

KOLKATA PORT TRUST
HALDIA DOCK COMPLEX

E-Tender Notice

E-Tender No. KoPT/Haldia Dock Complex/MM Div/6/17-18/ET/93 for Supply and Delivery of Ration & Provision (Dry & Fresh) to Haldia Dock complex.

Bidder can submit bid online through MSTC's e-portal www.mstcecommerce.com within 15.06.2017 up to 15.00 Hrs (IST), beyond which no bid can be submitted.

Tender document and other details can also be viewed and downloaded from www.kolkataporttrust.gov.in & www.eprocure.gov.in. Offline submission of tender is not acceptable. Corrigendum / addendum, if any, will be posted in the aforesaid websites only and no separate press advertisement shall be made.

Tenderers should regularly visit websites.

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

Office of the M. M. Division, Jawahar Tower, 2nd Floor,
P.O.: - Haldia Township, Dist.: East Midnapore,
PIN : 721607, West Bengal
Ph. No. 263266/264496, FAX :03224-263255
E-mail id: esingh.hdc@nic.in/spb.hdc@nic.in

E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited for supply & delivery of Ration and Provision(Dry & Fresh) (as per the Bill of Quantities) to Haldia Dock Complex, Haldia.

Bid Document may be downloaded from MSTC website **www.mstcecommerce.com** Corrigenda / addenda / clarifications, if any, shall be hosted on the above mentioned website only. Tenderer should visit the website frequently.

SCHEDULE OF TENDER (SOT) :

a.	TENDER NO.	HDC/MM/OT-45/33/67
b.	MODE OF TENDER	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com of MSTC Ltd. The intending bidders are required to submit their offer electronically through e-tendering portal. No physical tender is acceptable by Haldia Dock Complex.
c.	E-Tender No. (System Generated)	<u>KoPT/Haldia Dock Complex/MM Div/6/17-18/ET/93</u>
d.	Date of NIT available to parties to download	18.05.2015
e.	Pre-Bid Meeting starting date & Time	NA
f.	i) Earnest Money Deposit	The intending bidders should submit Earnest Money of ₹ 10,000/- (Rupees Ten thousand only) to Haldia Dock Complex along with their offer otherwise their offer will be summarily rejected. The bidders are advised to deposit Earnest Money (EM) using the Axis Bank Payment Gateway only. No other method of payment of EM shall be accepted. 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: "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 easy pay site (https://easypay.axisbank.co.in→ Others→Haldia Dock Complex) 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).

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		<p>The method of use of the gateway is indicated under "Procedure of Payment of Earnest Money and Bid Document Fee Through Axis Bank Gateway" section of the tender document.</p> <p>Through Axis Bank Gateway 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 : b) E- Tender No. : KoPT/Haldia Dock Complex/MM Div/6/17-18/ET/93 c) Amount remitted : d) Remittance Bank Details: e) URN No.: f) Date of payment:</p>
ii)	Bid Document fee	<p>The intending bidders should submit Bid Document Fee of ₹ 500/- (Rupees Five hundred 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 Axis Bank Payment Gateway only. 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: "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 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 under "Procedure of Payment of Earnest Money and Bid Document Fee Through Axis Bank Gateway" section of the tender document.</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 : b) E- Tender No. : KoPT/Haldia Dock Complex/MM Div/6/17-18/ET/93 c) Amount remitted : d) Remittance Bank Details: e) URN No.: f) Date of payment:</p>

	iii)	Transaction Fee	₹ 3,542.00 (Including Service Tax @15%). Payment of Transaction fee by NEFT/RTGS in favour of MSTC Limited (refer clause. No. 4 of Annexure -I)
g.	Last date of submission of EMD & Bid Document fee at HDC.		15.06.2017 upto 15.00 HRS
	Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.		Three working days before the last date of closing of online bidding for the e-tender
h.	Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com		19.05.2017 time 13.30 hours
i.	Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.		15.06.2017 time 15.00 hours
j.	Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately		15.06.2017 time 15.15 hours

List of Annexure :

Important Instructions to Bidders	: Annexure –I
Commercial Terms & Conditions	: Annexure -II
Technical Terms & Conditions and Drawing (if any)	: Annexure - III
Documents to be uploaded	: Annexure-IV
Declaration of the Bidder	: Annexure-V
Bidder's Information	: Annexure-VI
Details of statutory lavies	: Annexure-VII
Priced Bill of Quantity	: Annexure-VIII

PROCEDURE OF PAYMENT OF EARNEST MONEY AND BID DOCUMENT FEE 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 a 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.

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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

This is an e-procurement event of HALDIA DOCK COMPLEX. The E-procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020.

Bidders are requested to read the Commercial terms & conditions (**Annexure- II**) of this tender before submitting their online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1. Process of E-tender :

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 Techno-commercial Bid as well as Price 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).

SPECIAL NOTE: THE TECHNO-COMMERCIAL AND THE PRICE BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/

1).Vendors are required to register themselves online with www.mstcecommerce.com→ e-Procurement →PSU/ Govt depts→ Select KoPT's Logo → Register as Vendor - Filling up details and creating own user id and password→ Submit.

2).Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case

Tenderers are requested to submit bid keeping sufficient time in hand. They should not wait for last minute to avoid any problem.

In case of any clarification, please contact HDC/MSTC, (before the scheduled time of the e- tender).

Contact person (Haldia Dock Complex):

1. Mr. E. Singh.
Asstt. Manager(MM)
Haldia Dock Complex
Ph. No. 03224 264416
Mb. No. 9434031208

2. Mr. P.S. Brahma
Manager(MM)
Haldia Dock Complex
Ph. No. 03224 264496
Mb. No.94340 63229

Contact person (MSTC Ltd):

1. Mr. S.Mukherjee
Deputy. Manager (e-Commerce)
Mobile No: 07278030407
Landline: 03322901004
Email-mukherjee@mstcindia.co.in

2. Ms S. Maity
Asstt. Manager (e-commerce)
Mobile- 9831155225
Landline: 03322901004
Email: smaity@mstcindia.co.in

Google hangout ID(for test chat)-mstceproc@gmail.com

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	<p>B) System Requirement:</p> <p>i) Windows 7 or above Operating System</p> <p>ii) IE-7 and above Internet browser.</p> <p>iii) Signing type digital signature</p> <p>iv) Latest update JRE 8 (x86 Offline) software to be downloaded and installed in the system.</p> <p>To disable "Protected Mode" for DSC to appear to appear in the The signer box following setting 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>(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.</p> <p>(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by HDC. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.</p>
3.	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4.	<p><u>Special Note towards Transaction fee:</u> 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>NOTE : 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.	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).
6.	E-tender cannot be accessed after the due date and time mentioned in NIT.

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7.	<p>Bidding in e-tender :</p> <p>a) 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.</p> <p>b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.</p> <p>c) 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 KoPT's logo →My menu→ Auction Floor Manager→ live event →Selection of the live event</p> <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 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.
	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.	<u>Bidding in e-tender & Reverse auction:</u>
a.	Bidder(s) need to submit necessary EMD, Tender fees (if any) and Transaction fees 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 bidder(s) will be refunded by HDC. Bank details i.e. name of bank & address, Current a/c no, IFS Code to be mentioned by the tenderer for refund.
b.	The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.

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c.	The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →Psu/Govt depts→ Login →My menu→ Auction Floor Manager→ live event →Selection of the live event→ Techno Commercial Bid.
d.	The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application is not run then the bidder will not be able to save/submit his bid.
e.	After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Submit" button to register their bid
NOTE: - The Techno-Commercial Bid & price bid cannot be revised once the submit button has been clicked by the bidder.	
a.	In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
b.	During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
c.	The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
d.	All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter SUPPLIER .
e.	It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
f.	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.
g.	No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
h.	Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
13	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
14	No deviation to the technical and commercial terms & conditions are allowed.
15	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature
16	HDC has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
17	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com / eprochome / mstc of MSTC Ltd.
18	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.
19	The bid will be evaluated based on the filled-in technical & commercial formats.
20	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.
21	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of M.S.T.C.

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22	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate.
23	<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>
24	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.
25	Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
26	Due date of submission of tender will not be extended under any situation.



**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

Office of the M. M. Division, Jawahar Tower, 2nd Floor,
P.O.: -Haldia Township, Dist.: East Midnapore.
E-mail id: spb.hdc@nic.in, esingh.hdc@nic.in
Fax No. 03224 263255

Commercial Terms & Conditions :

Annexure -II

Sl. No.	Terms	Response
1	Mere submission of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also	AGREE
2	Price Bids (Part-II) of only those eligible bidders whose Part-I Bids are complete and in order shall be opened on time and date to be intimated later separately.	AGREE
3	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate.	AGREE
4	<p>i) 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>ii) 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> <p>iii) 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.</p>	AGREE
5	Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.	AGREE
6	Due date of submission of tender will not be extended under any situation.	AGREE
7	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money.	AGREE

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8	Tenders without requisite Earnest Money are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) for items for which the tender is invited.	AGREE
9	<u>SCOPE OF WORK :</u> The work comprises of supply and delivery of Ration and Provision (Dry & Fresh) items to HDC on Annual Rate Contract Basis.	AGREE
10	The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.	AGREE
11	The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract. In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Manager (MM), Haldia Dock Complex, thereon shall be final and binding upon all parties.	AGREE
12	The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any. Trustees' General Conditions of contract is the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the undersigned on any working day before quoting for the Tender.	AGREE
13	The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.	AGREE
14	The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.	AGREE
15	The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.	AGREE
16	Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and delivery of their bids or for any other expenses incurred in connection with such bidding.	AGREE
17	Bidders are advised to visit the Office of General Manager(MO) of Haldia Dock Complex at Chiranjibpur, Haldia prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, existing road facilities for carrying materials etc. before submission of the tender. He may contact the Manager of M.M. Division or his authorized representative at his office at Jawahar Tower in this regard. Non compliance of the same will in no way relieve the successful bidder of any of his obligations in performing the work in accordance with this Bid Document within the quoted price.	AGREE

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- 18 **VALIDITY :** AGREE
The tender shall remain open for acceptance for a period of **120 days** from the date of opening of the same.
If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees / sanctioning Authority.
- 19 **NON- RESPONSIVE BIDDER :-** AGREE
The offer/tender shall be treated as non-responsive, if :
i) 120 days validity from the date of opening of techno-commercial bid is not accepted / agreed to as per tender condition.
ii) Offer / tender is submitted with any deviation from the tender terms & conditions.
- 20 **EARNEST MONEY AND SECURITY DEPOSIT :** AGREE
i) The Earnest Money received will be refunded or released as the case may be to the unsuccessful Bidder without any interest subject to the provisions made in clause above. The Earnest Money of the successful Bidder will be retained and converted to as a part of the Security Deposit.
ii) The successful tenderers shall have to deposit such further sum as to make the total amount equal to 5% of the total value of the contract or balance amount of Security Money may be deducted from party's monthly bill on pro-rata basis. Balance Security Deposit may be deposited by Demand Draft of any Scheduled/ Nationalized Bank of India drawn in favour of Kolkata Port Trust and payable at Haldia, by the successful Bidder within 30 days from the date of placement of order.
iii) Failing this, the Trustees reserve the right to cancel the acceptance and forfeit the Earnest Money. The Security Deposit shall be refunded without interest after the successful execution of the order and completion of guarantee period.
iv) If the contract value aggregates to Rupees one lakh and above, the supplier may offer a Bank Guarantee in the Trustees' specified Pro-forma from any Scheduled/ Nationalized Bank of India having Branch at Haldia in lieu of Security Deposit.
v) In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled at the option of the Trustees'.
- 21 **PRICES :** AGREE
i) Price should be quoted on free delivery basis up to delivery points at Haldia and Kolkata as indicated in the schedule including packing, unloading and all other charges involved. Rates quoted should be on net weight basis and not on Gross Weight basis i.e. not including weight of containers.
ii) The bidder shall quote his price as per the Bill of Quantities in the Price bid (Part-II).
Price(s) shall be quoted upto F.O.R. destination, Haldia including charges for packing, forwarding, loading, stacking, transportation, unloading, and transit risk necessary for the complete services as described in the documents i.e. on free delivery basis upto destination as indicted under clause 25.
iii) The Bidder shall state clearly the percentage of various Taxes and surcharge that will be charged extra over his quoted rates.
iv) Quoted Price(s) should remain firm during the period of Contract. No price escalation is admissible during the period of Contract.
iv) Orders may be placed in parts. Each bidder shall keep in mind while quoting his rate against any item that, in the event of part order being placed, his quoted rate against the ordered item, shall form the basis of the subject order. Price(s) to be quoted should remain firm till the entire supply of goods is completed.

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- i) Price(s) to be quoted should remain firm till the goods are delivered. No Price escalation is admissible other than statutory increase in Taxes & Duties. In case of decrease in rates of statutory taxes & duties, the price would be correspondingly decreased.
- ii) Any modification (addition /deletion /alteration including implementation of GST) in taxes or duties in future by the GOI after due date of submission of this tender will be 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 subsequently, 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 subsequent modification of taxes or duties. But any recovery due on account of any subsequent modification in taxes or duties shall be assessed by HDC without any reference to the contractor and shall be made by HDC from the amount payable under the contract.

22 **Please note that KoPT does not provide any concessional Sales Tax Form. Full rate of Sales Tax/ VAT should be considered while quoting.** AGREE

23 **EVALUATION CRITERIA :** AGREE

i) Evaluation will be made on the lowest (L1) landed price quoted against individual items among the accepted samples(wherever applicable) and techno-commercially qualified bids subject to the fulfilment of necessary Tender conditions and benefits 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. 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. It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.

It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.

ii) In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid, tender terms and conditions shall also remain unaltered. Irrespective of whether order is placed on part or, on the whole of the BOQ no plea for subsequent withdrawal or the amendment will be entertained.

iii) The bidders, in whose cases ED is applicable, are to confirm the submission of admissible Cenvatable documents. The evaluation of the offer shall be made on the basis of landed price less Excise Duty (along with applicable Cess).

iv) For others, the evaluation shall be made on the total quoted landed price basis.

- 24 **PAYMENT :** AGREE
 Payment will be made on the basis of actual supply and delivery of materials in good condition and acceptance of the same at designated points and on submission of Bill accompanied with Challan duly signed by consignee or his authorized representative. The bills should be submitted in quadruplicate to Manager (MM)'s Office with necessary documents e.g., receipted challan in duplicate.
 Payment will be made against supplier's clear bill within 30(thirty) days of receipt of satisfactory acceptance of materials at site. Payments shall be credited to supplier's bank account through NEFT/RTGS mechanism at all centers where such facilities are available in the bank. Accordingly, bidders are requested to submit their bank Account No. with the name and address of the bank along with the branch name, account no. and IFS code number in the bill.
- 25 **DELIVERY :** AGREE
 i) **DELIVERY PERIOD :-**
 Materials are required to be delivered within 48 hours' of placement of part orders. Materials shall be delivered free by the supplier to different delivery points at Haldia and at Kolkata.
- ii) **DELIVERY POINT :-** AGREE
 Materials have to be delivered free at Lead-in-Jetty / Near Inner Lock Gate / Any berth at Haldia Dock / HPSU Office at Cluster - III at Port Township / Shore Crew Stations near Marine House, 3rd Oil Jetty and at Satish Samanta Oil Jetty, New Tug Parking Jetty inside Dock or at any point at Haldia and at Kolkata Dock.
- iii) The items mentioned in Group 'B' are to be supplied generally once in every 15 days.
- iv) The delivery of all items will generally be taken in monthly installment as required by this Office. Items to be supplied packed and arranged Vessel-wise / delivery point wise according to name of Vessel / Delivery Point (approx. No.14). This mode of delivery is only indicative and delivery of all items should be made as per actual time-to-time requirement of Haldia Dock Complex.
- v) The Contractor may be asked to supply even one item in case of requirement.
- vi) The items listed in part "B" are to be supplied generally in half monthly installment packed and arranged Vessel wise/delivery point wise according to Vessel's name / delivery point's name (approx. No. 14) and will continue at regular interval throughout the contract period. The tenderers must be prepared to effect supply at 48 hours' notice.
- vii) Delivery period shall binding on the supplier. If delivery of materials is not made within the time undertaken without sufficient reasons acceptable to the Trustees, the order may be cancelled without notice at the option of Trustees. In the event of failure to execute the order, Trustees will take penal action against the supplier and his name may be removed from the list of approved suppliers.
- viii) Delays due to following reasons shall not be on Supplier's account and shall be excluded from the delivery period for providing extension of time & waiver of LD, subject to submission of documentary evidences.
- In case way bill is required to deliver the materials, a 7 days time should be provided by the successful bidder, for preparation of the way bill by HDC. The successful bidder should submit request letter, for issue of way-bill by Haldia Dock Complex. Any delay, on the above accounts beyond the stipulated delivery period, on account of HDC will be considered for non-imposition of L.D. provided the bidder submits documentary evidence to substantiate the same.

26	<p><u>DESPATCH ARRANGEMENTS :</u></p> <p>The supplier shall be fully responsible for any transit loss or damage to the materials.</p> <p>The supplier shall send advance intimation as to the actual date of delivery of each and every installment of supply. Delivery of materials may not be accepted on Sundays and Port Holidays. The authorized representative of the suppliers should be present at the time delivery for jointly noting with the representative of Ko.P.T. the discrepancies, if any, regarding the particulars of materials actually delivered against the Challans for the same. Delivery will not be accepted if not accompanied with proper delivery challans (in quadruplicate) and other related documents like inspection certificates, etc. No lorry shall be permitted into the protected area during night-time. Detention of lorries, if any, will be on supplier's account.</p>	AGREE
27	<p><u>PACKING :-</u></p> <p>i) The supplier shall be responsible for proper packing and delivery of stores. The materials should be packed in proper way by the supplier at his own cost to avoid any loss, damage, breakage or leakage etc. Details of packing have been mentioned in Bill of Quantities.</p> <p>ii) All the items are to be packed suitably and marked according to consumer's name at the time of supply. The supply of items specified in Column(s) must be packed in new Gunny Bags and / or tins.</p>	AGREE
28	<p><u>FAILURE TO SUPPLY :-</u></p>	AGREE
28.1	If the delivery of materials is not made within the stipulated time undertaken, the order may be cancelled without notice. Two consecutive failures to supply within time will entail removal of the tenderer's name from the approved list of suppliers.	
28.2	In case of default in the supply or failure to supply as per specification or approved sample within the time stipulated, Trustees are entitled to purchase from any other source at the risk, cost and expenses of the supplier of the whole or any portion of the supply remaining undelivered or un approved without any notice or reference to the supplier. Extra cost for risk purchase will be borne by the supplier (successful tenderer).	
28.3	If the supplier fails to supply any materials or execute the contract within the stipulated delivery period or such extension thereof as may be allowed by the Manager (MM) in writing, the supplier shall be required to pay as compensation to the Trustees and not as penalty @ ½% for every week or part thereof the value for late delivered portion of supply against each part order, provided always that the entire amount of compensation to be paid under the provision of this clause shall not exceed 10% of the Part Order value. Trustees may without prejudice to any other method of recovery deduct the amount of such damages from any money which was due or which may become due to the supplier. The payment or deduction of such damages shall not relieve the supplier from his obligations to complete the supply of stores or from any other of his obligations or liabilities under the contract.	
29.	<p><u>INSPECTION AND QUALITY OF STORES :-</u></p>	AGREE
29.1	Inspection of materials will be done as per approved sample (wherever applicable), if required, by our authorised person at delivery point. If necessary, samples from the supplies may be drawn and the same will be tested by Ko. P. T's own arrangement or by Government Test House and if found to be inferior to the specifications laid down, the materials will be rejected in whole or in part and the supplier will be debited with the cost of test. The supplier will have to replace the rejected stores at his own cost.	
29.2	The items may be inspected by the consuming Crew at supplier's premises.	
29.3	Supply of Ration and Provision (Dry & Fresh) must always be fresh. Each kind of Ration and Provision (Dry & Fresh) must be free from dust or dry foreign impurities. Quality if found bad or unsuitable will be rejected and arrangement must be made to replace them immediately.	

30. **ACCEPTANCE OF TENDERS :-** **AGREE**
The Trustees are not bound to accept the lowest or any tender and reserve the right to accept a tender in full or in part and / or reject any tender in full / in part without assigning any reason thereof.
31. **SAMPLE :-** **AGREE**
- 31.1 Samples as called for shall be submitted free of charges by the tenderer along with the tender. The Trustees will not be answerable for loss or damage thereof due to any reason whatever nor will pay for samples damaged or destroyed in test. All samples should be sealed and affixed with label showing tender no., item no., description, name and address of the firm for proper identification.
- 31.2 Following samples have to be submitted: -
A) All items of Group - A except Salt, Mustard Oil & Ghee.
B) All items of Group - C.
- 31.3 **Sample Selection Procedure :** **AGREE**
Sample selection procedure is detailed below.
- 31.3.1 Sample selection will be carried out by a committee of HDC in presence of all participating bidders.
- 31.3.2 Uniform size of packet or transparent small container having uniform look may be earmarked or indicated to the party and the parties shall have to submit their samples in those packets or containers without giving any identification. They will give their label on top of the packet or the container which can be removed by the committee at the next stage hereinafter stated or the suppliers may submit their samples in their own packet (in the transparent packets) and the same shall be taken out and re-packing shall be done by the committee members in front of the particular bidder in a uniform packet / container as stated earlier to be supplied by HDC. The transfer of samples from party's packet to HDC's prescribed packet will be done in front of the bidder.
- 31.3.3 After the packets are received and procedure one is adopted, the committee members shall remove the labels of the bidders from the packet and codify them suitably. The codification procedure shall be kept in strict confidence and in sealed cover.
- 31.3.4 The samples, duly codified, will be selected by the committee for acceptance in presence of the participating bidders.
- 31.3.5 After the samples are selected, the packets will be de-codified by the committee and the balance action for the tender shall be taken appropriately.
- 31.3.6 The whole procedure shall be completed (selection of Samples) in one day.
32. **SCHEDULE OF FRESH VEGETABLES :-** **AGREE**
- 32.1 Fresh Vegetables (Sl. No.15 of PART-"B" of Bill of Quantity) have to be supplied as per availability in the market. The type of vegetables to be varied frequently so that no similar type of vegetables are supplied regularly. 3 - 5 varieties of vegetables have to be supplied alternatively. The list of vegetables to be supplied as shown below is indicative only.
Bringal, Tomato, Guard, Papaya, Cabbage throughout the year.
- 32.2.1 DECEMBER to FEBRUARY = Cauliflower, Radish, PALANG SHAK, Bens, BARBATTI, Bit – Root, Carrot, METHI SHAK.
- 32.2.2 MARCH to MAY = Green Jack Fruit, PATAL, Ladies Finger, PUIN SAG / DATA SHAK / NOTAI SHAK, Cabbages, Tomato, CHICHINGA, OAL, JHINGA.
- 32.2.3 JUNE to AUGUST = PATAL, Ladies Finger, PUIN SHAK, OAL, CHALKUMKRA, JHINGA, CHICHINGA.
- 32.2.4 SEPTEMBER to NOVEMBER = JHINGA, PATAL, Ladies Finger, OAL, CHALKUMBRA, PUIN SHAK / DATA SAG, CHICHINGA.

33. **COLLECTION OF ORDERS :-** **AGREE**
Orders for Part - B should be collected from the office of the Marine Operation Division, Haldia Dock Complex at 4.00 P.M. on weekdays.
34. **GATE PASS :-** **AGREE**
- 35.1 For supply at Kolkata, Gate Passes, where necessary have to be procured by the supplier from Kolkata Office at their cost and arrangement. No gate passes for supply at Kolkata can be issued from Haldia.
- 35.2 For supply at Haldia, The successful Bidder shall have to obtain permits from the Central Store (MM Divn.), HDC at Chiranjibpur/Office of the Manager (MM), Jawahar Tower or as directed for entry of their vehicles and workers into the Trustees' Stores for unloading and stacking of the material. Such permits shall be issued to the Bidder against receipt of **proper application with payment of necessary charges** for the same during normal working hours on any working day.
36. The tender may be liable to rejection for non-acceptance of any of the terms and conditions of the tender.
37. Regarding type of vegetable to be supplied as per schedule shown above, tenderer are required to quote a single rate and not different rates according to the type of Vegetables.
38. Any other terms and conditions if stipulated by the tenderer must be clear, specific and free from ambiguity failing which the tender is liable to rejection, at the option of Trustees.
39. Tenderers should preferably have a Telephone installation at their office and they must have a liaison office / installation in and around Haldia.
40. **TERMINATION OF CONTRACT** : In case in change in policies of the organizations, the contract may be discontinued by the trustees giving one month notice. **AGREE**
41. **REJECTION OF MATERIALS** : **AGREE**
Not withstanding the inspection and passing of materials by Trustees' authorized person (representative of MO division), any material found to be defective in quality and not conforming to the relevant specification, shall liable to be rejected and the supplier shall replace the same at his cost and arrangement at the earliest.
The supplier shall at his own arrangement and cost replace within a period of 5 days of all such defective and rejected materials.
Rejected materials shall be at Supplier's risk. They must be collected from the MO Division, H.D.C. within a 7 days from the date of rejection on observing usual procedure on the matter. If the contractor fails to remove such materials, the Trustees shall have the right to dispose of the same and the supplier shall have no claim against the Trustees in respect of the said rejected materials.
42. **LIQUIDATED DAMAGES** : **AGREE**
i) If the supplier fails to complete the stipulated supply within the scheduled delivery period or such extension thereof, the supplier shall pay, as compensation and not as a penalty, Liquidated Damages to the Trustees @ ½% of the basic value of the delayed portion of supply, for every week or part thereof, (part of the week being treated as a full week) provided always that the amount of such compensation shall not exceed 10% of the basic value of contract.
Service Tax on L.D. amount at the prevailing rate will be levied.
ii) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damage from money due or, likely to become due to the supplier. The payment or, deduction of such damages shall not relieve the supplier from his obligations to complete any other liabilities and obligations under the contract.

43. **RISK PURCHASE :** **AGREE**
In case of supplier's failure and at the absolute discretion of the Manager (MM), the work may be ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the Manager (M.M.) or, his representative. In case of risk purchase extra cost will be borne by the supplier(successful tenderer).
44. **BANNED OR DE - LISTED CONTRACTORS:** **AGREE**
Bidders must give a declaration to the effect that they have not been banned or, de-listed by any Government or, quasi - Government agency or, PSU. If a bidder has been banned / de-listed by any Government or, quasi -Govt. agency or, a PSU, the details of any such ban must be clearly stated along with the relevant documents which the Bidder is to enclose together with the Techno-Commercial Bid. Incorrect declaration or, suppression of facts will lead to rejection of the Offer.
45. **FORCE MAJEURE :** **AGREE**
In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, the relative obligation of the party affected by such Force Majeure shall, upon notification to the other party, be suspended for the period during which Force Majeure event lasts. The cost and loss sustained by either party shall be borne by the respective parties. The term "FORCE MAJEURE" as employed herein shall mean acts of God, Earth-quake, War, Revolts, Riots, Fire, Floods, Sabotage, Hurricanes/Cyclones and Strikes, excluding strikes by the employees of the Supplier or, their sub-Contractors. Upon 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 7 (seven) days after the alleged beginning thereof, giving full particulars and satisfactory evidence in support of its claim.
46. The Supplier shall be responsible for proper packing and delivery of Stores. The materials should be packed by the Supplier / Manufacturer at their own cost for protection against any damage, loss, breakage or leakage etc.
47. **PERIOD OF CONTRACT : -** **AGREE**
The rate contract would normally be for a period of one year from the date of awarding the contract and shall be valid for all part orders placed by us within this period and may be extended for further 3 months with same rate, terms and conditions.
48. **QUANTITY :-** **AGREE**
The quantity as mentioned in the bill of materials is indicative only. The total quantities to be purchased under the rate contract cannot be guaranteed as the purchases are to be made according to our time-to-time requirements. Trustees reserve the right to place no order in case of no requirement during the period of contract including extended period.
49. **WORKMEN COMPENSATION :** **AGREE**
The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading & stacking job at HDC's site, under workmen compensation act, fatal accident act and personal injuries insurance act for protection against any injury / accident and shall have to bear all the consequences and cost as applicable as per relevant acts.
50. **PERSONAL PROTECTIVE EQUIPMENT(PPE):** **AGREE**
Suppliers and their workmen including driver & helper must use PPE i.e. safety helmet etc. at the time of supply of materials inside the dock premises.

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Annexure-III**TECHNICAL TERMS & CONDITIONS AND DRAWING (IF ANY)****UN-PRICED COPY OF BILL OF QUANTITIES****GROUP - "A"**

Sl. No.	Item description	Quantity (Approx.)	Whether Quoted / Not Quoted	Sample Submitted / Not Submitted
01.	SUGAR	6157.55 Kg		
02.	Iodized SALT (Tata make / Captain Cook Salt / Aashirvad Salt / Surya Salt)	1539.388 Kg		
03.	DAL ARHAR (Genuine Patna)	3738.513 Kg		
04.	DAL KHARI MUSURI	3738.513 Kg		
05.	TURMARIC (Good Quality) Whole	1026.552 Kg		
06.	CHILLIES (Good Quality) Whole	683.488 Kg		
07.	PEPPER (Good quality) Whole	340.425 Kg		
08.	JEERAH (Good Quality) Whole	340.425 Kg		
09.	TEA (Leaf & Dust with flavour) (To be packed in non-returnable packet)	939.75 Kg		
10.	GHEE (SURAVI Make) (To be supplied in new non-returnable Tin)	1,407.44 Kg		-----
11.	MUSTARD OIL (Ag-mark Gr. I) (To be supplied in new non-returnable tin)	3,566.60 Kg		-----

The above items must be free from dust, stone or other impurities and to be supplied in new Gunny Bags (Non-returnable).

UN-PRICED COPY OF BILL OF QUANTITIES

GROUP - "B"

Sl. No.	Item description	Quantity (Approx.)	Whether Quoted / Not Quoted
12.	POTATOES (Best picked quality)	9,969.07 Kg	
13.	PUMPKINS (best quality red)	8,796.50 Kg	
14.	ONION (Best Quality)	2,931.87 Kg	

The above items are to be packed in new Gunny Bags (Non-returnable) arranged in quantities and marked according to name of vessel / delivery point.

Sl. No.	Item description	Quantity (Approx.)	Whether Quoted / Not Quoted
15.	FRESH VEGETABLE	6,157.55 Kg	
16.	Limes (Picked Quality)	43983.00 Nos.	

The above items are to be packed in baskets with the top enclosed with Gunny Bags and marked according to Vessels' name / Delivery Points' name.

GROUP – "C"

Sl. No.	Item description	Quantity (Approx.)	Whether Quoted / Not Quoted	Sample Submitted / Not Submitted
17.	Rice	39,584.25 Kg		
18.	Wheat	19,792.13 Kg		

The above items must be of good quality and be free from dust, stone or other impurities and to be supplied in new Gunny Bags (Non-returnable).

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DOCUMENTS TO BE UPLOADED**(Documents to be downloaded, filled up, signed, scanned and uploaded)****1. Pre-Qualification Criteria of Tenderers:**

1. Credential as per criteria given below :-

PRE-QUALIFICATION CRITERIA OF BIDDERS :

Following documents (photocopy) for meeting the pre-qualification criteria should be uploaded otherwise their offer would be rejected:-

The bidder will have to produce the original documents or any additional documents, if asked for to satisfy the authority.

1. CREDENTIAL :

Documentary evidences for supply of Ration & Provision items during the last 7 (seven) years in Govt./Private Organizations by producing Order copy along with

- i) Receipted Challan,
- ii) Certificate of Execution,
- iii) GRN,
- iv) Excise Invoice,
- v) Tax Invoice,
- vi) Consignment Note.

etc. as a proof of supply as required by the tender issuing authority.

Any intending bidder may participate in one or more groups if he fulfils the following credential Criteria for that particular group /groups i.e. he has to produce documents for supply of any one or more than one items for that particular group/ groups in various supply contracts executed during the last 7 years of total cumulative value not less than the total value of that particular group/ groups as mentioned below.

Group	Credential for supply of	Credential Value
A	Grocery items	Rs.22.76 lakh
B	Vegetables/ Fruits/ Meat / Fish	Rs. 3.53 lakh
C	Rice / Wheat	Rs. 10.69 lakh

Any intending bidder may participate in one or more groups if he fulfils required credential for that particular group / groups.

The bidder should also submit the following statement in support of their above credential.

Order no & date	Receipted challan copy / certificate of execution / GRN etc.	Item description	Qty.	Amount
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2.	VAT Registration Certificate / CST Registration Certificate.
3.	Up to date Professional Tax Payment Challan.
4.	Certificate of Enlistment for Profession Trade and Calling under Sec. 118 of West Bengal Municipal Act –1993 / Certificate of Enlistment under Section 199 of CMC Act, 1980 / Certificate of Enlistment issued by any statutory Authority.
5.	Participating bidders must have a liaison office / installation in and around Haldia. They must produce necessary documentary evidence for the same along with the tender.
6.	<p>Audited balance sheet and Profit & Loss account for the last 3 (three) financial years. Average annual financial turn over during the above mentioned period should be at least Rs. 18.49 lakhs. If due date (scheduled opening date of tender) falling 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.</p> <p>In case of the bidder is unable to submit audited accounts of last financial year (in case of tender opening date falling after June), due to non-completion of audit or for any other reason, he may be allowed to submit a certificate of turnover issued by the statutory auditor of the company/ firm for the previous year.</p>

The bidder should also upload the following statement with documents in support of their credential.

Sl. No.	Order nos. & date(with copies of purchase orders)	Nos. of Receipted challan / certificate of execution / GRN / Excise Invoice / Tax Invoice / Consignment Note etc. as a proof of supply (with copies of the same).	Item description with specification	Quantity/ value of materials supplied
1				
2				

ANNEXURE-V

DECLARATION OF THE BIDDER

Manager (MM Division)
Haldia Dock Complex

I / We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. I / We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the Tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the Tender. In the event of our Tender being accepted in full or, in part, I / we also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the Tender together with the acceptance thereof in writing by or, on behalf of the Trustees shall form the Contract.

I / We have deposited Requisite Earnest Money.

OR

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

I / We agree that the period for which the Tender shall remain open for acceptance shall not be **less than 120 days**.

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

(a) I / We hereby declare that I / We have not been banned or, de-listed by any Government or Quasi-Government Agency or Public Sector Unit.

(b) I / We hereby enclose the details of any banned / de-listed imposed on my / our agency by any Govt. / Quasi - Govt. Agency or, PSU.

BIDDER'S INFORMATION

**Manager (MM),
Haldia Dock Complex**

Tender No.

HDC/MM / OT- 45/33/67

Name of work/Item Description:

Tender supply & delivery of Ration and Provision(Dry & Fresh) (as per the Bill of Quantities) to Haldia Dock Complex, Haldia on annual contract basis.

Name of the Company:

Address:

Contact Person Name:

Phone:

Fax:

E-Mail Address:

Have you studied the Pre-Qualification requirement of the selected tender?

Yes / No

Is the company having Copy of VAT Registration Certificate / CST Registration Certificate (TIN)?

Yes / No

Is the company having Current valid Professional Tax Payment Challan (PTPC)?

Yes / No

Is the Company meeting the pre-qualifying criteria mentioned in the NIT?

Yes / No

Confirm that you will furnish the documentary evidence against pre-qualification criteria along with your offer.

Yes / No

Are you authorised dealers/ authorised stockists/ suppliers for the tendered materials? Please indicate your status.

I / We agree to upload the copies of pre-qualification documents as per the Notice Inviting Tender along with our offer. I / We undertake and confirm that in case we do not submit these Pre-qualifying document with our offer or the documents are not found in order by HDC / not acceptable to HDC, our tender shall be liable for rejection.

TO BE SCANNED AND UPLOADED DULY FILLED IN

ANNEXURE-VII

TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES:-

SL. NO.	TARIFF HEAD	WHETHER APPLICABLE (GIVE TICK MARK)	
		YES	NO
1.	Excise Duty		
2.	CST		
3.	VAT		

PART-II**ANNEXURE-VIII****PRICED BILL OF QUANTITIES**

Tender supply & delivery of Ration and Provision (Dry & Fresh) (as per the Bill of Quantities) to Haldia Dock Complex, Haldia on annual contract basis.

TENDER No.: HDC / MM / OT- 45/33/67

ITEM NO.	DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT RATE ON F.O.R. UPTO HDC'S STORE AT HALDIA BASIS (Rs /unit)	(%) of Central Sales Tax or VAT (%)	Any other levies if applicable (Rs /unit)	Amount of Landed Cost (Rs /unit)
				A	B	C	E= A+ (A*B/100)+ +C
01.	SUGAR	6157.55	Kg				
02.	Iodized SALT (Tata make / Captain Cook Salt / Aashirvad Salt / Surya Salt)	1539.388	Kg				
03.	DAL ARHAR (Genuine Patna)	3738.513	Kg				
04.	DAL KHARI MUSURI	3738.513	Kg				
05.	TURMARIC (Good Quality) Whole	1026.552	Kg				
06.	CHILLIES (Good Quality) Whole	683.488	Kg				
07.	PEPPER (Good quality) Whole	340.425	Kg				
08.	JEERAH (Good Quality) Whole	340.425	Kg				
09.	TEA (Leaf & Dust with flavour) (To be packed in non-returnable packet)	939.75	Kg				

PART-II**ANNEXURE-VIII****PRICED BILL OF QUANTITIES**

Tender supply & delivery of Ration and Provision (Dry & Fresh) (as per the Bill of Quantities) to Haldia Dock Complex, Haldia on annual contract basis.

TENDER No.: HDC / MM / OT- 45/33/67

ITEM NO.	DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT RATE ON F.O.R. UPTO HDC'S STORE AT HALDIA BASIS (Rs /unit) A	(%) of Central Sales Tax or VAT (%) B	Any other levies if applicable (Rs /unit) C	Amount of Landed Cost (Rs /unit) $E = A + (A*B/100) + C$
10.	GHEE (SURAVI Make) (To be supplied in new non-returnable Tin)	1,407.44	Kg				
11.	MUSTARD OIL (Ag-mark Gr. I) (To be supplied in new non-returnable tin)	3,566.60	Kg				
12.	POTATOES (Best picked quality)	9,969.073	Kg				
13.	PUMPKINS (best quality red)	8,796.50	Kg				
14.	ONION (Best Quality)	2,931.87	Kg				
15.	FRESH VEGETABLE	6,157.55	Kg				
16.	Limes (Picked Quality)	43983.00	Nos.				
17.	Rice	39,584.25	Kg				
18.	Wheat	19,792.13	Kg				