

**TENDER DOCUMENT**

KOLKATA PORT TRUST/कोलकाता पत्तन न्यास

अधीक्षण अभियंता(सिविल), साऊथ का कार्यालय/Office of the Superintending Engineer (Civil),South

सिविल इंजीनियरिंग बिभाग / Civil Engineering Department

51,सि.जि.आर.रोड, कोलकाता – 700 043/51, C G R Road, Kolkata – 700 043

e-mail :- s.roy@kolkataport.gov.in/a.bagchi@kolkataport.gov.in

E-tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafide & experienced registered contractors of Ko.P.T as per Prequalification criteria stipulated in Tender Document for **“Emergency patch repairs to Transport Depot Road of South Section with Jhama consolidation etc.”** as per the details specified in the following tender document.

Bid / Tender Document may be seen from MSTC website or Kolkata Port Trust website. Corrigenda or clarifications, notices if any, shall be hosted on the above mentioned websites only. **This being an e-tender, bidders / tenderers shall have to participate in bidding process through the website www.mstcecommerce.com only.**

**SCHEDULE OF TENDER (SOT)**

1	NOTICE INVITING TENDER No:-	CE/South/51/T-15/575 dated 31/08/2017.
2	MODE OF TENDER	Single stage e-procurement i.e. e-tender system ONLY. (Online through www.mstcecommerce.com/eprochome/kopt of MSTC Ltd. The intending bidders are required to submit their offer electronically through e-tendering portal. Against this NIT, no physical tender is acceptable by Kolkata Port Trust.
3	E-tender No.	KoPT/Kolkata Dock System/CE/91/17-18/ET/264
4	Date of NIT available to parties to download	From 01-09-2017 to 05-09-2017.
5	Pre-Bid Meeting starting date & Time	N.A
6	Pre -Bid Meeting closing date & Time	N.A
7	Estimated amount put to tender	` 4,05,136.00 (Rupees four lakh five thousand one hundred thirty six only).
8 (i)	Earnest Money Deposit	“Earnest Money Deposit” of ` 8,103.00 (Rupees eight thousand one hundred three )only in the form of Banker's Cheque / Pay Order / Demand Draft from any of the Nationalized/Scheduled Banks in India having branch in Kolkata drawn in favour of “Kolkata Port Trust” , payable physically to the office of Superintending Engineer(Civil), South Division. ENLISTED CLASS A & B CONTRACTORS of Kolkata Port Trust ARE EXEMPTED FROM SUBMISSION OF EMD and shall submit photocopy of Treasury Receipt(s) of permanent Security Deposit submitted by them.

**e-tender No :- KoPT/Kolkata Dock System/CE/91/17-18/ET/264**

(ii)	Tender Cost [ Non-Refundable]	In the form of a Banker's cheque / Pay Order/ Demand Draft from any of the Nationalized/Scheduled Banks in India having branch in Kolkata drawn in favour of "Kolkata Port Trust" of ` 300 (Rupees Three Hundred only) as the cost towards purchase of tender document (applicable for downloaded NIT only) or Treasury Receipt of the deposit issued by the Treasurer, Kolkata Port Trust, as the case may be.
(iii)	Transaction Fee [ Non-Refundable]	` 239/- (Including GST @18% on Service Charge @ 0.05% of Estimated cost) Payment of Transaction fee by NEFT/RTGS in favour of MSTC LIMITED (refer clause. No. 4 of Annexure -A )
9 (i)	Last date of submission of EMD & Bid Document fee at KDS	Within 05-09-2017 upto 3:30 P.M.
(ii)	Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.	Bidders should attempt to deposit Transaction Fee 3 days prior to closing of bid to avoid rejection of bid on account of failure to confirm receipt by MSTC. <b>Note :- Vendors are hereby requested to note that from 16.03.2017, transaction fee can be paid only through the link Transaction Fee Payment and the link Transaction Fee Entry is not available.</b>
10(i)	Date of Starting of e-tender for submission of on line Techno-Commercial Bid and price Bid at <a href="http://www.mstcecommerce.com/eprochome/kopt">www.mstcecommerce.com/eprochome/kopt</a>	01-09-2017 (from 10:00 A.M onwards).
(ii)	Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	05-09-2017 (upto 15:00 Hrs)
(iii)	Date & time of opening of Tender	05-09-2017 (shortly after 15:30 Hrs)

**List of Annexure to this SOT**

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|--------------|---|----------------------|
| <b>(i)</b>   | Important Instructions for E- procurement         | <b>:- Annexure-A</b> |
| <b>(ii)</b>  | Commercial Terms & Conditions                     | <b>:- Annexure-B</b> |
| <b>(iii)</b> | Bid / Tender Document Bid                         | <b>:- Annexure-C</b> |
| <b>(iv)</b>  | List of Scanned Documents required to be uploaded | <b>:- Annexure-D</b> |

**Important instructions for E-procurement**

**(Annexure-A)**

**Ref:- "Emergency patch repairs to Transport Depot Road of South Section with Jhama consolidation etc."**

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

The bidders / tenderers are requested to read the terms & conditions (Annexure-B) of this tender before submitting their online tender / offer. **Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender.**

<p><b>1. (A)</b></p>	<p><b>Process of E-tender :-</b></p> <p><b><u>Registration:</u></b> The process involves bidder's / tenderer's (i.e 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 over the internet will be done. 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><b><u>SPECIAL NOTE:</u></b> THE TECHNO COMMERCIAL BID AND THE PRICE BID HAS TO BE SUBMITTED ON-LINE ONLY AT <a href="http://www.mstcecommerce.com/eprochome/kopt">www.mstcecommerce.com/eprochome/kopt</a>.</p> <p><b>(i)</b> Vendors are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a>→ e-Procurement →PSU/Govt depts→Register as Vendor under KOPT- Filling up details and creating own user id and password→ Submit.</p> <p><b>(ii)</b> 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 Ko.P.T/MSTC, (before the scheduled time of the e- tender).</p> <p><b><u>Contact person (KoPT):</u></b></p> <table border="0"> <tr> <td>1. S.Roy Superintending Engineer (South)</td> <td>2. A.Bagchi Executive Engineer (South)-II</td> </tr> </table> <p><b><u>Contact person (MSTC Ltd):</u></b></p> <p>i) Shri S Mukherjee, DM(e-Commerce) e-mail :- <a href="mailto:smukherjee@mstcindia.co.in">smukherjee@mstcindia.co.in</a></p> <p>ii) Ms S Maity, AM(e-Commerce) e-mail :- <a href="mailto:smaity@mstcindia.co.in">smaity@mstcindia.co.in</a></p>	1. S.Roy Superintending Engineer (South)	2. A.Bagchi Executive Engineer (South)-II
1. S.Roy Superintending Engineer (South)	2. A.Bagchi Executive Engineer (South)-II		

<b>(B)</b>	<b><u>System Requirements:</u></b>
<b>(i)</b>	Windows 98 /XP-SP3 & above/Windows 7 Operating System
<b>(ii)</b>	IE-7 and above Internet browser.
<b>(iii)</b>	Signing type digital signature
<b>(iv)</b>	JRE 7 update 79 software to be downloaded and installed in the system. Security level should be medium 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 <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> once)

<b>2</b>	<b><u>OPENING OF TENDER :-</u></b>  Part I Techno-Commercial bid and Part II Price bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.
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<b>3</b>	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
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<b>4</b>	<b><u>Special Note towards Transaction fee:-</u></b>  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. 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. 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.  <b>Transaction fee is non-refundable.</b>  A vendor will not have the access to online e-tender without making the payment towards transaction fee. In case of failure to access the payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.
<b>5</b>	All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by Ko.P.T Hence the bidders are required to ensure that their <b>contact email I.D</b> provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
<b>6(i)</b>	Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.
<b>(ii)</b>	No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website <a href="http://www.mstcecommerce.com/eprochome/KoPT">www.mstcecommerce.com/eprochome/KoPT</a> of MSTC Ltd.

7	E-tender cannot be accessed after the due date and time mentioned in NIT.
8	<b><u>Bidding in e-tender:</u></b>
(i)	Bidder(s) need to submit necessary EMD, Cost of Tender documents and Transaction fees to be eligible to bid online in the e-tender. Cost of Tender documents and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by Ko.P.T.
(ii)	The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
(iii)	The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement →Psu/ Govt depts→ Login →My menu→ Auction Floor Manager→ live event →Selection of the live event→ Techno Commercial Bid.
(iv)	The bidder should allow to run an application namely en Apple 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.
(v)	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.
(vi)	In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
(vii)	During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
(viii)	The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
(ix)	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 CONTRACTOR.
(x)	It is mandatory that all the bids are submitted with <b>digital signature certificate</b> otherwise the same will not be accepted by the system.
(xi)	Ko.P.T reserves the right to cancel or reject or accept or withdraw or re-invite the tender in full or part as the case may be without assigning any reason thereof.
(xii)	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.
(xiii)	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.

<b>9</b>	Any order resulting from this open e-tender shall be governed by the commercial terms and conditions mentioned in this tender document.
<b>10</b>	No deviation to the technical and commercial terms & conditions are allowed.
<b>11</b>	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
<b>12</b>	Kolkata Port Trust (Ko.P.T) has the right to cancel this e-tender without assigning any reason thereof.
<b>13</b>	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website <a href="http://www.mstcecommerce.com/eprochome/mstc">www.mstcecommerce.com/eprochome/mstc</a> of MSTC Ltd.
<b>14</b>	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. In case any document required as per NIT is not uploaded by any bidder, their tender is liable to be rejected.
<b>15</b>	The bid will be evaluated based on the filled-in technical & commercial formats.
<b>16</b>	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false subsequently, EMD of such bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against such bidders.
<b>17</b>	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of M.S.T.C/ Ko.P.T website.
<b>18</b>	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.
<b>19</b>	If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for which 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 will not be considered.
<b>20</b>	Copy of valid NSIC Certificate for MSEs along with DIC"s(DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
<b>21</b>	Due date of submission of tender will not be extended under any situation.

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**Commercial Terms & Conditions**

**Ref :- "Emergency patch repairs to Transport Depot Road of South Section with Jhama consolidation etc."**

SL. NO.	TERMS
1	Mere participation in e-tender 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 techno-commercial evaluation of bids also.
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.
3	Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
4	Due date of submission of tender will not be extended under any situation.
5	EARNEST MONEY: As Per NIT .
6	E-Tenderers submitted 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.
7	SCOPE OF WORK: As per E-tender Document.
8	The Terms and Conditions of E-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.
9	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 of Ko.P.T. 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 Chief Engineer , KOLKATA PORT TRUST, thereon shall be final and binding upon all parties.
10	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.
11	JURISDICTION OF COURT : The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.
12	Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and submission of their bids or for any other expenses incurred in connection with such bidding.

SL. NO.	TERMS
13	Bidders are advised to visit the site of work 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 e-tender. He may contact the <u>Superintending Engineer , South Division or his authorized representative at his office at 51, CGR Road, Kolkata 700043</u> 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.
14	VALIDITY : The tender shall remain open for acceptance for a period of 4 months from the date of opening of techno-commercial bid. 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.
15	NON- RESPONSIVE BID :- The offer/tender shall be treated as non-responsive, if it : <ul style="list-style-type: none"> <li>(i) is not accompanied by requisite earnest money,</li> <li>(ii) is not accompanied by requisite tender paper cost,</li> <li>(iii) validity of the offer is less than tender stipulation,</li> <li>(iv) does not meet the Qualification Criteria as stipulated in the NIT.</li> <li>(v) The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely/offer or tender if submitted with any deviation from the tender terms &amp; conditions.</li> <li>(vi) if the tender is conditional.</li> <li>(vii) if all the documents required as per NIT are not uploaded.</li> </ul> <p>In addition to above, a bidder may be disqualified if –</p> <ul style="list-style-type: none"> <li>a) The bidder provides misleading or false information in the statements and documents submitted.</li> <li>b) 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.</li> </ul> <p>The decision of Kolkata Port Trust in this regard shall be final and binding on the Bidder.</p>
16	SECURITY DEPOSIT : As per tender Document
17	Performance Guarantee : Not Applicable
18	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' 'apart from other actions.

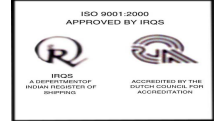


<b>SL. NO.</b>	<b>TERMS</b>
<b>19</b>	PRICES: As per BOQ given in the tender document.
<b>20</b>	The bidder shall quote his price as per the Bill of Quantities.
<b>21</b>	The Bidder shall state clearly his quoted rates both in figure & word .
<b>22</b>	Orders may be placed in full/part to the lowest bidder.
<b>23</b>	Price(s) to be quoted should remain firm over the contract period.
<b>24</b>	All taxes & duties are deemed to be included in the quoted rate except Service Tax as applicable.
<b>25</b>	EVALUATION CRITERIA: As per relevant clause of Tender document.
<b>26</b>	PAYMENT: As per Tender document.
<b>27</b>	Location: As per Tender document.
<b>28</b>	Time of Completion: As per Tender document.
<b>29</b>	Work is to be carried out as per terms & condition of the contract document.
<b>30</b>	PERSONAL PROTECTIVE EQUIPMENT (PPE): Contractor and their workmen including driver & helper must use PPE i.e. safety helmet etc. at the time of work inside the dock premises
<b>31</b>	Compensation (Liquidated Damages) against failure to complete the work within the stipulated time as per tender condition.
<b>32</b>	Price adjustment clause: As per Tender document.
<b>33</b>	Technical capacity: As stipulated in Tender document.
<b>34</b>	Financial capacity: As stipulated in Tender document.
<b>35</b>	DOCK PERMITS: As per tender document.
<b>36</b>	Besides the above conditions ,all other conditions as stated in the NIT, BOQ, Special Conditions of Contract, Instruction to the tenderers, G.C.C. shall have to be agreed by the Bidders.

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# कोलकाता पत्तन न्यास KOLKATA PORT TRUST



सिविल इंजीनियरिंग बिभाग / Civil Engineering Department

अधीक्षण अभियंता (सिविल), साऊथ का कार्यालय/

Office of the Superintending Engineer (Civil), South

51, सि.जि.आर.रोड, कोलकाता – 700 043/ 51, C G R Road, Kolkata – 700 043

**NOTICE INVITING TENDER**

No: CE/South/51/T-15/575

Dated: 31/08/2017

Messrs/ Shri .....

Reg:- "Emergency patch repairs to Transport Depot Road of South Section with Jhama consolidation etc."

e tenders are invited from resourceful, experienced and bonafide **Registered Contractors of KoPT** for the subject work as per following Prequalification Criteria on **percentage above/below/at par** basis on estimated rates / amount (as shown in Bill of Quantities) in accordance with this Notice Inviting Tender, the General Conditions of Contract, Special Conditions of Contract, Specifications for materials and workmanship and Bill of Quantities for this particular contract.

Estimated amount put to tender :- ` 4,05,136.00

Earnest Money Deposit :- ` 8,103.00

Time Of Completion :- 1 (one) month.

Cost of tender documents:- ` 300.00 per set. (non-refundable)

Period of downloading of tender documents:-

From 01/09/2017 to 05/09/2017

From KoPT website [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) or MSTC website.

Date of submission &amp; opening :-

05/09/2017

Submission :- upto 3.00 P.M

Opening :- Shortly after 3.00 P.M

**1. Pre-qualification Criteria:**

- A. The intending bidder should have successfully completed **civil engineering construction/maintenance repairs / renovation etc.** during last 7 years ending on the last day of the month previous to the one in which applications are invited and the value of completed work(s) should be either of the following :-

**No: CE/South/51/T-15/575**

**Dated: 31/08/2017**

- a) Three similar works each costing not less than the amount equal to 40% of the estimated amount put to tender.
- b) Two similar works each costing not less than the amount equal to 50% of the estimated amount put to tender.
- c) One similar work costing not less than the amount equal to 80% of the estimated amount put to tender.

**B.** The average Annual Financial turnover of the intending tenderer during the last 3 years ending 31<sup>st</sup> March of the last financial year [2015-2016] should be at least 30% of the estimated amount put to tender.

- 2. The Trustees' General Conditions of Contract, Schedules of Rates may be seen at this office during office hours on any working day. The GCC is also available on Ko.P.T website. Rest of the tender documents like Special Conditions of Contract, B.O.Q. etc. are attached herewith.
- 3. Details of the Tender & Tender Documents are available in web site of MSTC and have to participate in bidding process through their website [www.mstcecommerce.com](http://www.mstcecommerce.com) only.
- 4. Notification for issuance of any Addendum / Corrigendum to the tender document will be given only through MSTC website and the bidders are requested to check for the same at the website prior to submission of their offers.
- 5. E-Tenderers are not permitted to alter/change/delete/modify any clause of the tender document down loaded from the website. If any deviation / discrepancy is found after submission of tender, the submitted offer will be summarily rejected.
- 6. Bidders shall submit the Bid Document as stipulated in the "Instructions To Bidders" of the e-tender document. Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents.
- 7. The successful tenderer will be required to comply with the relevant provisions of BOCW (RECS) Act, 1996, West Bengal BOCW (RECS) Act, 2004 and BOCW Welfare Cess Act, 1996 and the rules framed there under. An amount of cess as per prevalent rate (presently @ 1% of the billed amount) shall be progressively recovered from all the bills of the contractor for onward transmission of the same to the appropriate authority.
- 8. E-Tenderers will be received through MSTC up to 15:00 hrs. on the last date of submission and opening of tender specified above. Tender will be opened shortly after 15:30 Hrs on the stipulated date.
- 9. In case of unscheduled Holiday / Bandh on the date of opening of E-Tender, the same will be opened on the next working day.
- 10. It is stated here that the subject TENDER WILL NOT BE EXTENDED FURTHER UNDER ANY SITUATION.
- 11. Kolkata Port Trust reserves the right to reject any or all offers or to accept the offer in whole or in part without assigning any reason whatsoever thereof.

No: CE/South/51/T-15/575

Dated: 31/08/2017

12. The tenderer shall include in their prices all sums payable as Taxes, Royalty or otherwise except GST to the Government or Public Bodies or Individual and such taxes shall not be an extra charge payable by the Trustees' except GST which will be paid extra.
13. The tenderer shall submit certified copy of the Certificates of GST Registration No. and also declare their Permanent Income Tax Account No. in the last page of the B.O.Q .
14. EMD & cost of Tender Document to be submitted through Bank Draft/Banker's Cheque/Demand Draft etc. in favour of Kolkata Port Trust, payable at Kolkata, details to be uploaded along with the tender documents.
15. The intending tenderer should have valid registration against ESI & EPF issued by the competent authority, failing which their offer will be considered as non-responsive.
16. Once a Bid is submitted, it will not be allowed to be revised.

**S.Roy**  
अधीक्षण अभियंता(सिविल), साऊथ  
**Superintending Engineer (Civil),South**  
सिविल इंजीनियारिंग बिभाग /  
**Civil Engineering Department**  
**KOLKATA PORT TRUST**

**Emergency patch repairs to Transport Depot Road of South Section with Jhama consolidation etc.**

**TENDER NO: - CE/South/51/T-15**

**INSTRUCTIONS TO BIDDER**

1. **GENERAL:-** The work as described in the tender shall be executed in Kolkata and in accordance with the attached General Conditions of Contract, Special Conditions of Contract, Particular Specifications, Drawings (if any) & detailed Bill Of Quantities. Location Plan of the place of work might be inspected at the office of the **Superintending Engineer,(Civil)** South on any working day before quoting for the tender.
  2. **Earnest Money and cost of tender paper are to be physically deposited** in the office of **Superintending Engineer (Civil) , South at 51, CGR Road, Kolkata-700 043** by vendors/contractors through Banker's Cheque/Demand Draft/Pay Order etc.(original copies) in favour of Kolkata Port Trust, payable at Kolkata within closing date and time of the tender.
  - 2.1 Details of cost of e-tender paper remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder:
    - (a) Name of remitting vendor/contractor :
    - (b) Tender No. :
    - (c) Amount remitted :
    - (d) Date of remittance :
    - (e) Banker's Cheque/Demand Draft/Pay Order No. :
  - 2.2 Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder:
    - a) Name of remitting vendor/contractor :
    - b) Tender No. :
    - c) Amount remitted :
    - d) Date of remittance :
    - e) Banker's Cheque/Demand Draft/Pay Order No. :
- Tender submitted without requisite Earnest Money and cost of tender paper will be liable for rejection.

**3. MODE OF SUBMISSION OF BID :**

- 3.1 All bidders must submit their offers through e- tendering in accordance with the terms and conditions set out in the bid documents and no deviation will be accepted.
- 3.2 Techno commercial part i.e. Part-I shall contain the following which are to be uploaded **[Scanned copy of the following documents to be uploaded by the bidder.]**
  - 1) Self declaration of the bidder on company's letter head duly signed with office seal that:-
    - (a) The Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.
    - (b) The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work.
    - (c) The bidder has fully read and understood the entire tender document, GCC, and Addenda / Corrigenda (if any) ,downloaded from under the instant e-tender and no other source , and will comply to the said document , GCC and Addenda / Corrigenda.

- 2) The un-priced "Last page of BOQ" & "Form of Tender" (without rate and price quoted) **signed and stamped by the Bidder and duly witnessed.**
- 3) Credentials in the form of copies of Letters of Award of Works along with corresponding Completion Certificates / credential certificate from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
- 4) Last three years balance sheet and profit & loss account in support of Annual Financial turnover (i.e.2013-2014, 2014-2015 ,2015-2016) and the same should be audited as per relevant norms wherever required/ Turn-over certificate from competent authority.
- 5) PAN Card.
- 6) GST registration certificate.
- 7) Valid Trade Licence.
- 8) Valid Professional Tax Clearance Certificate / Up to date tax payment challan.
- 9) Proof of possessing valid Employees' Provident Fund (EPF) Account. PF Registration Certificate
- 10) Proof of being registered with Employees' State Insurance Corporation (ESIC), ESI Registration Certificate
- 11) Draft/ Pay order etc. regarding EMD & Cost of Tender documents/NSIC Certificate/ Treasury receipt for Fixed Security Deposit.

**{Note :- Sl. No 3 to11 to be uploaded after self attestation}**

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements and their EMD will be forfeited for such action.

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

**3.3** PART-II will contain the Price Bid to be uploaded duly signed & filled up by the bidder.

**3.4** All the bidders should submit the e-tender in accordance with the Mode of submission of Bid as aforesaid.

**4.0 SECURITY DEPOSIT:-** NONE

**5.0 Delay/ Extension of time/ Liquidated Damage/ Termination of Contract.**  
Clause 8.0 of G.C.C. to be referred regarding Delay/ Extension of time/  
Liquidated Damage/ Termination of Contract.

**6.0 REFUND OF EARNEST MONEY:-**

The Earnest Money received, will be refunded or released as the case may be to the unsuccessful Bidders without any interest after opening of Price bid (Part – II) of the e-tender document.

## 7.0 VALIDITY OF OFFER:-

The e-tender shall remain valid for a period of **4 (four) months** from the date of opening 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 e-tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees/ Sanctioning Authority/Engineer.

## 8.0 DETAILED SCRUTINY OF E-TENDERERS :

**8.1** During the course of examination of Part-I of the bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his / their bids. The price bids i.e. Part -II of those bidders who meet the qualifying criteria of NIT shall be opened.

**8.2** During techno-Commercial Evaluation, i.e. evaluation of Part-I of tender, an offer shall be considered non-responsive in case it :-

- (i) is not accompanied by requisite earnest money,
- (ii) is not accompanied by requisite tender paper cost,
- (iii) validity of the offer is less than tender stipulation,
- (iv) It does not meet the Qualification Criteria as stipulated in the NIT.
- (v) The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely/offer or tender if submitted with any deviation from the tender terms & conditions.
- (vi) if the tender is conditional.
- (vii) if all the documents required as per NIT are not uploaded.

In addition to above, a bidder may be disqualified if –

a) The bidder provides misleading or false information in the statements and documents submitted.

b) 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 Kolkata Port Trust in this regard shall be final and binding on the Bidder.

**9.0** An amount of **Cess** calculated at the rate of **1% of the billed amount** shall be progressively recovered from each running bill as well as from the final bill of the contractor for onward transmission of the same by the appropriate authority. Other statutory deductions will also be made as applicable at the time of payment.

## 10.0 For Micro & Small Enterprises (MSEs) registered with NSIC:-

**10.1** Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money.

**10.2** 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 will not be considered.

**10.3** Copy of valid NSIC Certificate for MSEs along with DIC's certificate has to be submitted along with bid.

### 11.0 EVALUATION CRITERIA:-

During evaluation, provided that the bidder submits his offer following e-tender stipulations & specifications, **the overall lowest offer received** shall be considered for acceptance by the Trustees.

### 12.0 ACCEPTANCE OF TENDER:-

**12.1** Kolkata Port Trust reserves the right to accept / reject any / all offer(s) without assigning any reason thereof and also reserve the right to accept the tender in part or as a whole.

**12.2** Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his tender liable to rejection.

**12.3** 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 six weeks of issue of Letter Of acceptance and fulfill all his obligations as required by the Contract.

### 13.0 MISCELLANEOUS:

- (i) Bidder shall submit his offer for complete scope of work, strictly in accordance with the tender documents. Any deviation from the tender documents and / or any incomplete tender shall not be considered.
- (ii) The bidder shall not impose his own terms & conditions in his offer or quote his rates based on his own terms and conditions, such E-Tenderers are liable to rejection at the option of the Trustees without further reference to the bidder.
- (iii) All materials shall have to be procured by the successful Bidder and shall be of the best and approved quality conforming to relevant specifications. The successful Bidder shall also arrange for the supply of all labour, tools and plants as stipulated in the Special Conditions of Contract, required for efficient execution of the work.
- (iv) All measuring units are in Metric System and rates and sums in the tender are in Indian Currency. The language used throughout shall be in English.
- (v) The Tender Documents with all the enclosures, appendices, Abstract Form of Tender and Form of Tender shall be required to be complete, duly filled in and signed and uploaded.
- (vi) Enlisted/registered contractor of Ko.P.T will get the benefit of exemption of deposition of Earnest Money upto the prescribed limit. They are to upload the scan copy of the original T.R. issued to them by Ko.P.T during registration to Ko.P.T relating to Permanent Security Deposit.
- (vii) The Bidder shall give a declaration about the names of their relations employed in Kolkata Port Trust. It is not the intention to debar the Contractors from working if their relatives are working in Ko.P.T, but such a declaration is necessary in the interest of Trustees against any possible lapses.

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**Emergency patch repairs to Transport Depot Road of South Section with Jhama consolidation etc.**

**TENDER NO: - CE/South/51/T-15**

**SCOPE OF THE WORK**

The scope of the work comprises of supplying, stacking, spreading and compacting required quality jhama metal and stone aggregate at damaged spots of Transport Depot Road as per specification along with other ancillary works all complete.

The work includes all appurtenant and ancillary / temporary works which may thereafter be required in accordance with **Clause 7 of General Conditions of Contract** and as per direction and up to satisfaction of the Engineer required for successful completion of the work.

The intending tenderer shall inspect the site of work in consultation with Superintending Engineer (Civil), South Section and acquaint himself with the nature of work before preparing his tender. His attention is drawn to Clause No. 3.1 of the General Conditions of Contract in this regard. No excuse on ignorance as to the site conditions, availability of space for storing materials and approaches to site etc., will be entertained.

Unless otherwise specified, the work to be provided for by the contractor shall include but not be limited to the following:-

- a) Providing all materials, supervision, services, equipments , tools , plants , scaffolding, transportation, consumables , water supply, necessary approaches, temporary works including barricading / guarding , illumination and temporary lighting , as required for safety and work purposes etc.
- b) To exercise rigid quality control in execution of the work and to carry out sampling, testing, and furnishing the test results to the Engineer for the quality of construction materials and the quality of the work done.
- c) Making good any damage done to Trustees' property during execution of work.
- d) Carrying out the work in a phased manner as per availability of the site so that normal day to day activities are not affected for which no such extra payment will be entertained.

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**Emergency patch repairs to Transport Depot Road of South Section with Jhama consolidation etc.**

**TENDER NO: - CE/South/51/T-15**

**SPECIAL CONDITIONS OF CONTRACT**

1. **General:-**These conditions are part of the tender documents, which must be read as a whole, the various sections being complimentary to one another, and are to be taken as mutually explanatory. Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Instructions to Bidders, Bill of Quantities and other documents forming part of this Contract. If the stipulations in the various tender documents be found to be at variance in any respect, one will override others (but only to the extent these are at variance) in the order of precedence as given in the list below, i.e. any particular item in the list will take precedence over all those placed lower down in the list.
  - o Order letter.
  - o Bill of Quantities.
  - o Drawings (if any).
  - o Specifications for materials & workmanship.
  - o Special Conditions of the Contract.
  - o General Conditions of Contract.

In case of any dispute, question or difference either during the execution of the work or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Engineer shall be final and binding.

2. **Work Site:** The work site is located at Transport Depot Road. The tenderer shall visit the site of works and acquaint him with the exact nature, scope and site of work before quoting his rates. No claims for any extra payment will be entertained under any circumstances after opening of the tender on this account. The contractor shall bear in mind that least possible inconvenience is to be caused to the users' of the Road.
3. **Working Period:** Normally the work will be carried out between 8 A.M. to 5 P.M. However, the tenderer should note that he might be required to carry out the job beyond the normal working hours including at night to complete the same within the stipulated period of completion. The tenderer should include in his rates the cost, if any, involved on these accounts.
4. **Time of Completion:** The work is required to be completed within 1 (one) month from the date of placement of work order including preliminary time.
5. **Site Godown and Watching:** The contractor shall have to make his own arrangements for construction of site godown (if any) for storage of materials and security thereof during day and night at his own cost. The godown and other temporary structures, if erected, are to be dismantled by the contractor before leaving the site after completion of the work at his own cost to leave the site at its initial condition. The Trustees' will, however, allow the construction of godown on the Trustees' land free of rent during execution of the work.
6. **Forwarding of Materials:** All dismantled unserviceable materials are to be disposed off beyond the office compound and in conformity with the Municipal/ Corporation Rules at the contractor's own cost. The contractor shall have to arrange transport for forwarding any usable/ saleable materials that may be found during the process of execution of the work to the Trustees' Sales Yard or any other Site/ Godown including labourers, transportations, loading, unloading all complete as per the direction of the Engineer's representative. No separate payment will be made to the contractor on this account unless specifically mentioned in the B.O.Q.

7. **Water:** The contractor shall make his own arrangement for supplying of water for construction purposes as well as for drinking for his workmen at his own cost. However efforts may be made to give some water connection near to the site for drinking purpose only, free of cost.
8. **Materials and Transport:** All materials required for successful completion of work shall have to be procured and supplied by the successful tenderer at his own cost. The materials supplied by the contractor shall be of approved quality and approval also shall have to be taken from the Engineer before using the materials to the work. Rejected materials, if any, shall have to be removed by the contractor with his own labour and transport at his own cost immediately on receipt of the instruction.
9. **Testing of materials:** Testing of any material including cement shall have to be carried out at the authorised / renowned testing facilities acceptable to the Engineer's representative. No additional payment will however be made to the contractor towards charges for testing which are not mentioned in the BOQ but to be done as per the codes and specifications.
10. **Supervision:** The contractor shall have to engage sufficient number of qualified and skilled persons to supervise and execute the work. The contractor shall solely be responsible for any defective construction/ rectification as a result of poor supervision.
11. **Escalation/ variation in Prices:** No escalation/ variation on prices of labour as well as materials will be considered for payment.
12. **Errors in the B.O.Q:In case rate of particular item is printed erroneously in** BOQ, the rate stated in the Schedule of rates will prevail over the rate misprinted in BOQ.
13. **Compliance to the Labour Laws and Contract Labour Regulation and Abolition Act, 1970:**

The contractor shall be required to comply with the Minimum Wages Acts 1948, Employees Liability Act, 1938, Industrial Dispute Act, 1940 and the Contract Labour (Regulation and Abolition) Act 1970, or statutory amendments and the modifications thereof, any other laws relating thereto and the rules made there under from time to time. The successful bidder i.e. the contractor shall be required to pay the labourers the higher of (a) daily Minimum Wage applicable for respective category of labourers in Kolkata [ i.e area A ] as notified through relevant circular of CLC (Central), Govt. Of India and (b) daily Minimum Wage applicable for corresponding category of labourer in Kolkata as per Govt. Of West Bengal Minimum Wage circular, applicable for the relevant period. The contractor shall also be required to pay EPF & ESI contribution for his employees for the subject contract and if instructed by the Engineer , documentary evidence regarding payment of EPF & ESI contribution may have to be submitted for verification. It will be the duty of the contractor to abide by the provisions of the all the Acts, Ordinances, Rules, Regulations, Byelaws and Procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible for any delay / damage etc. and keep the Engineer indemnified against all penalties and liabilities of any kind for noncompliance or infringement of such Acts, Ordinances, Rules, Regulations Bye-laws and Procedures. The contractor shall indemnify the Ko.P.T against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his sub contractor. The contractor shall be required to comply with the required provisions of "Payment Of Bonus Act."

The aforesaid regulations shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a Breach of Contract. It will be obligatory on the part of contractor to obtain necessary Labour License from the Competent Authority for deploying requisite nos. of labours in the work and submit to the Engineer-in-Charge prior to commencement of the work.

**14. Security Restrictions :- Keeping in mind the security rules and regulations** applicable at Trustees' offices / other premises regarding entry and exit, the successful tenderer shall arrange for necessary permit / ensuring identity of workmen as and when required for men , material and vehicle at no extra cost to the Trustees.

**15. Rate for payment against extra Items of works :-**

For any unforeseen work not covered under the Bill of Quantities and Condition of Contract, depending on contingent situation at site, if required for successful completion of the work, extra items have to be carried out by the Contractor. If those items are already available in Trustees' Schedule of rate, payment will be made on the basis of Trustees' Schedule of Rates including accepted contractual percentage otherwise:-

(i) The rate of payment of work involving labour & material shall be fixed on the following basis:

- a) Cost of materials consumed including transport and wastage, plus
- b) Cost of labour actually engaged in the works, plus
- c) Taxes and Duties as applicable, plus
- d) 16 % on the aggregate of (a) and (b) towards overhead, profit and cess.

(ii) For any work involving only labour, rate of payment shall be fixed on cost of labour actually engaged in the work plus 11 % towards profit and cess.

(iii) For only supply of any material at site, rate of payment shall be fixed on actual cost of material plus transport, loading & unloading (if any) plus 11 % towards profit and cess.

**16. TAXES:-**

The prices quoted by the bidders shall be inclusive of all statutory levies and / or other charges levied by any Central / State / Local Authorities but excluding GST. GST will be paid by Kolkata Port Trust as extra on submission of suitable documents by the party.

The Supplier / Service Provider must confirm that the GST amount charged in the invoice is declared in its returns and payment of taxes is also made.

The Supplier / Service Provider must agree to comply with all applicable GST laws including GST Acts, Rules, Regulations, procedures, circulars & instructions there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier / Service Provider should ensure accurate transaction details, as required by GST laws, are uploaded timely in the GSTN. In case there is any mismatch between the details so uploaded in the GSTN by the Supplier / Service Provider and the details available with Kolkata Port Trust, then payments to the Supplier / Service Provider to the extent of GST relating to the invoice(s) under mismatch may be retained from due payments till such time Kolkata Port Trust is not sure that accurate tax amount is finally reflected in the GSTN to KoPT's Account and is finally available to Kolkata Port Trust in terms of GST laws and that the credit of GST so taken by Kolkata Port Trust is not required to be reversed at a later date along with applicable interest.

Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to any non – compliance of tax laws by the Supplier / Service Provider.

Any loss of Input Tax Credit to Kolkata Port Trust for the fault of the Supplier / Service Provider shall be recovered by Kolkata Port Trust by way of adjustment in the consideration payable.

Supplementary invoices / Debit Note / Credit Note for price revisions to enable Kolkata Port Trust to claim tax benefit on the same shall be issued by you for a particular year before September of the succeeding Financial Year.

The Purchase Order / Work Order shall be void if at any point of time the Supplier / Service Provider is found to be a blacklisted dealer as per the GSTN Rating System and no further payment shall be entertained.

The prices quoted by the bidders shall be inclusive of all statutory levies and / or other charges levied by any Central / State / Local Authorities but excluding GST. GST will be paid by Kolkata Port Trust as extra on submission of suitable documents by the party.

- 17.** Regarding delay / extension of time/ Liquidated damages for delay / Termination of Contract, necessary action shall be taken as per relevant provisions of the Trustees' General Conditions of Contract.

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**Emergency patch repairs to Transport Depot Road of South Section with Jhama consolidation etc.****TENDER NO: - CE/South/51/T-15****BILL OF QUANTITIES**

Sl. No	Description of Item	Quantity	Rate ( P)	Unit	Amount ( P)
1	Labour for picking up existing metalled road surface to a specified average depth, including screening and stacking the pavement materials. For average depth above 75 mm but not exceeding 150 mm by manual means:				
(i)	Stone-metal surface.	500.00 Sq.Mtr	25.50	Sq.Mtr	12,750.00
(ii)	Brick / Jhama metal surface.	500.00 Sq.Mtr	19.00	Sq.Mtr	9,500.00
2	Water Bound macadam sub base by consolidating JhamaMetal / Laterite Chelly or stone metal / shingles of specific size in hard crust to requisite thickness (measured after compaction) in layers not more than 75 mm thick each layer including screening of bats/metals as necessary, hand packing sweeping , watering and rolling in stages with power roller to proper grade and camber, lighting guarding and barricading and making necessary earthen bundh of one metre width on each side where necessary cutting or filling and rolling all complete including the cost of all materials and hire and labour charges of all man and machineries and compacting to the required density , as per clause No. 404 of Specifications for Road and Bridge Works of MoRT&H - (5th revision ) - For construction of sub-base by consolidating Jhama metal ( 63 mm - 45 mm ) with moorum screening.	130.00 Cu.Mtr	2719.11	Cu.Mtr	3,53,484.30

Sl. No	Description of Item	Quantity	Rate (₹ P)	Unit	Amount (₹ P)
3	Providing, laying, spreading and compacting stone aggregates of specific sizes to water bound macadam specification including spreading in uniform thickness, hand packing, rolling with vibratory roller 8-10 tonnes in stages to proper grade and camber, applying and brooming requisite type of screening / binding materials to fill up the interstices of coarse aggregate, watering including lighting, guarding, barricading and making necessary earthen bundh of one metre width on each side and preparing the bed by necessary cutting or filling, including cost of all materials and hire and labour charges of all men and machinery and compacting to the required density, as per Clause 404 of Specifications for Road & Bridge Works of MoRT&H (5th Revision). Grading-I Aggregate (63 mm to 45 mm) Using Stone Screening Type -B (11.2 mm)- Manual Means.	10.00 Cu.Mtr	2940.17	Cu.Mtr	29,401.70
<b>TOTAL</b>					<b>4,05,136.00</b>

b/f = ` 4,05,136.00

Tenderer to fill up the following [score out which is not applicable]

(a).....%  
(in figures) Below par (-) Rs.  
.....Percent  
(in words)  
(b)..... At par NIL  
**NOT TO BE QUOTED HERE**  
(c).....%  
(in figures) Above par (+) Rs.  
..... Percent  
(in words)

Total Tendered Amount = Rs.

Total tendered amount (in words.... **NOT TO BE QUOTED HERE**  
.....

**Note :-** The prices quoted by the bidders shall be inclusive of all statutory levies and / or other charges levied by any Central / State / Local Authorities but excluding GST. GST will be paid by Kolkata Port Trust as extra on submission of suitable documents by the party.

Date:

\_\_\_\_\_  
(Signature of Tenderer)

[Total amount of tender, completion time and preliminary time as quoted / stated above are to be carried over to Form of Tender attached]



**THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA**

**FORM OF TENDER**

**The Superintending Engineer (South),  
Kolkata Port Trust,  
51, Circular Garden Reach Road  
Kolkata- 700043.**

I/We .....

of .....

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 Specification, Bill of Quantities, General & Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates & prices set out in the annexed Bill of Quantities within ..... **Months**(including preliminary time) 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 there to which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of Quantities, Drawings and Special & General Conditions 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. ....**  
**(Rupees in words).....**

**NOT TO BE QUOTED HERE**

...

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

I/We have deposited with KOLKATA PORT TRUST, a sum of .....vide Pay Order/Demand Draft No.....dt.....of.....(name of Bank) 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:

\_\_\_\_\_

\_\_\_\_\_

Dated:

\_\_\_\_\_

Address:

\_\_\_\_\_

Occupation:

\_\_\_\_\_

**DOCUMENTS TO BE UPLOADED DURING E-TENDERING PROCESS.**

**[Scanned copy of the following documents to be uploaded by the bidder.]**

- 1) Self declaration of the bidder on company's letter head duly signed with office seal that:-
  - (a) The Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.
  - (b) The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work.
  - (c) The bidder has fully read and understood the entire tender document, GCC, and Addenda / Corrigenda (if any) ,downloaded from under the instant e-tender and no other source , and will comply to the said document , GCC and Addenda / Corrigenda.
- 2) The un-priced "Last page of BOQ" & "Form of Tender" (without rate and price quoted) signed and stamped by the Bidder and duly witnessed.
- 3) Credentials in the form of copies of Letters of Award of Works along with corresponding Completion Certificates / credential certificate from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
- 4) Last three years balance sheet and profit & loss account in support of Annual Financial turnover (i.e.2013-2014, 2014-2015 ,2015-2016) and the same should be audited as per relevant norms wherever required/ Turn-over certificate from competent authority.
- 5) PAN Card.
- 6) GST registration certificate.
- 7) Valid Trade Licence.
- 8) Valid Professional Tax Clearance Certificate / Up to date tax payment challan.
- 9) Proof of possessing valid Employees' Provident Fund (EPF) Account. PF Registration Certificate
- 10) Proof of being registered with Employees' State Insurance Corporation (ESIC), ESI Registration Certificate
- 11) Draft/ Pay order etc. regarding EMD & Cost of Tender documents/NSIC Certificate/ Treasury receipt for Fixed Security Deposit.

**{Note :- Sl. No 3 to11 to be uploaded after self attestation}**