trustees shall refund the balance due against the Security Deposit to the Contractor, after making deduction therefrom in respect of any sum due to the Trustees from the Contractor.
- Contractor's obligation for maintenance of work.
- Certificate of final completion
- Refund of Security Deposit

- 10.0 INTERPRETATION OF CONTRACT DOCUMENTS, DISPUTES AND ARBITRATION**
- 10.1** In all disputes, matters, claims, demands or questions arising out of or connected with the interpretation of the Contract including the meaning of Specifications, drawings, designs and instructions or as to the quality of workmanship or as to the materials used in the work or the execution of the work whether during the progress of the works or after the completion and whether before or after the determination, abandonment or breach of the contract the decision of the Engineer shall be final and binding on all parties to the contract and shall forthwith be given effect to by the Contractor. **Engineer's decision**
- 10.2** If, the Contractor be dissatisfied with any such decision of the Engineer, he shall within 15 days after receiving notice of such decision require that the matter shall be referred to Chairman, who shall thereupon consider and give a decision. **Chairman's award.**
- 10.3** If, however, the Contractor be still dissatisfied with the decision of the Chairman, he shall, within 15 days after receiving notice of such decision require that within 60 days from his written notice, the Chairman shall refer the matter to an Arbitrator of the panel of Arbitrators to be maintained by the Trustees for the purpose and any such reference shall be deemed to be a submission to arbitration within the meaning of Indian Arbitration Act, 1940 or any statutory modification thereof. **Arbitration.**
- 10.3.1.** If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another person from panel shall be appointed as Sole Arbitrator and he shall proceed from the stage at which it was left by his predecessor.
- 10.3.2** The Arbitrator shall be deemed to have entered on reference on the date he issues notice to both the parties fixing the date of first hearing.
- 10.3.3** The time limit within which the Arbitrator shall submit his award shall normally be 4 months as provided in Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator may, if found necessary, enlarge the time for making and publishing the award, with the consent of the parties.

- 10.3.4** The venue of the arbitration shall be either Calcutta or Haldia as may be fixed by the Arbitrator in his sole discretion. Upon every or any such reference the cost of any incidental to the reference and award respectively shall be in the discretion of the Arbitrator who may determine, the amount thereof or by whom and to whom and in what manner the same shall be borne and paid.
- 10.3.5** The Award of the Arbitrator shall be final and binding on all parties subject to the provisions of the Indian Arbitration Act 1940 or any amendment thereof. The Arbitrator shall give a separate award in respect of each item of disputes and respective claim referred to him by each party and give reason for the award.
- 10.3.6** The Arbitrator shall consider the claims of all the parties to the contract – within only the parameters of scope and conditions of the contract in question.
- 10.3.7** Save as otherwise provided in the contract the provisions of the Arbitration Act, 1940 and rules made thereunder, for the time being in force, shall apply to the arbitration proceedings under this Clause.
- 10.4** The Contractor shall not suspend or delay the work and proceed with the work with due diligence in accordance with Engineer's decision. The Engineer also shall not withhold any payment, which, according to him, is due or payable to the Contractor, on the ground that certain disputes have cropped up and are likely to be referred to arbitration.
- 10.5** Provided always as follows:
- [a]** Nothing of the provisions in paragraphs 10.3 to 10.3.7 hereinabove would apply in the cases of contracts, where tendered amount appearing in the letter of acceptance of the tender / offer is less than Rs.40,00,000/-.
 - [b]** The Contractor shall have to raise disputes or differences of any kind whatsoever in relation to the execution of the work to the Engineer within 30 days from the date of occurrence of the cause of dispute and before the preparation of the final bill, giving detailed justifications, in the context of contract conditions.

- [c] Contractor's dispute, if any, arising only during the maintenance period, if any, stipulated in the contract, must be submitted to the Engineer, with detailed justifications in the context of contract Conditions, before the issuance of final completion certificate in Form G.C, 2.**

No dispute or difference on any matters whatsoever, pertaining to the Contract can be raised by the contractor after submission of certificate in Form G.C. 3 by him.

- [d] Contractor's claim / dispute raised beyond the time limits prescribed in sub-clauses 10.5[b] and 10.5 [c] hereinabove, shall not be entertained by the Engineer and / or by any Arbitrator subsequently.**
- [e] The Chairman / Trustees shall have the right to alter the panel of Arbitrators, vide Clause 10.3 hereinabove, on their sole discretion, by adding the names of new Arbitrators and / or by deleting the names of existing Arbitrators, without making any reference to the Contractor.**

THE BOARD OF TRUSTEES FOR THE PORT OF CALCUTTA

-::FORM OF TENDER::-

CONTRACT NO.:

To

.....
.....
.....
.....

I/Weof

.....
having examined the site of works, inspected the Drawings and read the Specifications, General & Special Conditions of Contract and Conditions of Tender, hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications. Bill of Quantities, General & Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates and prices set out in the annexed Bill of Quantities within..... month/week from the date of order to commence the work and in the event of our tender being accepted in full or in part, I/we also undertake to enter into a Contract Agreement in the Form hereto annexed with such alterations or additions thereto which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of Quantities, Drawings and Special & General Condition of Contract and I/we hereby agree that until such Contract Agreement is executed the said Specifications, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the Contract.

THE TOTAL AMOUNT OF TENDER Rs.
(Repeat in words)

* I/We requiredays/months preliminary time to arrange and procure the materials required by the work from the date of acceptance of tender before I/we could commence the work.

(* This should be scored out in the case of Labour Contracts)

I/We have deposited with the Trustees' Financial Adviser & Chief Accounts Officer/ Manager(Finance), Haldia Dock Complex vide Receipt No. of as Earnest Money.

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
(Seal of the Tenderer)**

Witness:

Signature:_____

Name:_____
(In Block Letters)

Name of the
Tenderer:_____

Address:_____

Date:_____

Occupation:_____

Address _____

THE BOARD OF TRUSTEES FOR THE PORT OF CALCUTTA FORM OF AGREEMENT

THIS AGREEMENT made this day of 19 between the Board of Trustees for the Port of Calcutta, a body corporate constituted by the Major Port Trust 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 the one part and (hereinafter called "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 Works should be executed/constructed, viz and have accepted a Tender / offer by the Contractor for the construction, completion and maintenance of such works NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words expressions shall have the same meanings as are respectively assigned to them in General Conditions Of Contract, 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/Offer & the acceptance of Tender/ Offer.
 - b. The Drawings.
 - c. The General Conditions Of Contract.
 - d. Special Conditions Of Contract (If any).
 - e. The Conditions Of Tender.
 - f. The Specifications.
 - g. The Bill Of Quantities.
 - h. All Trustees' Schedule of rates & prices (if any).
 - i. All correspondences 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 covenant with the Trustees to execute ,complete and maintain the work in conformity in all respects with the provisions of Contract.
4. The Trustees hereby covenants to pay to the contractor in consideration of such execution construction, completion and maintenance of the works the Contract Prices at the times and in the manner prescribed by the contractor.

IN WITNESS whereof the parties hereto have caused their respective Common Seals to be hereunto affixed (or have set their respective hands and seals) the day and year first above written.

The Seal of _____

Was hereunto affixed in the presence of :

Name :- _____

Address :- _____

OR

SIGNED SEALED AND DELIVERED

By the said _____

In the presence of :

Name :- _____

Address :- _____

The Common Seal of the Trustees was hereunto affixed in the presence of :

Name :- _____

Address :- _____

CALCUTTA PORT TRUST

FORM G.C.1

Contractor _____

Address _____

Date of completion :

Dear sir(s),

This is to certify that the following work viz :-

Name of work :

.....

.....

Estimate No. E.E.O.....Dt.....

C.E.O.....Dt.....

Work Order No..... Dt

Allocation.....

Contract No.

which was carried out by you is in the opinion of the undersigned complete in every respect on the _____ day of _____ 20.... in accordance with terms of the Contract and you are required to maintain the work in accordance with Clause 9.0 of the General Conditions of Contract and under provisions of the Contract for a period of _____ days / weeks / months / years

from the _____ day of _____ 20....

to the _____ day of _____ 20....

Signature.....

(ENGINEER/ENGINEER'S REPRESENTATIVE)

Name.....

Designation.....

OFFICE SEAL

C.C. to: The Deputy Chief Engineer ()
The Deputy Manager ()
Financial Adviser & Chief Accounts Officer/
Manager (Finance), Haldia Dock Complex.

CALCUTTA PORT TRUST

FORM G.C.2.

Certificate of Final Completion.

The Financial Adviser & Chief Accounts Officer
The Manager (Finance), Haldia Dock Complex.

This is to certify that the following work viz:-

Name of work :

Estimate No. E.E.O No.dt.....
C.E.O No.dt.....

Work Order No.....dt

Contract No.

Resolution & Meeting No.

Allocation :

which was carried out by Shri/Messrs..... is now complete in every respect in accordance with the terms of the Contract and that all obligations under the Contract have been fulfilled by the Contractor.

Signature.....
(ENGINEER/ENGINEER'S REPRESENTATIVE)
NAME.....
DESIGNATION.....

OFFICE SEAL

CALCUTTA PORT TRUST

FORM G.C.3

('NO CLAIM' CERTIFICATE FROM CONTRACTOR)

The Engineer
Calcutta Port Trust
Calcutta/Haldia.

(Atten:.....)

(Address, the Trustees' Official, mentioned in
the Work Order and under whom the Contract
was executed)

Dear Sir,

I / We do hereby declare that I / we have received full and final payment from the
Calcutta Port Trust for the execution of the following work viz:-

Name of work : _____

Work Order No :- _____ dt. _____

Contract No. _____

Agreement No.....Dt.....

and I / we have no further claim against the Calcutta Port Trust in respect of the
above-mentioned job.

Yours faithfully,

(Signature of the Contractor)

Dated _____

Name of Contractor.....

Address:.....

(OFFICIAL SEAL OF THE CONTRACTOR)

Draft Proforma of Bank Guarantee (Performance Bond) in lieu of cash Security Deposit, to be issued by the Calcutta / Haldia Branch, as the case may be, of any nationalised Bank of India on Non-Judicial Stamp Paper worth Rs. 50/- or as decided by the Engineer / Legal Adviser of the Trustees.

To
The Board of Trustees
for the Port of Calcutta,

BANK GUARANTEE NO DATE

Name of Issuing Bank

Name of Branch

Address

In consideration of the Board of Trustees of the Port of Calcutta, a body corporate-duly constituted under the Major Port Trusts Act, 1963 (Act 38 of 1963), having agreed to exempt Shri / Messrs a Proprietary / Partnership / Limited / Registered Company, having its Registered Office at (hereinafter referred to as "The Contractor") from cash payment of Security Deposit / payment of Security Deposit through deduction from the Contractors' bills under the terms and conditions of a contract made between the Trustees and the Contractor for (write the name of the work as per Work Order) in terms of the Work Order No. dated (hereinafter referred to as "the said contract"), for the due fulfilment by the contractor of all the terms and conditions contained in the said contract, on submission of a Bank Guarantee for Rs. (Rupees), we, Branch, Calcutta / Haldia, do, on the advise of the contractor, hereby undertake to indemnify and keep indemnified the Trustees to the extent of the said sum of Rs. (Rupees). We, Branch, Calcutta / Haldia, further agree that if a written demand is made by the Trustees through any of its officials for honouring the Bank Guarantee constituted by these presents, We, Branch, Calcutta / Haldia, shall have no right to decline to cash the same for any reason whatsoever and shall cash the same and pay the sum so demanded to the Trustees within a week from the date of such demand by an A/c Payee Banker's Cheque drawn in favour of "Calcutta Port Trust", without any demur. Even if there be any dispute between the contractor and the Trustees, this would be no ground for us, (Name

of the Bank), Branch, Calcutta / Haldia, to decline to honour the Bank Guarantee in the manner aforesaid. The very fact that We, Branch, Calcutta / Haldia, decline or fail or neglect to honour the Bank Guarantee in the manner aforesaid shall constitute sufficient reason for the Trustees to enforce the Bank Guarantee unconditionally without any reference, whatsoever, to the contractor.

2. We, Branch, Calcutta / Haldia, further agree that a mere demand by the Trustees at anytime and in the manner aforesaid, is sufficient for us, Branch, Calcutta / Haldia, to pay the amount covered by this Bank Guarantee in full and in the manner aforesaid and within the time aforesaid without reference to the contractor and no protest by the contractor, made either directly or indirectly or through Court, can be valid ground for us, Branch, Calcutta / Haldia, to decline or fail or neglect to make payment to the Trustees in the manner and within the time aforesaid.

3. We, Branch, Calcutta / Haldia, further agree that the Bank Guarantee herein contained shall remain in full force and effect, during the period that is taken for the due performance of the said contract by the contractor and that it shall continue to be enforceable till all the dues of the Trustees under and / or by virtue of the terms and conditions of the said contract have been fully paid and its claim satisfied and/or discharged in full and/or till the Trustees certify that the terms and conditions of the said contract have been fully and properly observed/ fulfilled by the contractor and accordingly, the Trustees have discharged the Bank Guarantee, subject however, that this guarantee shall remain valid upto and inclusive of day of 20 and subject all so that the provision that the Trustees shall have no right to demand payment against this guarantee after the expiry of 6 (six) calendar months from the expiry of the aforesaid validity period upto or any extension thereof made by us Branch, Calcutta / Haldia, in further extending the said validity period of this Bank Guarantee on Non-Judicial Stamp Paper of appropriate value, as required/determined by the Trustees, only on a written request by the Trustees to the contractor for such extension of validity of this Bank Guarantee.

4. We, Branch, Calcutta / Haldia, further agree that, without our consent and without affecting in any manner our obligations hereunder, the Trustees shall have the fullest liberty to vary from time to time any of the terms and conditions of the said contract to extend the time for full performance of the said contract including fulfilling all obligations under the said contract or to extend the time for full performance of the said contract including fulfilling all obligations under

the said contract by the contractor or to postpone for any time or from time to time any of the powers exercisable by the Trustees against the contractor and to forebear or enforce any of terms and conditions relating to the said contract and We, Branch, Calcutta / Haldia, shall not be relieved from our liability by reason of any such variation or extension being granted to the contractor or for any fore-bearance, act or commission on the part of the Trustees or any indulgence by the Trustees to the contractor or by any such matter or thing of whatsoever nature, which under the law relating to sureties would, but for this provision, have effect of so relieving us, Branch, Calcutta / Haldia.

5. We, Branch, Calcutta / Haldia, lastly undertake not to revoke this Bank Guarantee during its currency except with the previous consent of the Trustees in writing.

SIGNATURE
NAME
DESIGNATION
(Duly constituted attorney for and on behalf of)
BANK
BRANCH
CALCUTTA / HALDIA
(OFFICIAL SEAL OF THE BANK)