



**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  
Fax No. 03224 263255**

**Techno-Commercial Terms & Conditions :**

**1. Scope of Work :**

i) Maintenance, Painting, Re-verification and Stamping of Cast Iron weights at Haldia Dock Complex to be done / arranged by the successful tenderer as per Legal Metrology, Govt. of West Bengal.

ii) The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.

**2. VALIDITY :**

**The tender shall remain open for acceptance for a period of 120 days from the date of opening of the same.**

**3. EARNEST MONEY AND SECURITY DEPOSIT :**

Earnest Money Rs 50.00 (Rupees fifty only) will be submitted by Demand Draft/ Bankers Cheque of any Nationalized bank of India, drawn in favour of Kolkata Port Trust, Haldia Dock Complex and payable at Haldia.

**4. RELEASE OF EARNEST MONEY & SECURITY DEPOSIT :**

i) Unsuccessful Bidders will be informed about release of Earnest Money after processing of the Tender has been completed. The Earnest Money received will be refunded to the unsuccessful Bidder without any interest.

ii) The Security Deposit shall be equal to 5% of the basic value. Balance Security Deposit shall have to be deposited by Banker's Cheque or 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. 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 completion of contract.

**5. PRICES :**

**Rate should be quoted in Indian Rupees (INR). All activities should be done at HDC's Central Store, M.M.Division on your own cost basis.**

Quoted Price(s) should remain firm till completion of contract. No. price escalation is admissible except Govt. Fees, GST etc. The bidder should give the details of GST in the bid showing percentage-wise break up of above cost elements.

**6. EVALUATION CRITERIA :**

Evaluation will be made on overall lowest offer basis excluding GST quoted against individual items among the techno-commercially qualified bids subject to the fulfilment of necessary Tender conditions.

**7. PAYMENT :**

Payment will be made within 15 days of completion of the above work at H.D.C.'s Store. Payment will be made by E-payment system for which you should mention your bank Account no. with the name and address of the bank along with the branch name and IFS code number in the bill.

**Signature of Tenderer with Office Seal**

**8. DOCK PERMITS :**

The successful Bidder shall have to obtain permits from the Central Store (MM), HDC at Chiranjibpur or as directed for entry of their vehicles and workers into the Trustees' Stores for attending maintenance or any purpose of the machines / weights. Such permits shall be issued to the Bidder against receipt of proper application and original photo identity (for first time) with payment of necessary charges for the same during normal working hours on any working day.

**9. RISK PURCHASE :**

In case of Contractor'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).

**10. BANNED OR DE – LISTED CONTRACTORS :**

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.

**11. JURISDICTION OF COURT :**

The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.

**12. WORKMEN COMPENSATION :**

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.

**13. PERSONAL PROTECTIVE EQUIPMENT(PPE) :**

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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**Signature of Tenderer with Office Seal**

**DECLARATION OF THE BIDDER**

Manager (M.M.) 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 the requisite earnest Money with the Trustees' Manager (Finance), Haldia Dock Complex.

I / We agree that the period for which the Tender shall remain open for acceptance shall not be less than 4 (four) months.

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

- (c) I / We hereby declare that I / We have not been banned or, di-listed by any Government or Quasi-Government Agency or Public sector Unit.
- (d) I / We hereby enclose the details of any banned / de-listed imposed on my / our agency by any Govt. / Quasi – Govt. Agency or, PSU.

**Date :-**

**Signature of Tenderer with Office Seal**

**Place :-**

**Name:**

**Address :**

**Phone:**

**Fax:**

**E-mail:**

**BILL OF QUANTITIES AND PRICE TO BE QUOTED HERE**

**(TO BE SUBMITTED ALONG WITH THE TECHNIO COMMERCIAL BID)**

ENQUERY NO: NO: HDC/MM/ENQ/ 132

Maintenance, Painting, Re-verification and Stamping of Cast Iron weights within sealed cover as per following specifications :

| Description & Qty.   | Location                          | Total Amount<br>(in Rs.) |
|--|-----------------------------------|--------------------------|
| 20 Kg - 50 Nos.<br>5 Kg - 2 Nos.<br>2 Kg -4 Nos.<br>1 Kg - 2 Nos.<br>500 gm - 2 Nos.<br>200 gm -2 Nos.<br>100 gm- 2 Nos. | CJP Central<br>Store(MM),<br>HDC. | Rs.                      |

(Rs. .... only)

**To indicate % of GST =**

**Signature of Tenderer with Office Seal**

**Date:**