

**TENDER DOCUMENT**  
**KOLKATA PORT TRUST**  
**KOLKATA DOCK SYSTEM**  
MATERIALS MANAGEMENT DIVISION  
6, GARDEN REACH ROAD  
KOLKATA – 700023

**E-TENDER FOR PROCUREMENT OF PHOTOCOPYING PAPER FOR KOLKATA DOCK SYSTEM**  
**NOTICE INVITING E-TENDER No. KoPT/Kolkata Dock System/MM/17/17-18/ET/363 Dated: 20/10/17**

**TENDER NOTICE:**

Materials Management Division under Mechanical & Electrical Engineering Department of Kolkata Port Trust invites E-Tender online offers for the supply of **PHOTOCOPYING PAPER** for a period of one year as and when required during the contract period of one year as per the technical specifications contained herein the tender documents from Manufacturers or their Authorized Agents/ Dealers/ Distributors/ Stockiest or suppliers.

This is a **TWO PART TENDER**. For this the offer shall have to be submitted in **two separate parts namely “Techno-commercial Bid” and “Price Bid.”** The “price bid” of only the bidders who’s “Techno-commercial Bid” are found satisfactory, will be opened.

Bid Document may be downloaded from MSTC website [www.mstcecommerce.com/eprochome/kopt](http://www.mstcecommerce.com/eprochome/kopt) and KOPT website [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) Corrigenda or clarifications, if any, shall be hosted on the above mentioned websites only.

**SCHEDULE OF TENDER (SOT)**

a. <b>TENDER NO.</b>	<b>Advt/15/17-18/Photocopy Paper/III/R</b>
b. <b>MODE OF TENDER</b>	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="http://www.mstcecommerce.com/eprochome/kopt">www.mstcecommerce.com/eprochome/kopt</a> of MSTC Ltd. The intending bidders are required to submit their offer electronically through e-tendering portal. No physical tender is acceptable by Kolkata Dock System
c. <b>E-Tender No.</b>	<b>KoPT/Kolkata Dock System/MM/17/17-18/ET/363</b>
d. <b>Date of NIT available to parties to download</b>	<b>23.11.2017 at 10.00 hrs.</b>
e. <b>Pre-Bid Meeting starting date &amp; Time</b>	<b>N.A</b>
f. <b>Pre –Bid Meeting closing date &amp; Time</b>	<b>N.A</b>

<p><b>g.</b></p> <p>i) Earnest Money Deposit</p>       <p>ii) Tender Cost</p>       <p>iii) Transaction Fee</p>	<p><b>"Earnest Money Deposit"</b> of Rs. <b>12,385/- (Rupees Twelve Thousand Three Hundred Eighty Five Only)</b> in the form of Banker's cheque or Pay Order or Demand Draft from any of the Nationalized/Scheduled Banks in India having branch in Kolkata drawn in favour of <b>"Kolkata Port Trust"</b> or Treasury Receipt of the deposit issued by the Treasurer, Kolkata Port Trust, as the case may be. (<b>Tender without Bid security from firms other than those registered with DGS&amp;D, NSIC Ltd or MM Department for the items tendered for would be treated as unresponsive and rejected by Ko.P.T.)</b>)</p> <p>(<b>Payment for Cost of Tender Document is exempted in case of MSEs registered with NSIC under Single Point Registration Scheme).</b> "<b>Tender Cost</b>" containing Banker's cheque or Pay Order or Demand Draft from any of the Nationalized/Scheduled Banks in India having branch in Kolkata drawn in favour of <b>"Kolkata Port Trust"</b> of <b>Rs. 50/-</b> (Rupees fifty 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. <b>All Banker's cheques/Pay Orders/Demand Drafts should be drawn in favour of "Kolkata Port Trust" on any nationalized/Scheduled bank having branch in Kolkata.</b> (<b>The firms registered with NSIC Ltd. or MM Division for the items tendered for are exempted from submission of tender cost.</b>) <b>Rs. 365/- (Including GST@18%) Payment of Transaction fee by NEFT/RTGS in favour of MSTC LIMITED (refer clause. No. 4 of Annexure -A )</b></p>
<p><b>h.</b> Last date of submission of EMD &amp; Bid Document fee at KDS Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.</p>	<p><b>11.12.17 up to 14.00 hrs.</b></p> <p><i>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</i></p>
<p><b>i.</b> 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></p>	<p><b>23.11.2017 at 12.00 hrs.</b></p>
<p><b>j.</b> Date of closing of online e-tender for submission of Techno-Commercial Bid &amp; Price Bid.</p>	<p><b>14.12.2017 at 14.00 hrs.</b></p>

<b>k. Date &amp; time of opening of Part-I (i.e. Techno-Commercial Bid)</b> <b>Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately</b>	<b>14.12.17 at 15.00 hrs.</b>
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**List of Annexure**

<b>Important Instructions to Bidders</b>	<b>Annexure - A</b>
<b>Commercial Terms &amp; Condition</b>	<b>Annexure - B</b>
<b>Schedule of Requirement</b>	<b>Annexure - C</b>
<b>Contract forms</b>	<b>Annexure - D</b>
<b>Price Bid</b>	<b>Annexure - E</b>
<b>List of documents to be signed, stamped and uploaded</b>	<b>Annexure - F</b>

**Important instructions for E-procurement**

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

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 Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT [www.mstcecommerce.com/eprochome/](http://www.mstcecommerce.com/eprochome/).....**

1). Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-Procurement → PSU/Govtdepts → Select ..... 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 of any clarification, please contact ...../MSTC, (before the scheduled time of the e- tender).

**Contact person (KoPT):**

**1. Indrajit Ghosh**

Materials Manager

Mob No. 09674720053

[mm@kolkataporttrust.gov.in](mailto:mm@kolkataporttrust.gov.in)

**2. Gautam Chowdhury**

Sr Dy Materials Manager

Mobile No. 09051811004

[gchowdhury@kolkataporttrust.gov.in](mailto:gchowdhury@kolkataporttrust.gov.in)

**3. Tripti Saha**

Dy Materials Manager

Mob No. 09051811009

[t.saha@kolkataporttrust.gov.in](mailto:t.saha@kolkataporttrust.gov.in)

**Contact person (MSTC Ltd):**

1. Shri S Mukherjee, DM(e-Commerce) – [smukherjee@mstcindia.co.in](mailto:smukherjee@mstcindia.co.in)

2. Ms S Maity, AM(e-Commerce) – [smaity@mstcindia.co.in](mailto:smaity@mstcindia.co.in)

Google hangout ID- (for text chat)- [mstceproc@gmail.com](mailto:mstceproc@gmail.com)

**B) System Requirement:**

i) Windows 7 or above Operating System

ii) IE-7 and above Internet browser.

iii) Signing type digital signature

iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.

	<p>Tools =&gt; Internet Options =&gt;Security =&gt; Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning "Enable Protected Mode".</p> <p>Other Settings:</p> <p>Tools =&gt; Internet Options =&gt; General =&gt; Click On Settings under "browsing history/ Delete Browsing History" =&gt; Temporary Internet Files =&gt; 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 <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> once)</p>
2	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at <a href="http://www.mstcecommerce.com/eprochome/kopt">www.mstcecommerce.com/eprochome/kopt</a> Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Technical &amp; Commercial Formats without any ambiguity.</p>
4	<p>Special Note towards Transaction fee:</p> <p>The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p>Transaction fee is non-refundable.</p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE</p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
7	<p>Bidding in e-tender :</p> <p>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>The process involves Electronic Bidding for submission of Technical and Commercial Bid.</p> <p>The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement → PSU/Govtdepts → Login under ..... → My menu → Auction Floor Manager → live event → Selection of the live event</p> <p>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>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 &amp; Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid</p> <p>Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.</p> <p>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>During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>The e-tender floor shall remain open from the pre-announced date &amp; time and for as much duration as mentioned above.</p> <p>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>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>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>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 &amp; conditions for the tender.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation to the technical and commercial terms & conditions are allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video in the page <a href="http://www.mstcecommerce.com/eprochome">www.mstcecommerce.com/eprochome</a> to familiarize them with the system before bidding.

**COMMERCIAL TERMS & CONDITIONS**

**Concurrence and remarks for all commercial terms & conditions will be taken on-line.**

**1. ELIGIBILITY CRITERIA OF THE BIDDERS**

Manufacturers or their authorized agents/dealers/distributors/stockiest or suppliers

- i) Having experience in successfully executing supply of similar items during last 2 years ending 30th September 2017 for which documentary evidence must be submitted-certificates ( i.e **Order copy & respective G.R.N./Supply Challan duly accepted inspected and passed**) to be uploaded.
- ii) For authorised dealers/ Agent/Distributors/Stockiest intending to quote, they must submit Current Valid Unconditional Authorisation Certificate issued by the Principal. (Certificate to be uploaded).
- iii) Must have valid Permanent I.T. A/c No, GST Clearance Certificate/ GST Registration Certificate & Trade Licence(In case of bidder as authorized dealer)/Factory registration Certificate(In case of bidder as manufacturer) (as may be applicable) issued by a competent authority.(Certificate to be uploaded).
- iv) Must have last three years Balance sheet and Profit & Loss A/c. (audited where applicable) ending March, 2017.(Certificate to be uploaded). In case the bidder is unable to submit audited accounts of last financial Year, a certificate of turn over issued by the statutory auditor of the company/Firm for the Previous Year is to be submitted.

**2. PRICE BID**

- 2.1 Price quoted by the tenderer shall remain fixed and valid until completion of the contract and will not be subject to variation on any account, except statutory levies for which documentary evidence is to be submitted.

**3. GST CLAUSE-**

Contract acts with suppliers/service providers.

**Tax Clause-**

**For Tax inclusive contracts**

- Prices or fees quoted in the offer by the bidder shall be inclusive of GST and/or other statutory Levies, taxes, cess imposed by Competent Authorities unless otherwise provided.

**For Tax exclusive contracts**

- The prices quoted above shall be exclusive of any statutory levies and or other charges levied by any Central/State/local authorities, which shall be paid extra at applicable rates at the time of supply of goods / services.

**Change in law clause**

- Any new statutory levies, taxes, duties, cess, etc. imposed by the Central / State / local authorities by way of fresh notification subsequent to the issue of work Order / Purchase Order, but within the stipulated delivery period shall be paid extra.
- Any additional cost or benefit impacting the contract price resulting from introduction of any new law, towards liveable taxes, including eligible credits, in respect of goods and services to be supplied under the Contract then the Parties agree to an adjustment to the contract price to reflect the financial impact of such "Change in law"

## General Terms & Conditions

- Supplier/service provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- The Supplier/Service Provider agrees 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 timely uploaded in GSTN. In case there is any mismatch between the details so uploaded in GSTN by Supplier/Service Provider and details available with Kolkata Port Trust, then payments to 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 supplier 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 you are found to be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

### 4. EVALUATION CRITERIA:-

Evaluation will be made on the lowest rate quoted (excluding GST) among the techno-commercially qualified bids subject to the fulfillment of Tender Conditions. Kopt reserves the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.

### 5. PERIOD OF VALIDITY OF OFFERS

Prices offered in BOQ shall remain valid for evaluation for **120 days** from the date of opening of the Tender.

6. Samples, if any, are to be marked and labeled so as to correspond with the items in the tender and to be sent to the Office of the Materials Manager so as to reach before opening of the tender.
7. Full particulars as to specification, brand and makers name as must be applicable and delivery schedule, etc. should be stated, failing which the tender may not be considered.

### 8. REJECTION OF TENDER DOCUMENTS

Tenderer is expected to examine the Tender documents including all instruction forms, terms, and specifications in Tender documents. Failure to furnish the information required as per the Tender



Documents or submission of e-tender not substantially responsive to the tender Documents in every respect may result in the rejection of the tender.

9. BIDDERS RESPONSIBILITY TO SATISFY HIS QUERIES

The tenderer may visit and inspect the site on his own responsibility and obtain all information that may be necessary for the purpose of his tender offer. No excuse of ignorance as to site conditions and local information will be accepted in the event of his not visiting the site/other equipments. All costs, charges and expenses that may be incurred by the tenderer in connection with the preparation of his tender shall be borne by him and the Trustees accept no liability whatsoever in this regard.

10. CLARIFICATION OF TENDER DOCUMENTS

Prospective tenderers requiring further information or clarification of the Tender Documents may notify the Materials Manager in writing by Fax at the Materials Manager's mailing address indicated in the invitation for tenders within a reasonable time prior to the time of submission of tender.

11. AMENDMENT OF TENDER DOCUMENTS

a). At any time prior to the deadline for submission of tenders, the Materials Manager for any reason whether at his own initiative or in response to a clarification required by a prospective tenderer may modify the Tender Documents.

b). The amendment, if any shall be part of the Tender Documents and will be notified by publication in the KoPT website and CPP Portal and MSTC website as corrigendum and will be binding on the prospective Tenderers.

c). In order to allow prospective tenderers reasonable time for taking the amendment, if any into account & preparing the tenders, the Materials Manager may at his discretion, extend the deadline for the submission as well as opening of the tenders.

12. SPECIAL INSTRUCTION:

I. In a tender, either the Indian agent on behalf of the principal/ O.E.M or Principal/ O.E.M itself can bid but both can't bid simultaneously for the same item / product in the same tender.

II. If any agent submits bid on behalf of the Principal/O.E.M the same agent shall not submit a bid on behalf of another Principal/ O.E.M in the same tender for the same item /product

13. OPENING OF TENDERS

i. The tender will be opened online. Tenderers can see the Technical and price in their login once it is opened.

ii. To discretion, ask the tenderer for a clarification of their offer. All responses to requests for clarification shall assist in the examination, evaluation and comparison of tenders, Materials Manager may, at his be in writing and **no change** in the price or substance of the tender shall be permitted.

iii. The Tenders will be evaluated by Kolkata Port Trust and only those offers which are substantially responsive to the specifications and terms and conditions will be short listed. Further processing, discussion, etc. will be held only with the short listed tenderers.

14. The Earnest Money Deposits of all tenders will be retained by Kolkata Port Trust and will be returned after finalization of the tender.

15. The Earnest Money Deposit of only the successful bidder will be refunded only on receipt of requisite security money by Kolkata Port Trust.

16. A bidder may be disqualified if the bidder provides misleading or false information in the statements and documents submitted.

17. WITHDRAWAL OF TENDERS

Withdrawal of tender/offer in the interval between the closing date for submission of tender and the expiry of the period of its validity specified in the tender will result in forfeiture of Earnest Money

18. RIGHT TO ACCEPT ANY TENDER OR REJECT ANY OR ALL OFFERS:

KoPT reserves the right to accept or reject any tender and/or part thereof, without assigning any reason. KoPT reserves the right to annul the tendering process and reject all the tenders at any time prior to award of contract, without thereby incurring any liability to the affected tenderers or any obligations to inform the affected tenderers the reason for such actions.

19. NOTIFICATION OF AWARD:

The Materials Manager shall notify the successful tenderer in writing or by fax or by email to be confirmed in writing that their offer has been accepted.

20. INDEMNITY: The contractor shall indemnify the KoPT during the various stages of execution of the contract, regarding damages, losses of or injury to, death of-

- i. Third parties
- ii. Contractor's facilities and equipment
- iii. Contractor's personnel
- iv. KoPT's facilities and equipment, including the goods supplied under the contract
- v. KoPT's personnel

KoPT shall not be liable for any claims for damage to property, injury or death of personnel of the contractor including his casual workmen etc.

21. BID SECURITY (EARNEST MONEY):

The tender is subject to Bid Security (i.e. Earnest Money) of Rs. **12,385/- (Rupees Twelve Thousand Three Hundred Eighty Five Only)** which is to be submitted in the form of Banker's cheque or Pay Order or Demand Draft drawn on any Nationalized/Scheduled Bank having branch in Kolkata payable at Kolkata in favour of "Kolkata Port Trust" and the same is to be uploaded.

- a) Bid securities of the unsuccessful bidders will be refunded to them without interest at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract without any interest.
- b) Bid security will be refunded to the successful bidder on receipt of Performance Security.
- c) Bid security shall be forfeited if a tenderer withdraws his offer during the period of tender validity specified by the tenderer or if the successful tenderer fails to furnish the performance security deposit on being advised to deposit the same within a specified time frame.
- d) Transfer of Bid Security from any deposits shall not be considered.
- e) The single qualified bidder against the first invitation of tender, if participates in the second or subsequent invitation, will have the option to have the EMD already furnished to count for the second or subsequent invitation, provided the validity of the Banker's Cheque / Demand Draft / Pay Order is suitably extended by the party, where applicable. However, in case of upward revision of the estimated cost in the second or subsequent invitations of bids, the party will be required to submit the difference of EMD.
- f) Tender without Bid security from firms other than those registered with DGS & D, NSIC Ltd or MM Department for the items tendered for would be treated as unresponsive and rejected by KO.P.T.
- g) Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money.

- h) 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.
- i) Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate/ Udyog Adhar certificate has to be submitted along with the bid.
- j) 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.

22. PERFORMANCE SECURITY:

- a. The tender is subject to Performance Security for an amount of five per cent (5%) of the value of the contract - which is to be submitted by the successful bidder/s in cash or in the form of Bank Draft/Pay Order drawn on any Nationalized/Scheduled Bank payable at Kolkata in favour of "Kolkata Port Trust", to the Treasurer, Kolkata Port Trust, 15, Strand Road, Kolkata-700 001 and the copy of Treasury receipt is to be submitted to MM division within the time limit as might be intimated to ensure due performance of the contract.
- b. The proceeds of the security deposit shall be payable to Kolkata Port Trust as compensation for any loss resulting out of the tenderers failure to execute the contract.
- c. Kolkata Port Trust will return the security deposit without any interest as expeditiously as possible after the date of completion of Warranty period(s).
- d. 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 will be cancelled.

23. Exemption: **No Exemption from submission of Performance Security is allowed.**

- 24. Notwithstanding anything herein contained the price/prices quoted in this tender should be based on the tariff value / values and the rate / rates of Customs / GST ruling, on the opening date of tender and that if any increase in either tariff value or rates of Customs/GST shall be in force on the due date for delivery and shall effect any increase or decrease in the total amount of Customs/GST payable on any goods to be supplied hereunder on the said date for delivery, then the price of the said goods shall be increased or decreased by the increased or decreased amount of Duty so payable.
- 25. The Materials Manager does not bind himself to accept lowest of any tender or assign any reason for non-acceptance. He also reserves to himself the right to accept any tender in part or in whole. The Materials Manager also reserves the right to take up to 110% of the quantities accepted by the Trustees.
- 26. The Trustees will not recognize any assignment or endorsement in favour of third parties of any order arising out of this tender other than the authorized dealer/distributor /accredited agents in respect of any payment due by the Trustees against any such order.
- 27. If delivery of material is not made within the time undertaken, the order may be cancelled without notice.
- 28. Unaccepted samples should be collected back from this office within 5 weeks from the actual due date of tender, failing which it will be deemed that they have been abandoned and will be disposed of. The representative who is deputed to collect samples must bring with him a letter of authority.

29. Any default in the supply or failure to deliver an approved quality within the time stipulated shall involve purchase of the whole or any portion of the supply remaining undelivered or unapproved from another source at the risk and expenses of the supplier.
30. All parties quoting should state clearly in bold letters the % of GST and/or other statutory levies etc. that will be charged against any item as guidance at the time of placing order.
31. **L. D. Clause** – ½ % per week with effect from stipulated date of delivery subject to maximum 5% of the order value. GST on the amount of L.D. at rate applicable would be payable by the supplier.
32. Conditional discount: Evaluation of tenders will not be made on conditional discount if any offered by the firm/s.
33. **JURISDICTION**: The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.
34. **ARBITRATION**: For the instant tender no Arbitration will be permissible. In case of disputes the decision of the Materials Manager will be final and binding.
35. **PAYMENTS TERMS**: Payment will be made within 30 days from the date of submission of clear bill along with Bank A/C particulars supported with where applicable clear acknowledged receipted copy containing inspection acceptance note of the material by the representative of user department as well as copy of the order along with other documents as required for processing the bill for payment through ECS.
36. In the event of any unforeseen closure of work/holiday on any of the above days the same will be opened/held on the next working day without any further notice.
37. **THE TENDER WILL NOT BE EXTENDED UNDER ANY SITUATION AFTER DUE DATE.**
38. BID CURRENCY: Price shall be quoted in I.N.R. only.
39. GUARANTEE/WARRANTY: Supplied store is to be guaranteed against any manufacturing defect for a period of 12 months and is to be replaced free of cost in the event of development of such defect within such period.
40. DELIVERY TIME: Supply is to be made to various consuming points of KoPT (KDS) directly against specific purchase order to be placed by the consuming departments throughout a period of one year as and when required and the supply must be completed within 15 days from the date of placement of order, failing which risk purchase may be made as per relevant tender condition. The Trustees also reserve the right to cancel the contract either in whole or in part at any time if supply is not made in terms of the order. For making delivery to the offices located within the Dock area, the supplier has to observe the usual entry procedure and entry permits to be obtained as per Port rules.
41. LICENCES AND PERMITS: The contractor shall be liable for obtaining all licenses and permits with respect to the goods supplied by him. The contractor shall indemnify the KoPT against all claims arising out of the use of the software supplied by the Contractor.
42. If conditions above are not strictly complied with, the tender may not be considered.

Sd/-

Chief Mechanical Engineer

**Schedule of Requirement  
Specifications and Technical Details  
E- TENDER No. KoPT/Kolkata Dock System/MM/17/17-18/ET/363 Opening on 14.12.2017**

**PRICE NOT TO BE QUOTED HERE. ALL PRICE TO BE FILLED ONLINE ONLY.**

SL No.	Item Code No	Unit	Description	Quantity	Make/ Brand
1	1310654	20	75 GSM A4 Size Photocopying (White) Paper,	4013 Ream	
2	1310655	20	75 GSM A3 Size Photocopying (White) Paper,	38 Ream	
3	1310653	20	75 GSM B4 Size Photocopying (White) Paper,	5 Ream	
4	1310656	20	75 GSM U1 Size Photocopying (White) Paper,	8 Ream	
5	1310657	20	75 GSM FS Size Photocopying (White) Paper	34 Ream	

Samples for all items are to be marked and labelled so as to correspond with the item in the tender and to be submitted to the sample section of MM Division so as to reach simultaneously with tender.

Price not to be quoted here.

Brand/Makers name to be submitted.

Rate of GST Inclusive / Extra

Delivery charge: Inclusive / Extra

Sample to be submitted to this office before opening the tender.

(Signature with official seal)

Please mention the HSN code of the materials.

**Contract Form**

**E- TENDER No. KoPT/Kolkata Dock System/MM/17/17-18/ET/363 Opening on 14.12.2017**

**(To be filled up and uploaded online)**

**MATERIALS MANAGER  
KOLKATA PORT TRUST**

Sir,

1. I/We the undersigned hereby tender to supply the Trustees with such of the several articles or items enumerated in the accompanying list as you may select at the price stated therein and on terms as specified in the prescribed agreement.
2. A sum of Rs. 12,385/- (Rupees Twelve Thousand Three Hundred Eighty Five Only) either in the form of Banker's cheque or Pay Order or Demand Draft drawn from a Nationalized/Scheduled Bank in India having branches in Kolkata in favour of "Kolkata Port Trust" is to be furnished with the details viz. Banker's cheque or Pay Order or Demand Draft no. .... dated. .... Bank. .... Branch. ....
3. If my/our tender or any portion of it is accepted I/We agree within 10 days of receiving notice of acceptance to execute an agreement, in the prescribed form, and to deposit with the Trustees' Financial Adviser and Chief Accounts Officer, 5% of the value of the accepted Tender, this deposit to be at my/our option either in Cash or in Government of Kolkata Port Trust Securities or in National Savings Certificates to an equivalent market value. I/We understand that no interest will be payable on such deposit.
4. I/We agree that if I/We withdraw my/our tender before the receipt of advice of the Trustees decision or if after my/our tender has been accepted in Whole or in part. I/We fail to execute the Prescribed Agreement within ten days after such acceptance the earnest money deposited by me/us may be forfeited, and in the later case the Tender may be cancelled.
5. Notwithstanding anything hereinbefore contained and without prejudice any of the rights of the Trustees' and without in any way effecting any of my/our liabilities. I/We hereby agree and confirm that I/We have pursued and understood the terms and conditions and import of all the causes in the prescribed agreement, a copy whereof has been duly initialed by me/us for identification and submitted with the tender and I/We agree that the terms and conditions contained in the said prescribed agreement shall be deemed to form part of the terms and conditions of the tenders and I/We shall be bound by same.
6. I/We agree not to sub let or assign the Contract for supplies or any part thereof at any benefit there under.
7. I/We bind myself/ourselves to supply, if required to do so up to 110% of the quantities accepted by the Trustees.
8. I/We agree to bear the cost of stamping the agreement.
9. I/We agree that delivery of articles will not be completed until such articles are inspected and passed at destination by an officer of the Trustees whose decision shall be final until such inspection and passing the articles shall remain and or will continue to remain at my/our sole risk. The rates quoted include delivery at Garden Reach.

10. Unless otherwise specified in the order I/We undertake to deliver supplies not later than 24 hours from the receipt of the order if received by noon on a week day or the case of an order received later than noon, 48 hours after such receipt failing which a purchase may be made against me/us in the open market on my/our account and risk and additional cost incurred thereby may be received from the 5 per cent deposit made by me/us in terms of clause 3 or any other way that the Trustees may think fit and proper
11. I/We agree to all bills for articles supplied being prepared in and paid at the Trustees' Head Office by the existing mode which will absolve the Trustees from all liabilities whatsoever
12. Samples where called for have been marked and labeled so as to correspond with items in the tender.
13. The articles supplied will be in strict accordance with the specification and or description in the Schedule.
14. The price quoted for net weight or net measurement but the prices include cost of containers and delivery to Kolkata Port Trust as stated in Tender document.
15. Rate unit have not been altered in the Tender and quotations have been entered in both figures and words.
16. The total value of each item has been shown in the column provided for that purpose.
17. Country of manufacturer has been stated.
18. Charge for work necessary for completion of Contract: - I/We agree to pay all charges for handling, stamping, painting, marking, protecting and preserving patent rights drawings, templates, models and gauges and for all such measures as may be deemed necessary for the proper completion of the Contract even although special provision thereof has not been made in the specification or drawings.
19. Indemnity Clause: - I/We agree to all times to indemnify the Trustees against all claims which may be made in respect of the several articles or items enumerated in the list attached hereto under any patent or other rights and accept responsibilities for all risk or accidents or damage from whatever cause arising; PROVIDED Always that in the Trustees shall notify me /us of same and I/We shall be at liberty at my/our own expense to take steps in the matter that I/We may think fit.
20. REMOVAL OF REJECTED STORES: - I/We agree to remove within a fortnight from the date of rejection of any stores delivered by me/us and such rejected stores shall lie at my/our risk and rent may be charged at the Trustees' option. If I/We fail to remove such stores within a fortnight of rejection the Trustees shall have the right to dispose of the same and I/We shall have no claim against the Trustees in respect of the said (rejected) stores.
21. For non-observance of any of the terms of the tender and/or Agreement or otherwise the Trustees have absolute right without assigning any reasons to cancel the tender and /or the agreement and I/We shall be liable for all losses and damages arising there under and this is without prejudice to all other rights and remedies of the Trustees.
22. It is distinctly understood by and between the parties that notwithstanding anything hereinbefore contained the Trustees without prejudice to any of their rights shall be at liberty to deduct set off or adjust out of any money that may become refundable or payable by the Trustees to the tenderer in respect of the present tender or out of the security deposit in respect of the present tender any sum of sums that may be payable or has become payable by the tenderer to the Trustees or recoverable from the tenderer in respect of any other tender or contract between the tenderer and Trustees in these respect, the decision of the Trustees' Materials Manager shall be final and binding on both the parties.
23. I/we further confirm that I/we have carefully gone through the whole of the tender documents and understood the same.
24. It is also confirmed that no part of the tender document has been changed/modified by me/us.
25. Further, I/we confirm that statement of facts/figures information incorporated in my/our Offer is correct.

Dated .....2017

yours faithfully

Address.....

Signature .....  
Seal:

**Form 1**

**E- TENDER No. KoPT/Kolkata Dock System/MM/17/17-18/ET/363 Opening on 14.12.2017  
TENDER FOR THE SUPPLY OF PHOTOCOPY PAPERS**

To,  
The Materials Manager  
KOLKATA PORT TRUST  
6, Garden Reach Road, Kolkata – 700023

I / We hereby tender to supply and deliver the articles noted below to your General Stores at Kidderpore and different consuming point of KDS on contract basis for a period of one year as and when requires (unless otherwise stated) at the rate quoted in Price Schedule.  
(Please Strick out the alternative which is not applicable in your case out of the following initial the same.)

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

- 1) I / We hereby declare that I / We have not been banned or, de-listed by any Government Agency or Quasi-Government Agency or Public Sector Unit.
- 2) I / We hereby enclose the details of any banned / de-listed imposed on my / our agency by any Govt. / Quasi - Govt. Agency or, PSU.
- 3) I/We hereby confirm, that we have fully read and understood the entire Tender Document, GCC, Special Conditions and Addenda, if any, downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Special Conditions and Addenda to which I/WE unconditional agree and submit my/our bid online using my/our Digital Signature.

**Date:**

**Place:**

**Full Name in Block Letters:**

**Signature of Tenderer with Official Seal**

**Address:**

**Telephone:**



Fax  
E MAIL ID:

## GENERAL PARTICULARS OF THE TENDERER

### Form 2

**E- TENDER No. KoPT/Kolkata Dock System/MM/17/17-18/ET/363 Opening on 14.12.2017  
(To be filled up and uploaded online)**

1. Name of the Bidder :
2. Official Address for communication :
  - a) Telephone :
  - Cell Phone:
  - b) Fax :
  - c) E-mail address
3. Valid Trade License/ factory registration certificate. :  
(Upload Photo Copy) :
4. PAN (Upload Photo Copy) :
5. GST Registration no. :  
(Upload Photo Copy)
6. Particulars of EMD deposited :  
(Upload Photocopy of TR/ Certificate  
Of Registration if any for tendered  
Item/s with DGS &D / NSIC Ltd /  
MM Dept, KoPT)
7. Have you ever been debarred by :  
any Govt. department or Govt.  
Undertaking to carry out any work.
8. Please attach copies of execution :  
Certificate(s) issued by PSU/Public  
Limited Companies to whom similar  
Items have been supplied by you  
Within last 2 years.
9. Particulars of Cost of tender deposited. :  
(Upload photocopy of T.R.)
10. Whether the bidder is a manufacturer,  
Distributors / Dealers,  
Duly authorized by the manufacturers  
(Upload Photo Copy)

Date:

(Signature & the Seal of the Bidder)

**Form 3**

**E- TENDER No. KoPT/Kolkata Dock System/MM/17/17-18/ET/363 Opening on 14.12.2017  
(To be filled up and uploaded online)**

Kolkata Port Trust  
15, Strand Road, Kolkata-700001  
Format for payment through ECS/RTGS

1. Party names :
2. Bank Name :
3. Branch name :
4. Type of Account :
5. Account Number :
6. MICR CODE OF KOLKATA R.B.I. :  
and
7. IFS Code No. :
8. PAN No. :
9. GST No. :

(Signature with official seal)

NB: A Xerox copy of an unissued cheque is to be enclosed.

**APPLICATION FOR DEPOSIT OF EARNEST MONEY**  
**Form 4**

**E- TENDER No. KoPT/Kolkata Dock System/MM/17/17-18/ET/363 Opening on 14.12.2017**  
**(To be filled up and uploaded online)**

To,  
The Treasurer,  
Kolkata Port Trust  
15, Strand Road  
Kolkata – 700001  
Dear Sir,

Sub: Deposit of Earnest Money

Kindly accept a sum of Rs **12,385/- (Rupees Twelve Thousand Three Hundred Eighty Five Only)**, by Banker's cheque/Demand Draft drawn on \_\_\_\_\_ (Bank) dated \_\_\_\_\_, in favour of "Kolkata Port Trust" payable at Kolkata, as Earnest Money Deposit in respect of **E- TENDER No. KoPT/Kolkata Dock System/MM/17/17-18/ET/363 Opening on 14.12.2017** of Materials Management Division.

Date:  
Yours faithfully

Signature

Seal

## **Form 5**

Contract acts with suppliers/service providers.

### **Tax Clause**

#### **For Tax inclusive contracts**

- Prices or fees quoted in the offer by the bidder shall be inclusive of GST and/or other statutory Levies, taxes, cess imposed by Competent Authorities unless otherwise provided.

#### **For Tax exclusive contracts**

- The prices quoted above shall be exclusive of any statutory levies and or other charges levied by any Central/State/local authorities which shall be paid extra at applicable rates at the time of supply of goods / services.

### **Change in law clause**

- Any new statutory levies, taxes, duties, cess, etc. imposed by the Central / State / local authorities by way of fresh notification subsequent to the issue of work Order / Purchase Order, but within the stipulated delivery period shall be paid extra.
- Any additional cost or benefit impacting the contract price resulting from introduction of any new law, towards liveable taxes, including eligible credits, in respect of goods and services to be supplied under the Contract, then the Parties agree to an adjustment to the contract price to reflect the financial impact of such "Change in law".

### **General Terms & Conditions**

- Supplier/service provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- The Supplier/Service Provider agrees 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 timely uploaded in GSTN. In case there is any mismatch between the details so uploaded in GSTN by Supplier/Service Provider and details available with Kolkata Port Trust, then payments to 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 supplier 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 you are found to be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

## Price Schedule

E- TENDER No. KoPT/Kolkata Dock System/MM/17/17-18/ET/363 Opening on 14.12.2017

**PRICE NOT TO BE QUOTED HERE. ALL PRICE TO BE FILLED ONLINE ONLY.**

SL NO	ITEM CODE NO.	UNIT	DESCRIPTION	QTY IN REAM	HSN CODE OF ITEM	BASIC PRICE IN RS	% OF CGST	% OF SGST	% OF IGST	DELIVERY CHARGE IF ANY	OTHER CHARGES IF ANY
1	1310654	20	75 GSM A4 Size Photocopying (White) Paper,	4013 Ream							
2	1310655	20	75 GSM A3 Size Photocopying (White) Paper,	38 Ream							
3	1310653	20	75 GSM B4 Size Photocopying (White) Paper,	5 Ream							
4	1310656	20	75 GSM U1 Size Photocopying (White) Paper,	8 Ream							
5	1310657	20	75 GSM FS Size Photocopying (White) Paper	34 Ream							

**Brand/Makers name to be submitted.****Rate of GST Inclusive / Extra****Delivery charge: Inclusive / Extra**

(Signature with official seal)

Please mentioned the HSN code of the materials.

**List of Documents to be signed, stamped and uploaded**

1. GST Registration Certificate.
2. Copy of PAN Card.
3. Credential of having experience in successfully executing supply of similar item (similar to items tendered out) during last 2 years ending 30.09.2017, i.e. Order copy & Goods receipt note of corresponding order, Supply challans of similar materials duly accepted, inspected and passed by purchaser and Purchase Order alongwith proof of receipt of payment against that purchase order.
4. XEROX Copy of Treasury Receipt/Original D.D. towards deposit of EMD & Tender cost.
5. Annexure – C & D.
6. Form -1, 2, 3, 4 & 5.
7. All the other documents in support of fulfilling eligibility criteria as mentioned in Annexure B of the NIT.