

TENDER DOCUMENT

KOLKATA PORT TRUST

Office of the Chief Engineer,

Head Office Building, 15, Strand Road,

Kolkata- 700 001.

Tele – 033 2230-3451 Extension: 398,400,399 & 486

Dock 033 2409 3001,3006 Extn. 390 & 444

Fax - (033) 2230-0413

E-mail id: santanumitra@kolkataporttrust.gov.in &
cecontract@kolkataporttrust.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 agency with required experience as per Prequalification criteria stipulated in Tender Document for Part A="Modification of certain rooms of Administration Department & Finance Department at ground floor and first floor of KoPT Head Office old building for required provision of Air Conditioning " and Part B "Electrical installation work in connection with installation of AC machines in the various offices of Civil, Finance and GAD at Head Office" as per Bill Of Quantities to Kolkata Port Trust Bid Document may be seen from MSTC website. Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only.

Bidders will have to participate in bidding process through website www.mstcecommerce.com only.

SCHEDULE OF TENDER (SOT)

a TENDER NO.	KOPT/KDS/CIV/T/2189/36/1 DT. 18.11.2017
b. MODE OF TENDER	e-Procurement System (Online Part I – Techno-Commercial Bid and Part II – Price Bid through www.mstcecommerce.com/eprochome KoPT of MSTC Ltd. The intending bidders are required to submit their offer electronically through e-tendering portal. No physical tender is acceptable by KOLKATA PORT TRUST.
c. E-Tender No.	KoPT/Kolkata Dock System/CE/177/17-18/ET/424
d. Date of NIT available to parties to download	30.11.2017 to 19.12.2017
e. Pre-Bid Meeting date & Time	pre bid meeting to be held on 13-12-2017 at 11-00 AM (or after that on any working day) at Head Office in the room of the S.E.(Contract.) followed by site visit
f. Pre –Bid Meeting closing date & Time	On the same day within 14.00 hours
G i) Estimated Cost Of Work	Total Value=Rs.67,05,239.18 (for the whole)
ii) Earnest Money Deposit	Total = Rs.1,34,110.00 (for the whole
iii) Bid Document fee(non refundable)	Rs.3,000.00 (for the whole)
iv) Transaction Fee	Total=3965/- (Including GST @18%) Payment of Transaction fee by

	NEFT/RTGS in favour of MSTC LIMITED (refer clause. No. 4 of Annexure-I)
h. Last date of submission of EMD & Bid Document fee at Kolkata Port Trust Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.	19.12.2017 up to 15.00 Hrs. <u>Three working days before the last date of closing of online bidding for the e-tender.</u> 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. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/	30.11.2017 (From 12.00 hours onwards)
j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	20.12.2017 (Up to 3:00 P.M.)
k. Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately	20.12.2017 (After 3:30 P.M.)

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Annexure-A**Important instructions for E-procurement**

This is an e-procurement event of KOPT. The e-procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020. You are requested to read the terms & conditions of this tender before submitting your online tender.

1	<p>Process of E-tender :</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/kopt</p> <p>1).Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt depts → Select KoPT Logo → Register as Vendor -- Filling up details and creating own user id and password → Submit.</p> <p>2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact KOPT/MSTC, (before the scheduled time of the e- tender).</p> <p><i>Contact person (KOPT):</i> Dealing Officer's name :- 1. S.Mitra, Superintending Engineer(Contract) 2. P.Sen Gupta, Ex.Engineer(Contract) 3. Sudhir Das, Ex. Engineer(Contract) 4. S.K. Halder, Ex. Engineer(Contract)</p> <p>Phone no. 033 2230-3451 Extension:400,399,398,486 Dock 033 2409 3001,3006 Extn. 390 & 444</p> <p>e-mail :- santanumitra@kolkataporttrust.gov.in & cecontract@kolkataporttrust.gov.in</p> <p><i>Contact person (MSTC Ltd):</i> 1. Shri S Mukherjee, DM(e-Commerce) – smukherjee@mstcindia.co.in 2. Ms S Maity, AM(e-Commerce) – smaity@mstcindia.co.in</p>
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	<p>B) System Requirement:</p> <ul style="list-style-type: none"> 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. <p>To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>
2	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/kopt. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>
4	<p>Special Note towards Transaction fee:</p> <p>The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. 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.</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>
5	<p>Information about tenders / corrigendum uploaded shall be sent by email only during the process till finalization of tender by KOPT. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC (i.e. Service Provider). Bidders 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> <ul style="list-style-type: none"> a. Bidder(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 bidder(s) will be refunded by KOPT. b. The process involves Electronic Bidding for submission of Technical and Commercial Bid c. The bidder(s) who have submitted transaction fee can only submit

	<p>their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →Psu/Govt depts→ Login under KOPT→My menu→ Auction Floor Manager→ live event →Selection of the live event</p> <p>d. The bidder 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 clicking on the Technical bid. If this application is not run then the bidder will not be able to save/submit his Technical bid.</p> <p>e. After filling the Technical Bid, bidder 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 bidder should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the bidder can click on the "Final submission" button to register their bid</p> <p>f. Vendors are instructed to use <i>Attach Doc button</i> to upload documents. Multiple documents can be uploaded.</p> <p>g. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>i. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>j. All electronic bids submitted during the e-tender process shall be legally binding on the 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.</p> <p>k. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>m. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation to the technical and commercial terms & conditions are allowed.
10	KOPT has the right to cancel this e-tender without assigning any reason thereof.

11	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/kopt of MSTC Ltd.
12	The bidders must upload all the documents required as per terms of tender. Any other document uploaded which is not required as per the terms of the tender shall not be considered.
13	The bid will be evaluated based on the filled-in technical & commercial formats.
14	Bidders are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.
15	A declaration in this regard to be made by the bidder – “Bidder has fully read and understood the entire Tender Document, GCC, and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC and Addenda”
16	<p>(A) Part-I i.e. Techno commercial bid will be opened electronically on specified date and time as mentioned in the NIT. Bidder’s can witness electronic opening of Bid.</p> <p>(B) Part-II i.e. Price Bid will be opened electronically of only those bidder(s) whose offer will be techno commercially qualified/accepted by the KoPT. Such bidder(s) will be intimated the date of opening of Price Bid (Part-II) in due course through valid email confirmed by them.</p> <p>(C) Necessary addendum/corrigendum (if any) of the tender would only be hoisted in the e-tendering Portal of MSTC.</p>

Annexure –B**KOLKATA PORT TRUST**

**Office Of The Chief Engineer,
Head Office Building, 15, Strand Road,
Kolkata 700 001.**

Tele – 033 2230-3451 Extension: 398,400,399 & 486

Dock 033 2409 3001,3006 Extn. 390 & 444

Fax - (033) 2230-0413

**E-mail id: santanumitra@kolkataporttrust.gov.in &
cecontract@kolkataporttrust.gov.in**

Commercial Terms & Conditions

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 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	<u>SCOPE OF WORK :</u> 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 The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.
- 12 The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.
- 13 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.
- 14 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 Chief Engineer/**Superintending Engineer (Kol)** or his authorized representative at his office at 15, Strand Road, Kolkata 700001 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.
- 15 **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.

16 **NON- RESPONSIVE BIDDER :-**

The offer/tender shall be treated as non-responsive, if it :

- (i) is not accompanied by requisite earnest money/NSIC Registration Certificate,
- (ii) is not accompanied by requisite tender paper cost/ NSIC Registration Certificate,
- (iii) validity of the offer is less than tender stipulation,
- (iv) 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.
- viii) is not accompanied with the photo copy of ESI, EPF & GST Registration, etc.
- ix) PAN, Audited (wherever necessary) Balance Sheet & Profit & loss

statement, up to date Professional Tax Challan.

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.

- 17 EARNEST MONEY AND SECURITY DEPOSIT : As per tender Document
- 18 Performance Guarantee : Not Applicable
- 19 In the event of the successful bidder failing to execute the order within the stipulated **completion time** 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.
- 20 PRICES: As per BOQ given in the tender document.
- 21 The bidder shall quote his price as per the Bill of Quantities in the Price bid (Part-II)
- 22 The Bidder shall state clearly his quoted rates both in figure & word
- 23 Orders may be placed in full/part to the lowest bidder.
- 24 Price(s) to be quoted should remain firm over the contract period.
- 25 The prices quoted shall be including all statutory levies excluding GST which will be paid extra on actual at applicable rate
- 26 EVALUATION CRITERIA: As per relevant clause of Tender document.
- 27 PAYMENT: As per Tender document.
- 28 Location: As per Tender document.
- 29 Time of Completion: As per Tender document.
- 30 Work is to carried out as per terms & condition of the contract document
- 31 JURISDICTION OF COURT :
The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of Kolkata.
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

- 32 Compensation (Liquidated Damages) against failure to complete the work within the stipulated time as per tender condition.
- 33 Price adjustment clause: As per Tender document.
- 34 Technical capacity: As stipulated in Tender document.
- 35 Financial capacity: As stipulated in Tender document.
- 36 DOCK PERMITS : As per tender document.

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.

Part A , the Civil Works is to be treated as percentage rate tender and For Part B , the Electrical Works will be treated as item rate tender.

But Evaluation will be done on the whole job.

Annexure –C

कोलकाता पोर्ट ट्रस्ट
 Kolkata Port Trust
सिविल इंजीनियरिंग विभाग
CIVIL ENGINEERING DEPARTMENT
 15, स्ट्रैंड रोड, कोलकाता -700001
 15, Strand Road, Kolkata –700001

NIT No.: KOPT/KDS/CIV/T/2189/36/1 Dt. 18.11.2017

NOTE: Last Date of Download of tender documents : **19.12.2017** (up to 14.00 hours)

Tender is due for submission by 3:00 P.M.

On **20.12.2017**

Techno Commercial Bid(Part-I)

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 For Part A" **Modification of certain rooms of Administration Department & Finance Department at ground floor and first floor of KoPT Head Office old building for required provision of Air Conditioning"** and for Part B "Electrical installation work in connection with installation of AC machines in the various offices of Civil, Finance and GAD at Head Office"

SHORT TENDER NOTICE

E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafide & experienced agency with required experience as per Prequalification criteria stipulated in Tender Document for the following work at Kolkata Port Trust.

➤ Name of work	:	For Part A "Modification of certain rooms of Administration Department & Finance Department at ground floor and first floor of KoPT Head Office old building for required provision of Air Conditioning " and for Part B "Electrical installation work in connection with installation of AC machines in the various offices of Civil, Finance and GAD at Head Office"
E-Tender No	:	KoPT/Kolkata Dock System/CE/177/17-18/ET/424
Estimated Cost	:	Total – Rs.67,05,239.18 (Rupees sixty seven lakh five thousand two hundred and thirty nine and paise eighteen) only.
Period Of Execution	:	10 (Ten) Months for the whole job.
Earnest Money	:	For Total – Rs.1,34,110/-
Period of Download of E-Tender (Both Days Inclusive)	:	30.11.2017 to 19.12.2017 (UPTO 14:00 HRS.) (Bid document will be available on MSTC, Website). Bidders will have to participate in bidding process through website www.mstcecommerce.com only.
Date and Time for pre-bid meeting & site visit	:	Pre- bid meeting to be held on 13-12-2017 at 11-00 AM (OR after that on any working day) at Head Office in the room of the S.E.(Contract.) followed by site visit
Last date of submission of e-tender and opening of Part- I of the tender	:	20.12.2017 Submission Up to 15:00 hrs. Opening After 15:30 hrs.
Cost of Tender Document (Non-refundable)	:	Rs.3,000/- for the whole
➤ Contact Person.	:	For Part A, the Civil Works;-- S. Mitra, Superintending Engineer (Contract) P. Sen Gupta, Ex. Engineer (Contract) S. Das, Ex. Engineer (Contract) S.K. Halder, Ex. Engineer (Contract)

		For Part B , Electrical Works:-- S.K. Das, Superintending Engineer (Electrical) Amit Sanyal, Ex. Engineer (Electrical)
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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 only. Interested bidders may contact at santanumitra@kolkataporttrust.gov.in & cecontract@kolkataporttrust.gov.in

NO. KOPT/KDS/CIV/T/2189/36/1**DT. 18.11.2017****NOTICE INVITING TENDER**

WORK TITLE :-

For Part A "Modification of certain rooms of Administration Department & Finance Department at ground floor and first floor of KoPT Head Office old building for required provision of Air Conditioning " and for Part B "Electrical installation work in connection with installation of AC machines in the various offices of Civil, Finance and GAD at Head

E -TENDER NO : KoPT/Kolkata Dock System/CE/177/17-18/ET/424

E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from resourceful, experienced and bonafide agencies with sound technical and financial capabilities on fulfilling the following Pre-qualification Criteria;

PRE-QUALIFICATION CRITERIA FOR BIDDERS: - For Part A, the Civil Works

1. The intending bidder must have successfully completed **Construction and Repair/Maintenance of different types of buildings and similar Civil Engineering structures** along with **Execution of domestic/commercial building wiring, laying of L.T. Cable, earthings etc".** during the last **7(seven)** years ending last day of month previous to one in which applications are invited and the experience should be either of the following:

Either **(i) 03 (Three)** completed works each costing not less than **40 %** of the estimated amount

Or (ii) 02 (Two) completed works each costing not less than **50 %** of the estimated amount

Or (iii) 01 (One) completed work costing not less than **80%** of the estimated amount

2. The Average Annual Financial Turnover of the bidding firm during the last three years, ending on **31-03-2017**, should be at least **30%** of the estimated amount put to tender.

3. Work experience as a sub contractor **shall not be** considered as the requisite qualification.

4. The Tenderer shall have to furnish documents (certified copy), viz. order letter and proof of execution to establish his credentials.

5. The Tenderer shall have to furnish certified copy of, along with others statutory documents as required to establish his credentials.

TENDER AUTHORITY:-

The Chief Engineer, KOLKATA PORT TRUST, Head Office Building, 15, Strand Road, Kolkata 700 001. Tele- 033 2230-3451 Extension: 398,400,399 & 486 for Fax (033) 2230-0413

For Part B **Dock 033 2409 3001,3006** extn. 390 & 444

Due Date of submission	20.12.2017	Time	UPTO 15:00 hrs.	Date of Opening of Part-I of the Tender	20.12.2017	Time	15:30 hrs. onwards.
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Period of Download of E-Tender (Both Days Inclusive)	30.11.2017 to 19.12.2017 (UPTO 14:00 HRS.) (Bid document will be available on MSTC, Website). Bidders will have to participate in bidding process through website www.mstcecommerce.com only.
Date and Time for pre-bid meeting & site visit	13-12- 2017(or after that on any working day) at 11.00 AM at Head Office in the room of the S.E.(Contract)
Cost of Tender document (Non-refundable)	Rs.3,000/- for the whole
Earnest Money Deposit	Rs.1,34,110.00 for the whole
Time Of Completion	10 (Ten) Months for the whole job
Estimated Cost Of Work	Total – Rs.67,05,239.18 (Rupees sixty seven lakh five thousand two hundred and thirty nine and paise eighteen) only.

OTHER INSTRUCTIONS:-

E-Tenderers are invited on two Part basis (i.e. Part-I Techno Commercial Part & Part-II Price Part) from resourceful, experienced and bonafide bidders with sound technical and financial capabilities for the above mentioned work at Kolkata Port Trust.

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 only.

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.

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.

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.

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.

E-Tenderers will be received through MSTC up to 15:00 hrs. on the last date of submission and opening of tender specified above.

Part-I (Techno commercial part) of the e-Tender will be opened shortly after 3.30 p.m. on the stipulated date.

Part-II (Price Part) of only technically & commercially qualified bidders will be opened at a later date under due intimation to all concerned.

In case of unscheduled Holiday / Bandh on the date of opening of E-Tender, the same will be opened on the next working day.

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.

It is stated here that the subject **TENDER WILL NOT BE EXTENDED FURTHER UNDER ANY SITUATION.**

The prices quoted shall be including all statutory levies excluding GST which will be paid extra on actual at applicable rate

The tenderer shall submit certified copy of the Certificates of GST Registration No. and also declare/upload their Permanent Income Tax Account No.(PAN)

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.

The intending tender should have valid registration against ESI & EPF issued by the competent authority failing which their offer will be considered as non responsive.

Once a Bid is submitted, it will not be allowed to be revised.

**A.K. Jain,
Chief Engineer
KOLKATA PORT TRUST**

INSTRUCTIONS TO BIDDER

E-TENDER For Part A "Modification of certain rooms of Administration Department & Finance Department at ground floor and first floor of KoPT Head Office old building for required provision of Air Conditioning " **and for Part B** "Electrical installation work in connection with installation of AC machines in the various offices of Civil, Finance and GAD at Head Office"

E -TENDER NO : KoPT/Kolkata Dock System/CE/

1.0 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 (Kol)** for Civil Works and **Superintending Engineer (Electrical) for Part B** on any working day before quoting for the tender.

2.0 Earnest money and cost of tender paper are to be physically deposited at the office of Chief Engineer at 15, Strand Road, Kolkata-700 001 by vendors/contractors through Bank Draft/Banker's Cheque/Demand Draft/Pay Order etc. in favour of Kolkata Port Trust, payable at Kolkata, **within 3 days after opening of 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) Bank Draft / Cheque 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) Bank Draft / Cheque No. :

Tender submitted without requisite Earnest Money and cost of tender paper will be liable for rejection.

3.0 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: -

- a) Self declaration of the bidder that the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.
- b) Self declaration THAT 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 un-priced "Bill Of Quantities" & "Form Of Tender" (without price quoted) shall only be signed and stamped by the Bidder.
- d) A list of works which are in hand at the time of submitting the offer as per the enclosed proforma titled 'Concurrent Commitments of The Bidder' vide 'Annexure-C' (Schedule –T) in Part-I of the tender document.
- e) 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.**
- f) **Scan copy of the following documents to be uploaded:-**
 - i) GST registration certificate.
 - ii) Valid Trade Licence.
 - iii) The Firm has to submit copy of Valid Electrical Contractor License or the Firm has to submit the copy of **electrical supervisory License of the person who will carry out the electrical job.**
 - iv) Valid Professional Tax Clearance Certificate / Up to date tax payment challan (wherever applicable).
 - v) Proof of possessing valid Employees' Provident Fund (EPF) Account. EPF Registration Certificate.
 - vi) Proof of being registered with Employees' State Insurance Corporation (ESIC), ESI Registration Certificate.
 - vii) Details of the firm as per Schedule-O (in Part-I) of the tender document duly filled up.
- vii) Credentials in the form of copies of Letters of Award of Works along with corresponding Completion Certificates from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
- viii) Last three years balance sheet and profit & loss account in support of Annual Financial turnover **(i.e. 2016–2017, 2014-2015 and 2015-2016).** The same should be audited as per relevant norms wherever required.
- ix) Undertaking of the tenderer to be submitted as per enclosed Pro-forma (Annexure –D-1) in lieu of submission of signed copies of the full Tender document, Addendum, Corrigendum & G.C.C.
- x) PAN Card.
- xi) Bank Draft/ Pay order etc. regarding EMD & Cost of Tender documents/NSIC certificate.
- xii) **A list of technically qualified and skilled persons would be engaged to supervise and execute the work.**
- xiii) A list of works which are in hand at the time of submitting the offer as per the enclosed proforma titled 'Concurrent Commitments of The Bidder vide '**Schedule – T**' in part-I of the tender document

xiv) The last page of "Bill Of Quantities" & "Form Of Tender" (without price quoted) shall only be signed and stamped by the Bidder.

N. B.-1 The bidders will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities for clarification of his documents or credibility.

3.3 The last page of "Bill Of Quantities and Form of e-Tender 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:-**

4.1 For the successful Bidder, the Earnest Money deposit will be converted to part of Security Deposit and the remaining security deposit will be recovered from the contractors each and every On-Account Bill [including the final bill, if necessary] at the percentage of each such bills as set forth in **Clause. 3.4, 3.5 & 3.6 of the General Conditions of Contract.**

4.2 Refund of S.D. and forfeiture S.D. shall be guided by Cl. 3.5 (i) & (ii) of the G.C.C.

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.

9.1 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/NSIC Registration Certificate,
- (ii) is not accompanied by requisite tender paper cost/ NSIC Registration Certificate,
- (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.

- (vi) If the tender is conditional.
- (vii) If all the documents required as per NIT are not uploaded.
- (viii) If it is not accompanied with the photo copy of ESI, EPF & GST Registration, PAN, Audited (wherever necessary) Balance Sheet & Profit & loss statement, up to date Professional Tax Challan.

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.

10. 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 Statutory deductions will also be made as applicable at the time of payment.

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

- 11.1 Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money.
- 11.2 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.**
- 11.3 Copy of valid NSIC Certificate for MSEs along with DIC's certificate has to be submitted along with bid.

12.0 EVALUATION CRITERIA:-

During evaluation of Part-II i.e. Price Part, provided that the bidder submits his offer following e-tender stipulations & specifications, **the overall lowest offer received (Sum total amount of Part A and Part B of Price Bid)** shall be considered for acceptance by the Trustees.

13.0 ACCEPTANCE OF TENDER:-

- 13.1 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.
- 13.2 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.
- 13.3 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.

14.0 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) Enlisted/registered contractor of KoPT 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 KoPT during registration to KoPT relating to **Permanent Security Deposit.**

- vi) 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.

SPECIAL CONDITIONS OF CONTRACT

E-TENDER FOR "Part A "Modification of certain rooms of Administration Department & Finance Department at ground floor and first floor of KoPT Head Office old building for required provision of Air Conditioning " **and for Part B** "Electrical installation work in connection with installation of AC machines in the various offices of Civil, Finance and GAD at Head Office"

E -TENDER NO : KoPT/Kolkata Dock System/CE/177/17-18/ET/424

1.0 GENERAL:

These provisions though given in a separate section are part of the tender documents which must be read as a whole, the various sections being complementary to one another and are to be taken as mutually explanatory. These provisions shall be read in conjunction with the other parts of the tender documents viz. General Conditions of Contract, Notice Inviting E-Tenders, and Instructions to Bidder, Particular Specifications, Drawings, Bill of Quantities and other documents forming part of the Contract. In case of any discrepancy or ambiguity in the documents, the order of precedence of the documents as stated below will apply. In particular, these provisions will over ride those in the General Conditions provided there is discrepancy between them.

2.0 CORRELATION AND ORDER OF PRECEDENCE OF TENDER DOCUMENTS:

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.

- Order letter.
- Bill of Quantities.
- Drawings.
- Particular Specifications of work.
- Special Conditions of Contract.
- 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 Chief Engineer, Kolkata Port Trust, thereon shall be final and binding upon all parties.

3.0 SCOPE OF WORK: For Part A, the Civil Works—

- 1) The work comprises of dismantling all types of masonry works, earth work in excavation, stone consolidation, profile corrective course by bituminous macadam, premix carpet and seal coat work
- 2) Earth work in Excavation

- 3) Filling in foundation or plinth by fine sand in layers not exceeding 150 mm.
- 4) Dismantling of flexible pavements Granular coarse & Bituminous Courses both.
- 5) Providing, laying, spreading and compacting stone aggregates of specific sizes for water bound macadam.
- 6) Supplying and laying Polythene Sheet (150gm / sq.m.)
- 7) Hire and labour charges for shuttering work.
- 8) Provide reinforcement for reinforced concrete work.
- 9) Applying epoxy based reactive joining agent for joining the old concrete with fresh concrete.
- 10) Ordinary Cement concrete (mix 1:2:4)
- 11) Ordinary Cement concrete (mix 1:1.5:3) with graded stone chips (20 mm nominal size)
- 12) Supplying ready mixed concrete of M 30 /M-20 Grade and as set forth in BOQ
- 13) Carefully lay M 50 Grade paver blocks in line and level to match with road surface.
- 14) Cutting to requisite length or shape departmental R.S. joists RAILS , channels, angles, tees, plates etc
- 15) M.S. structural works in columns, beams etc. of specified sections less than 22.5 Kg./m
- 16) Provide and lay bricks work with 1st class bricks.
- 17) Provide and lay Plaster (to wall, floor, ceiling etc.) 20 mm thick.
- 18) Provide and lay Neat cement punning about 1.5mm thick
- 19) Cleaning rubbish, sludge, liquid earth, mud, debris and other materials etc.

and all other works as described and set forth in Bill of Quantities , including all appurtenant works, additional or varied works which may thereafter be required in accordance with for successful execution of the work.

For Part B , the Electrical Works—

The Scope of Work includes Supply, delivery and installation of -

- a Supply, delivery, laying ,termination and commissioning of LT cables as per technical specification.
- b Supply, delivery, installation of LT power panel , LT lighting panel.
- c Supply, delivery, installation of Distribution boards and Sub Distribution boards as per specification.
- d Supply, delivery , fixing of LED Tube lights, call bell.
- e Supply, delivery and installation of ceiling fans along with supply delivery and installation of stepped electronic regulator, cabin fan/wall mounting fan.

- f Supply, delivery and installation of exhaust fans.
- g Supply, delivery and installation of 3 pin 5A, 15 A flush type plug socket with 5A, 15A piano key type switch .
- h Supply , delivery and installation of starter switch for 2 Tonne AC machine with 20ADP MCB with plug top.
- i Point Wiring.
- j Distribution wiring for 15A plug points and starter switch.
- k Circuit Wiring.
- l Earthing and related work.
- m Removal, shifting and handing over of old existing material to KoPT.

Including all appurtenant works as described and set forth in, Bill of quantities, Special Conditions of contract, Technical Specification of works, and Specification of materials & Workmanship with all additional or varied works which may thereafter be required in Accordance with Clause-7 of General conditions of contract and as per direction of The Engineer of the Contract.

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

- a)** Provide all materials, supervision, services, scaffolding and temporary lighting as required for work purposes etc.
- b)** Prepare and submit for review and assessment to the Engineer, the working drawings showing how the work is actually going to be done as may be required by him.
- c)** The contractor shall carry out the work in 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.

Any work, considered required by the contractor and not mentioned hereunder, for successful completion of the project, is to be included in the item of bill of Quantity suitably, which should be finalized in the pre-bid meeting.

The work shall be carried out as per Indian Electricity Act, 2003, Central Electricity Authority (Measures relating to safety & electricity supply) Regulation ,2010 with latest revised IS code of Practice and relevant portion of National Building Code particularly with respect to safety requirements as per IS 16103 (Part I) :2012 and also code of practice for fire safety of buildings (general): Electrical Installations, IS:1646: 1997.

The intending tenderer shall inspect the site of work in consultation with **Superintending Engineer (Kol)** and acquaint him with the nature of work before preparing his tender. He **should contact with the Superintending Engineer (Kol) at the office situated at 15, Strand Road, Kolkata 700001**. 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) Provide all materials, supervision, services, scaffolding, shoring, strutting, form work, reinforcements, vibrators, other tools and plants, transportation, temporary drainage, dewatering of surface, necessary approaches, temporary fencing 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) The contractor shall carry out the work in such a way so that normal day to day activities of the Chief Hydraulic Engineer's Office are not hampered.

4.0 LOCATION:

The work shall have to be executed at **KoPT Head Office, Kolkata 700 001**.

6.0 ACCESS TO THE SITE:

- | | |
|--------------------|------------------------|
| (a) By Road: | Strand Road |
| (b) By Rail: | Howrah/Sealdah Station |
| © Bt Circular Rail | B.B.D. Bag Station |

6) Work Site:

The work site is located at **KoPT Head Office, Kolkata 700 001**. The Tenderer must visit the work site and its surrounding before submission of the tender, so that due consideration is given to the local conditions at site. The intending tenderer should contact **Superintending Engineer, (Kolkata) 15, Strand Road, Kolkata – 700001** to make the site inspection along with his representative for the Civil Works and **for Electrical Works (Part-B)** the tenderer or his authorized representative should contact. **Superintending Engineer (Electrical) at 8, C.G.R. Road, Kolkata 700043**

7. INSPECTION OF SITE:

The Bidder shall inspect the site of work and thoroughly familiarise himself with the nature of work, site conditions, and access to the site and location before submission of the tender. He should contact the **Superintending Engineer, (Kolkata) 15, Strand Road, Kolkata – 700001** for the Civil Works

and for Electrical Works the tenderer or his authorized representative should contact. **Superintending Engineer (Electrical) at 8, C.G.R. Road, Kolkata 700043** for collecting information about the site before submission of the tender. No excuse will be entertained afterwards on the above ground. In case any part of the site cannot be handed over to the successful Bidder in time, no compensation for loss of labour or any other cause nor any claim will be entertained by the Trustees. Suitable extension of time shall, however, be granted to the successful Bidder on that ground if applied for.

8. SITE CONDITIONS & METHOD OF WORK:

The work shall have to be executed at **KoPT Head Office, Kolkata-01** as detailed in the Scope of Work & B.O.Q.

The contractor shall take adequate measures so as to execute the work with due regard to the above. The cost of which shall have to be included in the quoted rates.

Further, if so required by the Engineer in the interests of normal working of the Port, if it is found necessary to shift / suspend some construction activity for some duration, this shall be done in compliance with the instructions of the Engineer and as per relevant clause of the G.C.C. The bidder shall consider all the above points while quoting as no separate claim for idle charges towards labour, material will be considered for payment.

Proper care should be taken to provide adequate protection to the existing structures and cables (telephone, computer, etc) all such installations against any damage at the Contractor's risk and expense. Any damage / defect to existing structures arising due to the faulty execution of the work shall have to be rectified forthwith as directed to the satisfaction of the Engineer, without charging extra.

9. TIME OF COMPLETION

The work is urgent in nature and must be commenced immediately on receipt of the work order and to be completed in all respects within **Ten months (10)** including preliminary time from the date of placement of work order **for the whole job**.

10. Sufficiency of Tender:

i) The tender drawings and all data / information as furnished herein or inspected and / or collected by the tenderer for the purpose of the work should be properly assessed, interpolated or utilised in his offer at his own responsibility and KoPT does not guarantee sufficiency or adequacy of the data / information so supplied to him or collected or understood by the tenderer.

ii) The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates stated in the priced Bill of Quantities and the rates shall cover all his obligations under the contract and all matters and things necessary for the proper construction, completion, commissioning and maintenance of the work.

iii) In case rate of particular item is printed erroneously in B.O.Q., the rate stated in the KoPT schedule of rates will prevail over the rate misprinted in B.O.Q.

11. Accessibility for Checking and Supervision.

The engaged Contractor is to provide necessary arrangement for free access to the KoPT officer's and personnel for supervision and checking of the subject work at his own cost.

12. Responsibility of the Contractor for methodology of works:

- i) The Contractor shall be solely responsible for the methodology and detailed working for the whole of the works, keeping in mind the site conditions and shall supply to the Engineer such particulars thereof as he may require from time to time.
- ii) The Contractor shall submit within the time stipulated by the Engineer in writing, the details of actual methods that would be adopted by the Contractor for the execution of each item of the work supported by necessary details.
- iii) Approval , for the Drawings and sketches, if necessary including those of the plant and machinery that would be used, their locations, arrangements for conveying and handling materials etc., should be obtained from the Engineer well in advance for starting each item of work. The Engineer reserves the right to suggest modifications or make concrete changes in the methods proposed by the Contractor whether accepted previously or not at any stage of the work, to obtain the desired accuracy, quality and progress of the work, which will be final and binding on the Contractor.

For Part B work, the L-1 bidder has to submit the drawing of panels, DBs, Sub DBs etc which is to be approved by concerned Engineer. After completion of the work, the contractor has to submit the lay out drawing of the wiring along with marking on the DBs and Sub DBs

13) Quality Control:

Quality control is an essential part in the construction of and must be based on proper objective and qualitative measurement. The Contractor will have the full responsibility for quality control and delivering the acceptable quality in the field. Regular appraisal of the quality control to the Engineer should be made for effecting improvements in the construction techniques to ensure satisfactory quality of work.

The quality control function shall include but not be limited to the following items.

14) Sampling and Testing of Construction Materials:

Essentially to be carried out on the materials brought to site for construction work unless permitted otherwise by the Engineer.

15) Sampling and Testing of work at various stages of construction:

For Part A-Essentially to be carried out at National Test House, Kolkata or from any Govt. approved organisation, unless permitted otherwise by the Engineer at the cost of the Contractor.

For Part-B. Inspection and testing will be carried out by KOPT Engineer. Inspection will be carried out as applicable as per relevant Standard/ Technical Specification/Approved Drawing etc. Manufacturer's Test and guarantee certificate as applicable will have to be submitted for verification.

Inspection and testing will comprise prototype testing including mechanical and electrical measurements such as stress, temperature, voltage, current, and moisture test. Nondestructive test techniques such as ultrasonic test should be shown to indicate the thermal cycle, accelerated life cycle, mechanical impact, fatigue ,etc of the panel prior commissioning are to be carried out .Insulation Resistance, Earth Continuity and Earth Resistance tests etc. as applicable prior to commissioning are to be carried out for LT cable. All pre commissioning tests of the panels/equipments etc as applicable shall be carried out by the authorized representative of the firm having valid Supervisor's Certificate of Competency

16. Temporary Works:

The successful tenderer shall allow for providing labour and materials for the construction and removal of all temporary works, e.g. site office, site store, scaffolding, fencing lighting; watching, tube well and pipe lines etc. required for constructional purpose as well as for drinking water purpose of contractor's men, water supply, vats, platform, etc. as may be necessary for the successful execution, completion and maintenance of works without any extra cost to the Trustees and the rates should be quoted accordingly. No rent shall, however, be charged to the contractor for construction/erection of such temporary sheds and structures.

17) Plant & Constructional Equipment:

The contractor shall supply his tools, plants and constructional equipments within his quoted rates. A list of plant as intended to be employed by the tenderers in this construction must be furnished with full details along with the tender.

18. Contract Price: (will be considered separately for each part)

The "**Contract Price**" for this contract means the sum named in the tender subject to such additions thereto, deductions there from or reductions due to supply of any materials by the Trustees' as provided for in the Contract.

19. Setting out of work and initial measurements:

The Engineer shall provide the initial reference and Bench Mark for the setting out of work. It will be the contractor's responsibility to set out the work accurately and get them checked by the Engineer. The Contractor shall provide at his own expense all necessary instruments, staff and labour for the checking of the survey.

The Contractor shall be responsible for the true setting out of the work and for the correctness of all dimensions, levels, lines, positions and alignment. Any error in any part of the works shall be rectified by the Contractor at his own cost. The Contractor would set up inspection facilities at Site at his own cost.

20. PARTICULARS OF EXISTING WORKS:

Such information as maybe given in the specification as to the existing features and works other than those now under construction as part of "Kolkata Port Trust" given without warranty of accuracy and neither the Trustees nor the Engineer will be liable for any discrepancies therein.

21. SAFETY MEASURES:

The contractor shall adhere to safe construction practice, guard against hazardous and unsafe working conditions and follow all safety precautions for prevention of injury or accidents and safeguarding life and property. The contractor shall comply with relevant provisions of Dock Workers (Safety, Health and Welfare) Act – 1986 and Dock Workers (Safety, Health and Welfare) Regulation – 1990 and Safety Officer of the Trustees or Safety Inspectors shall be afforded all facilities for inspection of the works, tools, plant, machineries, equipments etc. wherever so required.

The contractor shall further comply with any instruction issued by the Engineer, Trustees' Safety Officer, Safety Inspector in regards to safety which may relate to temporary, enabling or permanent works, working of tools, plants, machineries, equipments, means of access or any other aspect.

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

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

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

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

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

The successful bidder shall also ensure that –

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

22. HOLIDAY OR SUNDAY WORK:

Subject to provisions in local Acts and any statutes of the State, the Contractor shall arrange for working on Holidays and Sundays whenever so desired by the Engineer to expedite progress and complete the works in time.

The Contractor shall not be entitled to any additional payment for taking up works on Holidays and Sundays. The Contractor should be prepared to resort to round-the-clock working by following shift timings for labour.

23. POWER SUPPLY:

If available and if required, suitable power supply may be arranged by the Trustees at the nearest existing supply point of the site of work on receipt of request letter from the Contractor to that effect. All necessary arrangements for the distribution at site will have to be made by the Contractor at his own cost abiding statutory I.E. Rules, as approved by the Trustees' Engineer or his representative. **Power will be supplied at free of cost to the engaged Contractor for execution of the subject work.**

24. WATER:

The Contractor will arrange for supply of water both for drinking and for construction purposes. However, on written request from the Contractor, water for drinking purposes may be made available free of cost from the exiting water line of the Trustees at a point near the site of work. The contractor will have to arrange for laying pipelines, as necessary, as per approval of the Engineer or his representative, for storing and distributing the same to the work point at his own cost.

- i) Under no circumstances, the contractor would be allowed to use such drinking water for constructional works.
- ii) In any case Dock water will not be allowed to be used for any work including curing.

25. KEEPING THE SITE AND WORKING AREA CLEAR:

The Contractor shall at all times keep the site and working areas free from all surplus materials, rubbish and offensive matter all of which shall be disposed off in a manner to be approved by the Engineer's Representative. As the works will be carried out mainly inside of operational buildings of KoPT the Contractor has to make necessary arrangement to clear the rubbishes etc. from the buildings, at the end of day's work at his own cost & risk, failing which suitable deduction will be made from final bill as per discretion of the Engineer/Engineer's representative.

26. Protection of existing services:

The contractor must pay full attention to the fact that the existing service facilities for users are not distributed at any time due to storing of materials and rubbish and take every precaution to keep the entrance passage clear if the same are being used by the laborers.

The contractor shall be held liable for all damage and interference to the existing service, caused by him in execution of works. Should any damage be done to the existing services, in general, the contractor shall make good the same and any further work considered necessary by the Engineer's representative without any delay otherwise the cost of such repairing shall be recovered for his running bill for which Engineer's decision shall be final and binding.

27. Cleaning during execution and after completion:

On completion of the works the contractor shall reinstate and make good at his own expense any property or land which might have been disturbed and/or damaged by his works. He should also clean the site as required during execution and fully clear the site after completion of all the works.

The contractor shall forward any saleable/ unusable/ defective/ usable materials found during the course of construction at the work site or its vicinity to KoPT stores/yards or any other

site/ Godown, dispose off the debris beyond the port area and in conformity with the Municipal/corporation Rule all at his own expenses by his own transport and labour and clean out all part of the work and leave everything clean and tidy to the entire satisfaction of the Engineer, failing which suitable deduction will be made from final bill as per discretion of the Engineer/Engineer's representative. **As this is a running office, utmost care/ need to be ensured that daily work does not get affected.**

28. Discrepancies in contract documents

The several documents forming the contract shall be taken as mutually explanatory of one another and in case of discrepancies; the **Specifications and Bill of Quantities** shall prevail over **signed drawings**. **Technical Specifications and other particulars** shall prevail over **Standard Specifications** and **Special Conditions of Contract** shall prevail over the **General Conditions**. The Engineer's decision on this matter however, shall be final and binding and the Tenderers attention is drawn to clause 4.3 of the General Conditions of Contract in this respect. The execution of work shall conform minutely to the approved and assigned drawings and specification and any other details drawings which shall be provided/duly approved by the Engineer during the progress of the work as to such other drawings those have formed part of the contract documents

29. METHOD OF MEASUREMENT:

Unless otherwise specified in the Particular Specifications and Bill of Quantities, the work shall be measured according to the current P.W.D.'s (Building, S&P & Road) Schedule of Rates (2014), Govt. of West Bengal and analysed rate. For details of measurement not covered by the above S.P.-27 1987 of B.I.S. shall be referred to.

It may be noted that **measurement will be done on actual basis and payment will be made in accordance to physical measurement.**

30a. ON ACCOUNT PAYMENT: For Part A, the Civil Works--

On account payment to the Contractor shall be arranged as and when required at the discretion of the Engineer on the basis of measurements of completed works at the quoted rates in the Bill of Quantities. The terms of payment shall be in accordance with Clause-6 of the General Conditions of Contract. The Bills should be submitted by the contractor in quadruplicate to the Office of the respective **Superintending Engineer, (Kol)** with necessary documents in original. Subject to the availability and feasibility of system, KoPT may make payment directly to the contractor's designated bank account. For this purpose, the contractor will have to submit the following particulars after awarding the Contract. (i) name of bank (ii) branch name (iii) branch code and (iv) designated account number. In case payment is made directly through bank, the contractor may be required to submit a pre-receipt as per instruction of KoPT.

30b). For Part B , the Electrical Works – Terms of Payment – i) Supply items :-

a. 60% payment against supply and delivery of materials / equipment / machineries / items on production of proper purchase documents/challans at site together with required Test Certificates etc. from appropriate authorities including inspection certificate of KoPT's representative, as applicable and on submission of Custodian Certificate.

b. 30% payment against installation and commissioning.

c. 10% payment on commissioning, testing and handing over of the entire work after satisfactory completion

ii) Installation and Commissioning:-

- a. 90% payment against installation and commissioning.
- b. 10% payment against commissioning, testing and handing over of the entire work after satisfactory completion

Any defect and / or deficiency in the equipment supplied shall have to be made good by the contractor before any bill is passed for payment. Payment will be made subject to security deposit clause no. 3.4, 3.5, 3.6 & 9 of GCC. Payment will be made on the basis of actual measurement.

31. MATERIALS:

It will be the responsibility of the contractor to make timely procurement of all materials for both temporary and permanent works required in accordance with the Bill of Quantities or for any extra/additional work required as per the directions of the Engineer. The contractor shall procure cement, reinforcement steel and other materials from manufacturers approved by the Engineer.

The contractor will be allowed to take away surplus materials on completion of the work, subject to Engineer's verification of contractor's records of entry and consumption of materials in the works.

32. TESTING OF MATERIALS: For Part A, the Civil Works—

The Contractor shall undertake all field tests and laboratory tests for all such materials and workmanships as directed by the Engineer or his representative at his own cost.

The samples shall be taken for test jointly by the representatives of the Engineer and the contractor at the worksite and tested /sent to a Govt. registered laboratory or Institutional laboratory as may be decided by the Engineer for testing. In case of field test, the contractor shall undertake the test by his own testing equipments or by any approved agency in presence of the representatives of the Engineer and the contractor at the worksite. All the testing charges and all incidental charges like packaging and transporting the test samples, equipments etc. shall be borne by the Contractor.

For Part B -- Before each test, the Contractor shall obtain permission from the Engineer and all tests shall be conducted in presence of duly authorized representative and the Electrical Inspector wherever it is necessary. Record of each test shall be prepared after the test and this record shall be signed by the Contractor's representative conducting the test. Copies of those records in quadruplicate shall be submitted to the Engineer. A certificate in quadruplicate shall be furnished by the Contractor countersigned by his certified Supervisor under whose direct supervision the installation has been carried out

33. LABOUR, TOOLS & PLANTS:

The Contractor shall supply all necessary labour, tools and plants required for satisfactory execution of the work.

34. ESCALATION / VARIATION ON PRICES:

No Escalation / Variation on the prices on any account will be considered for adjustment / payment.

35. CONTRACT LABOUR LAWS:

The contractor shall be required to comply with the Minimum wages Acts 1948, Employees Liability Act, 1938, Industrial Disputes Act, 1947, 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. **Payment to the labourers to be made as per the minimum wage rates fixed by Chief Labour Commissioner (Central) and as per M.W.A. Govt. of W.B. whichever is higher and revision from time to time.**(Not to be applicable for Part B work.)

It will be the duty of the contractor to abide by the provisions of the Act. 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 By-laws and Procedures.

The contractor shall comply to the Employees' Bonus Rules and to pay Bonus once a year to his workmen accordingly, for which no extra payment shall be made to the contractor.

The contractor shall indemnify the KoPT against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his subcontractor.

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.

The contractor shall also be required to comply regarding 'Workmen Compensation Act, 1923 as amended by Amendment Act No.65 of 1976'

In addition to the above, the Personal Injuries (Compensation Insurance) Act, 1963 and any modifications thereof and rules made there under from time to time. The contractor shall take into account all the above said financial liabilities in his quoted rates and nothing extra, whatsoever, shall be payable to him on this account.

The Contractor shall indicate maximum number of workmen to be engaged on any day for execution of the work in the appropriate place in the ABSTRACT FORM OF TENDER & he shall have to obtain a regular /permanent license as per sec12(1) of the Contract Labour Act.

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

The contractor has to arrange for displaying the name of the Regional Labour Commissioner (Central), Asst. Labour Commissioner (Central) & Labour Enforcement Officer (Central) at his worksite(s). The contractor shall inform the Principal Employer the date, time & venue of disbursement to be made by him to his workers.

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

36. COMPLIANCE WITH E.P.F , M. P. ACT & ESI Act 1948 :

The successful contractor will have to comply with provision of EPF,MP Act –1952 & ESI Act 1948 (along with amendments, if any), issued from time to time.

If asked for by the Employer, the contractor will be required to submit photocopy of all payment challans and produce the original for verification to the representative of the principal employer, i.e. **Superintending Engineer, (Kol).**

37. INDEMNIFICATION:

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

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

38. TAXES & DUTIES: -

The prices quoted shall be including all statutory levies excluding GST which will be paid extra on actual at applicable rate

- 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 thereunder 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 invoices/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."

39. SETTLEMENT OF DISPUTES:

If a dispute of any kind whatsoever arises between the Employer and the Contractor in connection with or arising out of the contract or the execution of the works, the same shall be dealt as per relevant provisions of the General Conditions of Contract.

40. Contractor to execute Contract Agreement:

The contractor after acceptance of his tender shall be required to enter into and execute a Contract Agreement to be prepared in the form annexed to the General Conditions of Contract together with such modifications as may be necessary within one month from the date of placement of the order. The contractor shall have to submit copies in **sextuplets** of all documents; correspondence, connected papers etc. as detailed in the above form of Contract Agreement together with the instrument of Contract Agreement prepared on Non-Judicial stamped paper of requisite denomination having five more copies made on plain paper all at his own cost. The successful tenderer shall have to submit three sets of such Contract Agreement duly executed, sealed, signed and witnessed for execution by the Trustees. The other three sets shall be completed in all respects but not signed. If the successful tenderer or tenderers are a partnership concern, they will have to get Agreement signed by all the partners or by the partner who is authorized to sign for and on behalf of the other partners.

The contractor shall also comply with the requirements of Security Deposit for the due fulfillment of the contract. The blank proforma of tender documents shall be supplied in sextuplets to the successful tenderer free of charge for preparing the documents of the aforesaid Contract Agreement.

The successful tenderer shall have to copy out and prepare the documents of the Contract Agreement neatly and correctly. The necessary amendments, corrections etc. (if any) have to be done at his own cost. The successful contractor shall be required to keep close co-ordination and liaison with the Traffic Manager's Department and the Chief Mechanical Engineer's Department while executing the works. The **Superintending Engineer** in charge of the construction will direct the representatives of the contractor to maintain liaison with different sections of the other departments and the contractor must keep the concerned **Superintending Engineer** of the Civil Engineering Department informed and/or posted with the programme contemplated with other departments. The **Superintending Engineer** of the Civil Engineering Department shall be nodal authority in all these co-ordination and / or liaison and all programmes must be vetted by him. In cases of exigencies, the contractor or his representatives may establish direct liaison/co-ordination but in all such case the **Superintending Engineer** should be informed promptly.

41) Employment of Local Resources:

The contractor shall pay special attention to engage the maximum possible number of local Engineer, other technical personnel, office workers; labourers (skilled, semiskilled, unskilled) both at site and in office, details of such recruitment etc. shall be submitted to the Engineer periodically or as and when called for.

42) Calcutta Port Trust:

The expression "**CALCUTTA PORT TRUST**" appearing anywhere in the tender documents, shall be construed to read as "**KOLKATA PORT TRUST**".

43. Clarification of Bids:

To assist in the examination and comparison of Tenders, the Employer may, at his discretion, ask any Tenderer for clarification of his Tender, including breakup/analysis of unit rates. The request for clarification and the response shall be in writing, but no change in the price or substance of the Tender shall be sought, offered, or permitted except as required to conform the correction of arithmetic errors discovered by the Employer in the evaluation of the Tenders.

No Tenderer shall contact the Employer on any matter relating to his Tender from the time of the Tender opening to the time the contract is awarded. If the Tenderer wishes to bring additional information to the notice of the Employer, he should do so in writing.

Any effort by the Tenderer to influence the Employer's Tender evaluation, Tender comparison or contract award decisions, may result in the rejection of his Tender

44) Workmen and Wages:

The Contractor shall deliver, if ordered, a weekly return for all labour employed in writing in the requisite form as instructed by the Engineer or his representative.

The contractor shall have to engage sufficient number of technically qualified and skilled persons to supervise and execute the work **and this should be mentioned in the "Schedule-T" of the Contract.**

45.) Rate for payment against extra Items:**For Part-A**

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 rate; including surcharge in force at the time of acceptance of the tender, if any adopted by the Trustees with due regard to the accepted contractual percentage, if any, thereon, otherwise, if the rates are not available in the KoPT Schedule of Rates, then the Special Rates will be prepared as follows:-

- (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.

For Part-B

If excess work is required to be carried out in addition to the quantities stipulated in BOQ, the amount will be paid as per unit rate quoted in BOQ and as per actual measurement. In case of extra work the same will be paid as per rate of PWD schedule rate/ rate of reputed manufacturer/market rate, with justification of rates as the case may be.

46) Materials and Testing:

For Part-A

The contractor shall make his own arrangement for supplying all materials at site. Materials supplied by the contractor shall essentially conform to the relevant Indian Standard. Materials thus supplied shall be subject to testing by the Engineer at his discretion. Contractor shall make all arrangement for collection of samples, transportation of such samples and depositing them with the test laboratory as directed by the Engineer and also to deposit with the necessary laboratory charges for testing. Cost of such testing will be entirely borne by the contractor unless otherwise stated in the B.O.Q. In the event of material being found substandard, the contractor shall arrange for immediate removal of such materials from the work site at his cost.

For Part-B

Inspection and testing will be carried out by KOPT Engineer. Inspection will be carried out as applicable as per relevant Standard/ Technical Specification/Approved Drawing etc. Manufacturer's Test and guarantee certificate as applicable will have to be submitted for verification.

Inspection and testing will comprise prototype testing including mechanical and electrical measurements such as stress, temperature, voltage, current, and moisture test. Nondestructive test techniques such as ultrasonic test should be shown to indicate the thermal cycle, accelerated life cycle, mechanical impact, fatigue ,etc of the panel prior commissioning are to be carried out .Insulation Resistance, Earth Continuity and Earth Resistance tests etc. as applicable prior to commissioning are to be carried out for LT cable. All pre commissioning tests of the panels/equipments etc as applicable shall be carried out by the authorized representative of the firm having valid Supervisor's Certificate of Competency

47) Dock Permit: (If necessary/required)

For works inside the Docks, Dock permit required for men , materials, vehicles and equipments etc. are to be procured by the successful tenderer **at free of cost** as per recommendation of the executing departments/divisions indicating the specific number of free permits to be issued. But for creation of individual IDs in permit system a charge as applicable, will be levied per person (one time) even for companies/ Individuals who have been granted permission to obtain free permits by KoPT.

- 48)** The work has to be carried out in an operational zone. The tenderer should keep in mind that the work is to be executed without hampering the operational activities and should complete the work within the stipulated time specified in the tender.
- 49)** Unless otherwise mentioned, all the dismantled materials having sale value/which are re-usable should be forwarded to the departmental store /sales yard/other sites by the successful tenderer at his own cost by engaging transports, labours, loading, unloading and stacking the materials all complete as per instructions /directions of Engineer-in-Charge and no extra cost will be entertained for this.

50) Working Period:

Normally the work will be carried out between 8 A.M. to 5 P.M. on the Trustees' working days only. However, the tenderer should note that he might be required to carry out the job on Sundays, holidays and after normal working hours and at night in addition to the normal working hours to expedite the progress of the work if permitted by **Competent Authority**. The tenderer should include in his rates the cost, if any, involved on those accounts.

51) Measures against pollution: -

The contractor shall have to take proper measures against environmental pollution during execution of work as directed by the Engineer.

52.) Defect Liability Period:

The defect liability period for the work is **1 (One) year** from the date of completion. During this period, if any defect arises the contractor is bound to repair the same or take any other action as directed by the Engineer including replacement of the defective portion and redoing the same at his own cost **within 7 days in case of repairing and 21 days in case of replacement and re-doing from receipt of such instruction** failing which the work may be done by the Trustees' by some other agencies and the cost of which including 19¹/₄ % departmental charges **plus GST at applicable rate** will be recovered from the security deposit or any other dues of the contractor.

53. Few Special Conditions for Part –B i.e. for Electrical Works --

All Safety Regulations in vogue and as amended from time to time shall have to be satisfied.

Electricity will be provided free of cost from nearest available source for carrying out the works, if necessary.

All equipment covered under this tender must be of approved make and as specified in the Tender.

The tenderer/s shall submit manufacturers Test Certificates for all the bought-out items envisaged in the equipment.

The tenderer/s shall afford all facilities to the Engineer at their own arrangement for inspection and demonstration of the equipment, quoted for.

The tenderer shall along with the tender submit the detailed description of the equipment quoted for and enumerate the aspect of operation and maintenance facilities and shall enclose necessary literature.

All equipment covered under this tender must be available from indigenous sources and the tenderer/s shall confirm that spares will be available freely at least for a period of 5 years from the date of commissioning. No foreign exchange will be made available.

The equipment shall be supplied and delivered at the specified site.

The equipment/plant/machineries shall strictly conform to the tender specifications and shall be capable of satisfactorily performing the duties intended for in the specification.

For erection, of the plant/ equipment/ machineries/ item, all connected work including grouting bolts, Base frame and Bed plate etc. shall be provided by tenderer. During erection all tools and tackles are to be provided by Tenderer. Tenderer should guard all equipments, etc. at site by his own men at his own cost. However, only space for making temporary godowns can be provided.

All materials are to be supplied progressively as required at site subject to prior approval of Engineer or his representative.

TECHNICAL SPECIFICATIONS

Cable Laying

1.01 Item Details: - Following sizes of XLPE insulated, armoured, overall PVC sheathed armoured Al. conductor cable of approved make of 1100 volts grade conforming to IS: 7098(Part – I) / 1988 with latest amendment, are included under the scope of this tender

- a) 3.5 C x 240 mm² XLPE insulated PVC sheathed armoured Al. cable
- b) 3.5C x 185 mm² XLPE insulated PVC sheathed armoured Al. cable
- c) 3.5C x 70 mm² XLPE insulated PVC sheathed armoured Al. cable
- d) 4C x 25 mm² XLPE insulated PVC sheathed armoured Al. cable
- e) 4C x 16 mm² XLPE insulated PVC sheathed armoured Al. cable
- f) 2C x 16 mm² XLPE insulated PVC sheathed armoured Al. cable

± 5% variation will be allowed as per practice.

It shall be ensured that before dispatch, both ends of the cables are properly sealed to prevent ingress of moisture in the insulation. Direction of arrow must be marked on the cable drum.

Laying Underground:-

Cable shall be laid generally in accordance with I S:1255-1983. The average depth of trench for laying cable shall be as below:-

- i) Directly on ground - 0.75 m.
- ii) At road crossing - 1.00 m.

The trenches shall be excavated in reasonably straight line, and where there is a change in direction suitable curvature shall be provided with 12D radius where D is the diameter of the cable. Where gradients and changes in depth are unavoidable, this shall be gradual, except where otherwise directed by the Engineer. The cable shall be laid on a cushion of sand, protected with bricks placed on both sides (along the length of the cable) and top (across the length of the cable). After laying of the cable the duct shall have to be filled up by sand.

G.I. pipe of ISI make of suitable diameter shall have to be used where cable pass through walls, roads, drains, culverts, railway line etc.

GI pipe also shall be used if depth of cable trench is less than 750mm and further Excavation is not possible due to obstruction of existing material, which will be paid in actual. For one run of cable one GI pipe is to be considered. In other word two or more run of cable will not pass through one pipe. The cable trench shall be filled back with riddled soil obtained from excavation. This shall be done in layer and compacted. Cable route marker shall have to be provided at a maximum distance of 50 m.

Laying on wall or structure:

Where cable shall be laid on wall or structure, the cable shall be laid by using MS Clamp of adequate strength and size. The maximum distance between clamps shall not be more than 400mm. The cable shall run as straight as possible. There shall be GI pipe protection of 1 meter from each floor level during vertical run. When the cable shall pass through wall/floor etc necessary pipe protection shall have to be given. Where there is existing pipe between the floors is in a good condition, the same may be utilized. Neatness must be maintained.

Cable Termination

Termination of cable shall have to be made by using suitable compression cable gland and sockets by crimping to the size of the cable.

L.T Power Distribution Panel -I

L.T. Power Distribution Panel-I indoor type with degree of protection IP-54 fabricated not less than 2.5mm thick mild steel sheet over suitable size of angle iron frame for base channel with suitable size of stiffner for vertical & horizontal shall be provided . The Panel shall be self-supporting, compartmentalized and floor mounted. Incoming and Outgoing cable entry from bottom rear side. The doors shall be removable type mounted on hinge with key locking arrangement for each compartment. The Panel should be painted with Powder Coated superior quality paint after degerasing & rust free before phosphate treatment. Earth busbar of suitable size to be provided.

The panel shall incorporate of following:

- i) Incomer 1no. 415 volt, 400 amp., FP, MCCB, Type-C, 35KA of adjustable thermal and fixed magnetic setting .
- ii) Outgoing: - 6 nos. 415volt, 100 amp., FP, MCCB, Type-C, 25KA of adjustable thermal & fixed magnetic setting .
- iii) Busbar: 1set for 800 amp., 415volt, 50Hz, 3Phase & Neutral of copper with suitable size and lenght. Bus Bar materials should be Electrolytic Cooper, 90% pure in nature, Semisoft, Tin electroplated with heat shrinkable sleev.
- iv) 1 no. Digital Ammeter with Ass: 1 no. Digital Voltmeter with Vss with suitable C.T., & 3nos. RYB indication LED lamps and Fuses.
- v) Terminal and Inter connection with suitable size copper wire/strip/bar, jointing materials, extended terminals/spreader link, sockets, tapes etc. as required
- vi) S&F cable glands, lugs, jointing materials etc. as necessary for outgoing cables. vii) CT shorting link and Name Plate to be provided.

Installation

The above L.T. Power Distribution Panel-I shall be installed at Main Bldg. Switch Room. The panel is to be floor mounted, a cable trench to enter these cables to panel. These cable to be tightened with cable glands through gland plates fitted under the Panel. Adequate support system and fixtures to be given for mechanical strength by making suitable arrangements and should be connected to the existing earth with the help of spring washers, thimbles etc. to secure from contact.

L.T Power Distribution Panel –II

L.T. Power Distribution Panel-II indoor type with degree of protection IP-54 fabricated not less than 2.5mm. thick mild steel sheet over suitable size of angle iron frame for base channel with suitable size of stiffener for vertical & horizontal shall be provided. The Panel shall be self-supporting, compartmentalized and floor mounted. Incoming and Outgoing cable entry from bottom rear side. The doors shall be removable type mounted on hinge with key locking arrangement for each compartment. The Panel should be painted with Powder Coated superior quality paint after degreasing & rust free before phosphat treatment. Earth busbar of suitable size to be provided.

The panel shall incorporate of following:

- i) Incomer 1no. 415 volt, 400 amp., FP, MCCB, Type-C, 35KA of adjustable thermal and fixed magnetic setting.
- ii) Outgoing - 5 nos. 415volt, 100amp., FP, MCCB, Type-C, 25KA of adjustable thermal & fixed magnetic setting
- iii) Busbar: 1set for 800amp., 415volt, 50Hz, 3Phase & Neutral of copper with suitable size and length. Bus Bar materials should be Electrolytic Copper, 90% pure in nature, Semisoft, Tin electroplated with heat shrinkable sleeve.
- iv) 1 no. Digital Ammeter with Ass: , 1 no. Digital Voltmeter with Vss with suitable C.T., & 3nos. RYB indication LED lamps and Fuses.
- v) Terminal and Inter connection with suitable size copper wire/strip/bar, jointing materials, extended terminals/spreader link, sockets, tapes etc. as required
- vi) S&F cable glands, lugs, jointing materials etc. as necessary for outgoing cables.
- vii) CT shorting link and Name Plate to be provided

Installation

The above L.T. Power Distribution Panel-II is to be installed in the switch room of Annexe Building. The panel is to be floor mounted, a cable trench to enter these cables to panel. These cable to be tightened with cable glands through gland plates fitted under the Panel. Adequate support system and fixtures to be given for mechanical strength by making suitable arrangements and should be connected to the existing earth with the help of spring washers, thimbles etc. to secure from contact.

L.T Lighting Distribution Panel

L.T. Lighting Distribution Panel indoor type with degree of protection IP-54 fabricated not less than 2.5mm. thick mild steel sheet over suitable size of angle iron frame shall be provided. The Panel shall be self-supporting and wall mounted. The Panel should be painted with Powder Coated superior quality paint after degreasing & rust free before phosphat treatment. Continuous Earth busbar of suitable size to be provided.

The panel shall incorporate of following:

- i) Incomer 2nos (1 no. for CESC Supply & 1No. for Generator Supply) : (a)415 volt, 200 amp., FP, MCCB, Type-C, 25KA of adjustable thermal and fixed magnetic setting (b) On load Changeover with advance Neutral 1 no : Four Pole, 250 amps
- ii) Outgoing feeders:- 2 nos. 415volt, 63amp., FP, MCCB, Type-C, 25KA of adjustable thermal & fixed magnetic setting and 4nos. 415volt, 40amp, FP, MCCB, Type-C, 25KA and 3 nos. 32 amps C-type, 10KA, DP
- iii) Busbar: 1set for 400amp., 415volt, 50Hz, 3Phase & Neutral of copper with suitable size and length.

- iv) 1 no. Digital Ammeter with Ass:, 1 no. Digital Voltmeter with Vss with suitable C.T. and 2sets(1set for CESC and 1 set for Generator Supply) 3nos. RYB indication LED lamps and Fuses .
- v) Terminal and Inter connection with suitable size copper wire/strip/bar, jointing materials, extended terminals/spreader link, sockets, tapes etc. as required
- vi) S&F cable glands, lugs, jointion materials etc. as necessary for outgoing cables.
- vii) CT shorting link and Name Plate to be provided.

Installation

The above LT Lighting Panel is to be installed at the switch room of Head Office Main Building. The panel should be wall / floor mounted type including cable Alley ,if necessary, Adequate support system and fixtures to be given for mechanical strength by making suitable arrangements and should be connected to the existing earth with the help of spring washers, thimbles etc. to secure from contact.

Power Distribution Board Type -I

Vertical double door TPN MCB Power Distribution Board Type- I with IP-42/43 protection along with 100A, FP 415V, 25KA, C-type MCCB as Incomer and 6 nos. 63 amp, 415 volt, TP, 10KA, C-type MCB is to be provided. Terminal and Interconnection with suitable size of copper wire, extended terminals/spreader link sets and neutral link & provision for earthing attachment is to be provided.

Installation

5 nos of such PDB s are required to be installed. They are to be Installed, Tested and Commissioned with suitable arrangement mending good the damages to the original finish. The PSDBS are to be doubly earthed.

Location : Main Bldg each floor(3 No.) , IT Bldg (1 No) and OSD(Fin)/Dispensary/Esate (1 No.)

Power Distribution Board Type –II

Vertical double door TPN MCB Power Distribution Board Type- II with IP-42/43 protection along with 100A, FP 415V, 25KA, C-type MCCB as Incomer and 3 nos. 63 amp, 415 volt, TP, 10KA, C-type MCB as outgoing. Terminal and Interconnection with suitable size of copper wire , extended terminals/spreader link sets and neutral link & provision for earthing attachment is to be provided.

Installation

1 no of such PDB is required to be installed. They are to be Installed, Tested and Commissioned with suitable arrangement mending good the damages to the original finish. The PDB is to be doubly earthed. **Location** : Annexe Bldg -PRO (1 NO) .

Power Sub Distribution Board

Double door Power Sub Distribution Board with IP-42/43 protection along with 415 volt, 63 amp, 10KA, C-type, TPN MCB as Incomer and 6 nos. 32amp, 240 volt SP MCB Type-C, 10KA as outgoing inter connection with suitable size of cooper wire, extended terminal/spreader link set and neutral link & provision for earthing attachment are to be provided.

Installation

20 nos of such Sub Distribution boards are to be provided. They are to be Installed, Tested and Commissioned with suitable arrangement mending good the damages to the original finish. The PDB

is to be doubly earthed Location: Main Bldg Gr Fr-4, 1st Fr-4, 2nd Fr-3, IT Bldg -4, Pension cell-1, Annex Bldg PRO-1, OSD (fin) -1, Dispensary -1, Mohana -1,

Lighting Distribution Board-I

Double door TPN MCB Lighting Distribution Board Type -I with IP-42/43 protection along with 63A, 10KA, 415V, C-type TPN MCB as Incomer and 04 nos. 40A, 10KA, C-type TPN MCB as outgoing, inter connection with suitable size of copper wire and neutral link & provision for earthing attachment is to be provided

Installation

1 no of such LDB is required to be installed. They are to be Installed, Tested and Commissioned with suitable arrangement mending good the damages to the original finish. The LDB is to be doubly earthed.

(Location: OSD-Finc)

Lighting Distribution Board-II

Double door TPN MCB Lighting Distribution Board Type-II with IP-42/43 protection along with 63A, 10KA, 415V, C-type TPN MCB as Incomer and 03 nos. 63A, 10KA, C-type TPN MCB as outgoing, inter connection with suitable size of copper wire, extended terminal/spreader link set and neutral link & provision for earthing attachment is to be provided.

Installation

1 no of such LDB is required to be installed. They are to be Installed, Tested and Commissioned with suitable arrangement mending good the damages to the original finish. The LDB is to be doubly earthed.

(Location: 1st Floor, Main Building)

Lighting Distribution Board-III

Double door TPN MCB Lighting Distribution Board Type-III with IP-42/43 protection along with 63A, 10KA, 415V, C-type TPN MCB as Incomer and 06 nos. 40A, 10KA, C-type SP MCB as outgoing, inter connection with suitable size of copper wire, extended terminal/spreader link set and neutral link & provision for earthing attachment is to be provided.

Installation

1 no of such LDB is required to be installed. They are to be Installed, Tested and Commissioned with suitable arrangement mending good the damages to the original finish. The LDB is to be doubly earthed. (Location: 1st Floor, Main Building)

Lighting Sub Distribution Board-I

Lighting Sub Distribution Boards Type -I having 40A, 10KA, 240V C-type SP MCB as Incomer and 8 Nos. 6-32A, 10KA, 240V C-type SP MCB as Outgoing inter connection with suitable size of copper wire and neutral link & provision for earth attachment are to be provided.

Installation

5 nos of such boards are to be provided. They are to be Installed, Tested and Commissioned with suitable arrangement mending good the damages to the original finish. The LSDB is to be doubly earthed.

(Location: Ground Floor -2 No. and 1st Floor -3 No. of Main Building)

Lighting Sub-Distribution Board-II

Lighting Sub Distribution Board Type -II along with 40A, 10KA, 415V C-type TPN MCB as Incomer and 12 Nos. 6-32A, 10KA, 240V C-type SP MCB as Outgoing inter connection with suitable size of copper wire and neutral link & provision for earth attachment are to be provided.

Installation

2 nos of such boards are to be provided. They are to be Installed, Tested and Commissioned with suitable arrangement mending good the damages to the original finish. The LSDB are to be doubly earthed.

(Location: OSD-Fin.& Dispensary)

Light Fittings Item details

- (a) 39 W/40 W decorative LED recess mounted cool white tube light fittings with extra high efficiency having Aluminium constructed body and unique reactive passive driver of leading power factor is to be supplied from approved make.

(b)

Installation

The above LED tube light fittings and with all other accessories shall be installed on the wall/ false ceiling as per site requirement. Cost of round block/down rod should be included in the installation wherever required.

Ceiling Fans, Wall fans and Exhaust Fans

Item details

Energy saving, 3 blade, ball bearing type, armature with copper winding, ceiling fan of 1200 mm sweep complete with blade, canopy of approved make of appropriate colour are to be provided.

Axial flow type exhaust fans of size 300mm sweep heavy duty complete with blade & shutter which should be dust and water proof, capable of giving good ventilation effect with low noise having copper coil wounded armature of approved make are to be provided.

Cabin Fans of 400mm sweep of swinging type to with-stand fluctuations in voltage provided with ball bearings of approved make of appropriate colour are to be provided and the fans should give optimum performance & provide effective cooling in Summer.

Installation

The ceiling fans complete with blades, canopy, fork, rubber and electronic step regulator are to be installed in the ceiling hook. Down rods are to be provided wherever necessary.

The exhaust fan shall be fixed on frame on wall after cutting the wall and making hole, by fixing the frame of exhaust fan on this hole with the help of suitable screws/nuts & bolts including electrical connection and finishing the surface of the holes.

Cabin fans are to be installed on the wall by S&F rag , bolts, nuts washers etc and flexible copper wire as required.

Call-bell.

230V, AC/DC Call-bell (Approved make) on HW board including S&F HW board with bell push shall be provided

Installation

The call bell shall be installed at the suitable location and push switch shall be installed at the room as directed.

AC Starter for Air-conditioner Machine

AC Starter suitable for 2.0 T AC units : These units shall be surface mounted push button type AC starter suitable for 2Ton A.C m/c , with plug top, DP MCB and socket shall be provided . The plug top and socket shall be installed at the suitable location near to the AC unit in a MS box of required size. The starter unit with DP MCB shall be installed at the suitable location so that the same can be operated easily. MS box of required size shall have to be supplied by the tenderer. Cost of MS box shall be included in its installation price

Distribution Wiring , Point wiring

Details are given in **BOQ items**

Earthing :

All distribution boxes shall have to be earthed in accordance with the requirement of Indian Electricity Rules and IS 3043 . Interconnections of two earth stations have to be done by 25 x 6 mm GI flats shall be used for same.

Earthing shall be provided with 50 mm dia GI pipe 3.64 mm thick x 3.04 Mts long and 1x4 SWG GI (Hot Dip) wire (4 Mts. Long), 13 mm dia x 80 mm long GI bolts, double nuts, double washers incl. S & F 15 mm dia GI pipe protection (1 Mt. long) to be filled with bitumen, partly under the ground level and partly above ground level driven to an average depth of 3.65 Mts. below the ground level & restoring surface duly rammed.

Masonry enclosure shall be provided on the top of earth electrode of overall size 86.36cm x 86.36cm x 46cm deep (below Ground level) complete with cemented brickwork (1:6) of 25 cm width duly plastered with cement mortar (inside) CI hinged inspection cover of size 35.56 x 35.56 cm with locking arrangement, GI reducer including drilling of 46 nos 12 mm dia holes on the GI pipe and treatment of soil by using salt & charcoal or coke for plate electrode.

Other Items specifically not mentioned in the T.S.

shall be as per BOQ. Any other item required for installation but specifically not mentioned either in the BOQ or the T.S. like requisite length of MS Pipes, clamps and accessories shall be deemed to be included in the rates for installation of the items for which these items are intended. Tenderers are advised to build up the installation prices accordingly. Any claim in this regard on the plea that the item is not specifically mentioned shall not be entertained.

Dismantling & shifting of old materials:

On completion of works, the contractor shall reinstate and make good at his own expense any property or land which might have been disturbed and/or damaged by his works. The items to be removed include all wiring, fittings, switchfuse units & accessories etc. Contractor should also clean the site as required during execution and fully clear the site after completion of all the works. Any holes/drillings/openings/damages made on the wall/roof for drawing of cables/installation of equipments shall be made good by the tenderer at his own cost.

All useable spares viz. lamps, holders, are to be returned to the office of the EF, NSD. Other defective / unusable spares including unserviceable fittings, switches etc. are to be transported to handed over to KoPT official.

List of Approved Makes

Item	Make
MCCB / MCB / DBs/Sub DBS/ Switch fuseunit/Main Switch/ Changeover switch	ABB/Siemens/ Havells/L&T/ Crompton / Legrand /any other reputed make
Luminaries, lamps.	Philips/ Bajaj/ Crompton /Anchor/Sigma/GE/any other reputed make
PVC Copper wire for internal wiring	KDK-Evershine/Finolex/Havells/ National/Polycab/
Piano type switches/ Socket/Ceiling Rose/ Electronic regulator.	Havells/Anchor/ Ellora/ Precision/ Rider/ /Pritam/Sleek/any other reputed make
L.T. power cable	Havells/Gloster/Polycab/Crystal/Nicco
Ceiling Fan ,Exhaust Fan, Cabin /Wall Fan	Havells/Usha/Orient /Crompton Greaves/Bajaj/Polar
Starter for A.C. machine	Havells/North West/Anchor/ Crabtree/ Any Other reputed make

N.B- Any other reputed make will only be considered if none of the make as mentioned in the list are not available in the market for some reason or the other.

Inspection and Testing :-

Inspection and testing will be carried out by KOPT Engineer. Inspection will be carried out as applicable as per relevant Standard/ Technical Specification/Approved Drawing etc. Manufacturer's Test and guarantee certificate as applicable will have to be submitted for verification.

Inspection and testing will comprise prototype testing including mechanical and electrical measurements such as stress, temperature, voltage, current, and moisture test. Nondestructive test techniques such as ultrasonic test should be shown to indicate the thermal cycle, accelerated life cycle, mechanical impact, fatigue ,etc of the panel prior commissioning are to be carried out .Insulation Resistance, Earth Continuity and Earth Resistance tests etc. as applicable prior to commissioning are to be carried out for LT cable. All pre commissioning tests of the panels/equipments etc as applicable shall be carried out by the authorized representative of the firm having valid Supervisor's Certificate of Competency.

Drawings: On completion of all work, the Contractor shall furnish the "DIAZO" and three copies of all "As made" drawings including cable route diagram to the Engineer without any cost

Testing and commissioning:

Before each test, the Contractor shall obtain permission from the Engineer and all tests shall be conducted in presence of duly authorized representative and the Electrical Inspector wherever it is necessary. Record of each test shall be prepared after the test and this record shall be signed by the

Contractor's representative conducting the test. Copies of those records in quadruplicate shall be submitted to the Engineer. A certificate in quadruplicate shall be furnished by the Contractor countersigned by his certified Supervisor under whose direct supervision the installation has been carried out

Identification mark: For identification of various equipment letter/figure writing of sizes varying from 12 mm. to 75 mm. with enamel paint of approved shade /standard ferules are to be carried out as per directive of Engineer.

Shock treatment chart, statutory warning signals, insulated mats, fire extinguisher, fire fighting buckets filled with sand etc. are to be provided, if required, inside the installation as per statutory requirement.

**SCHEDULE T
KOLKATA PORT TRUST**

Annexure-C(Contd)

**CONCURRENT COMMITMENT(S) OF THE BIDDER (i.e Works In The Hand Of The Bidder At
The Time Of Submission Of Tender Offer)**

(To be submitted with part-I of Offer)
Bidders must fill in the under noted columns.

Sl. No.	Full particulars of works to be executed concurrently by the bidder. (i) Name of work. (ii) Client. (iii) W.O. No. & Date.	Sanctioned Tender Value. (in Rs.)	Completion time as stated in tender.	Name and address to whom reference can be made.
1	(i)			
	(ii)			
	(iii)			
2	(i)			
	(ii)			
	(iii)			
3	(i)			
	(ii)			
	(iii)			
4	(i)			
	(ii)			
	(iii)			

(To be submitted with Part-I of Offer)**Annexure-C(Contd)****SCHEDULE 'O' SHEET – 1**

The Bidders are also requested to furnish the following particulars:-

A) In case of Limited Company -

- 1) Name of Company :
- 2) Address of its present registered office. :
- 3) Date of its incorporation :
- 4) Full name and address of each of its Directors – any special particulars as to Directors if desire to be stated. :
- 5) Name, address and other necessary particulars of Managing Agents, if any appointed by the Company. :
- 6) Copies of Memorandum, Articles of Association (with the latest amendments, if any). :
- 7) Copies of audited balance sheets of the Company for the last **three years**. :

B) In case of a firm -

- 1) Name and address of the firm. :
- 2) When business started :
- 3) If registered a certified copy of certificate of registration. :
- 4) A certified copy of the Deed of Partnership :
- 5) Full name and address of each of the partners and the interest of each partner in the partnership – any special particulars as to partners if desired to be stated. :
- 6) Whether the firm pays income tax over Rs.10, 000/- per year :

(To be submitted with Part-I of Offer)

SCHEDULE 'O' SHEET – 2.

C) In case of an Individual:

- 1) Full name and address of the Bidder any :
special particulars of the Bidder if desired to
be stated.
- 2) Name of the father of the Bidder. :
- 3) Whether the Bidder carries on business in his :
own name or any other name.
- 4) When business was started and by whom. :
- 5) Whether any other person is interested in :
the business directly or indirectly, if so, name
and address etc. of such persons and the
nature of such interest.
- 6) Whether the Bidder pays Income Tax over :
Rs.10, 000/- per year.

Dated:

(Full signature of Bidder)

(Proforma of Performance certificate/credential of works)

[To be issued on issuing authority's letterhead duly signed with office seal]

1.	Name of the Certifying Authority:	
2.	Name of the work :	
3.	Name of the Contractor :	
4.	Schedule date of commencement and completion of the work as per Work Order :	
5.	Date of actual commencement of work & date of actual completion :	
6.	i) If there is time overrun, whether delay is due to the contractor (Yes/No.): ii) If yes, what is the extent of delay attributable to the contractor :	
7.	Sanctioned Tender value & Actual value executed :	
8.	Quality of work (Excellent/satisfactory/poor) :	
9.	Remarks (If any) :	

ANNEXURE – D**DOCUMENTS TO BE UPLOADED ALONG WITH Part –I****Scan copy of the following documents to be uploaded:-**

- i) GST registration certificate.
- ii) Valid Trade Licence.
- ii(b) The Firm has to submit copy of Valid Electrical Contractor License or the Firm has to submit the copy of electrical supervisory License of the person who will carry out the electrical job.
- iii) Valid Professional Tax Clearance Certificate / Up to date tax payment challan.
- iv) Proof of possessing valid Employees' Provident Fund (EPF) Account. EPF Registration Certificate.
- v) Proof of being registered with Employees' State Insurance Corporation (ESIC), ESI Registration Certificate.
- vi) Details of the firm as per Schedule-O (in Part-I) of the tender document duly filled up.
- vii) Credentials in the form of copies of Letters of Award of Works along with corresponding Completion Certificates from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
- viii) Balance sheet and Profit and Loss account / Trading account for the last 3 (three) financial years **(i.e. 2014-2015, 2015-2016 and 2016-17)**. The same should be audited as per relevant norms wherever required.
- ix) **A list of technically qualified and skilled persons would be engaged to supervise and execute the work**
- x) EMD & Cost of Tender documents/ NSIC certificate
- xi) PAN Card
- xii) Undertaking of the tenderer to be submitted as per enclosed Pro-forma (Annexure D1) in lieu of submission of signed copies of the full Tender document, Addenda, Corrigendum & G.C.C.
- xiii) Self declaration of the bidder that the Bidding Firm is presently not debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.
- xiv) **Declaration about 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.**
- xv) A list of works which are in hand at the time of submitting the offer as per the enclosed proforma titled 'Concurrent Commitments of The Bidder vide '**Schedule – T**' in part-I of the tender document
- xvi) The last page of B.O.Q" & "Form Of Tender" (without price quoted) shall only be signed and stamped by the Bidder.

N. B.-1 The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities.

N.B.-2 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.**

ANNEXURE –D-1**E-Tender No.** KoPT/Kolkata Dock System/CE/177/17-18/ET/424**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD,
SIGNED, SCANNED AND UPLOADED]****Undertaking to be submitted in lieu of uploading/submitting signed copy of full tender document**

Ref. No.....

Date

The Chief Engineer,
Kolkata Port Trust,
Civil Engineering Department,
15, Strand Road,
Kolkata – 700 001

(In case of Part B , address to the CME, **8, C.G.R. Road, Kolkata 700043**)

Dear Sir,

1. We,(Name of Tenderer) have fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any, downloaded from under the instant e-tender and no other source, and will comply to the said document, Corrigendum, GCC and Addenda.

We are submitting this undertaking in lieu of submission of signed copy of the full Tender Document, GCC, Corrigendum and Addenda

Yours faithfully,

Signature of Tenderer.....

Name:

Designation:

Date :

Seal of the tenderer.....

कोलकाता पत्तन न्यास
Kolkata Port Trust
सिविल इंजीनियरिंग विभाग
CIVIL ENGINEERING DEPARTMENT
 १५, स्ट्रैंड रोड, कोलकाता -७००००१
 15, Strand Road, Kolkata – 700001

NIT No.: KOPT/KDS/CIV/T/2189/36/1 Dated.18.11.2017

NOTE: Last Date of Download of tender documents
: 19.12.2017(up to 1400 hours)

Tender is due for submission by 3:00 P.M.
On 20.12.2017

PRICE BID (PART-II)

For Part A "Modification of certain rooms of Administration Department & Finance Department at ground floor and first floor of KoPT Head Office old building for required provision of Air Conditioning" and for Part B "Electrical installation work in connection with installation of AC machines in the various offices of Civil, Finance and GAD at Head Office"

Annexure-E (Contd.)

E-TENDER For Part A "Modification of certain rooms of Administration Department & Finance Department at ground floor and first floor of KoPT Head Office old building for required provision of Air Conditioning " **and for Part B** "Electrical installation work in connection with installation of AC machines in the various offices of Civil, Finance and GAD at Head Office"

E -TENDER NO : KoPT/Kolkata Dock System/CE/177/17-18/ET/424

PART –II/PRICE BID

TENDER PARTICULARS

ESTIMATED COST=	:	Total Value=Rs.67,05,239.18 (Rupees sixty seven lakh five thousand two hundred and thirty nine and paise eighteen) only
COST OF TENDER DOCUMENTS (non-refundable)		Total Rs.3,000.00
EARNEST MONEY	:	For whole – Rs. 1,34,110/-
TIME OF COMPLETION	:	10 (Ten) Months for the whole job.
PERIOD OF DOWNLOAD OF E-TENDER (Both Days Inclusive)		30.10.2017 to 16.11.2017 (UPTO 14:00 HRS.) (Bid documents will be available on MSTC, Website). Bidders will have to participate in bidding process through website www.mstcecommerce.com only.
DATE AND TIME FOR PRE-BID MEETING & SITE VISIT	:	pre bid meeting to be held on 13.12-2017 at 11-00 AM (or after that on any working day) at Head Office in the room of the S.E.(Contract.)
LAST DATE OF SUBMISSION OF E-TENDER AND OPENING OF COVER-I OF THE TENDER	:	20.12.2017 Submission Up to 15:00 hrs. Opening After 15:30 hrs.

कोलकाता पत्तन न्यास
Kolkata Port Trust
सिविल इंजीनियरिंग विभाग
CIVIL ENGINEERING DEPARTMENT
PREAMBLE TO THE BILL OF QUANTITIES

E-TENDER FOR " Modification of certain rooms of Administration Department & Finance Department at ground floor and first floor of KoPT Head Office old building for required provision of Air Conditioning "

E -TENDER NO: KoPT/Kolkata Dock System/CE/177/17-18/ET/424

The Bill of Quantities must be read with the General Conditions of Contract, the Special Conditions of Contract and the Particular Specifications of Work and the Bidder is deemed to have examined the above documents and to have thoroughly familiarise himself with the total scope of work and its mode of execution.

1.2 The quantities given in the Bill of Quantities are approximate only and are given to provide a common basis for tendering. Payment will be made according to the quantities of each item of work actually carried out at the accepted rates as per Order Letter. The measurements of each item of work shall be measured jointly by the Engineer or his Representative.

1.3 General direction and description of work or materials given elsewhere in the contract documents are not necessarily repeated in the description of items in the Bill of Quantities.

1.4 The prices and rates entered by the Contractor in the Bill of Quantities shall be deemed to cover the complete and finished work, inter-alia, all costs and expenses which may be required for successful completion of the works together with all risks, liabilities, contingencies, insurance, octroi, royalties, taxes and obligations imposed or implied by the Contractor.

1.5 Where separate items such mobilisation, demobilisation, temporary works etc., have not been provided in the Bill of Quantities for works required under the Contract, then the cost of such works shall be deemed to have been included in the prices and rates of other items.

1.6 Without affecting the generality of the foregoing provisions, the prices and rates entered in the Bill of Quantities by the Contractor shall include inter-alia, all costs and expenses involved in or arising out the followings:-

1.7 The provision, storage, transport, handling, use distribution and maintenance of all materials, plans, equipment machineries and tools including all costs, charges dues demurrages or other outlays involved in the transportation.

1.8 The provision and maintenance of all his staff and labours and their payments, accommodation, transport, taxes and other requirements.

1.9 Setting out including the location and preservation of survey markers, measurement and supervision.

2.0 The provision, storage, transport, use handling, distribution and maintenance of consumable stores, fuel, water and electricity.

2.1 All First Aid, Welfare and safety requirements.

2.2 Damage caused to the works, plants, materials and consumables stores caused by weather.

2.3 Licence, fees and other charges for compliance of Government Acts and Rules that are in force and applicable.

2.4 The Contractor should be held responsible for the safe custody of materials, machineries etc. at site procured by him or issued to him by the Trustees.

2.5 This being a **percentage rate tender for Part A and Item Rate tender for part B**, the Bidder shall quote his rates as percentage above / below / at par with the estimated amount put to tender for Part A **on line** based on his own analysis. For Part B the bidder should quote rate for individual item on the basis of his own analysis.

The Tender Price thus established would be taken for comparative evaluation of E-Tenderer.

कोलकाता पत्तन न्यास
Kolkata Port Trust
सिविल इंजीनियरिंग विभाग
CIVIL ENGINEERING DEPARTMENT
BILL OF QUANTITIES

E-TENDER For Part A "Modification of certain rooms of Administration Department & Finance Department at ground floor and first floor of KoPT Head Office old building for required provision of Air Conditioning " and **for Part B** "Electrical installation work in connection with installation of AC machines in the various offices of Civil, Finance and GAD at Head Office"

E -TENDER NO : KoPT/Kolkata Dock System/CE/177/17-18/ET/424

Part A: Civil Works

BILL OF QUANTITIES

Sl. No.	Description of Item	Quantity	Rate (Rs. P.)	Unit	Amounts (Rs. P.)
1	Dismantling carefully wooden walling, flooring or ceiling and stacking dismantled materials as directed.	30.00 Sqm.	Rs.15.00	Sqm.	Rs.450.00
2	125 mm. thick brick work with 1st class bricks in cement mortar (1:4) . (a) In ground floor.	50.00 Sqm.	Rs.783.00	Sqm	Rs.39,150.00
	(b) In 1 st Floor.	25.00 Sqm	Rs.795.00	Sqm.	Rs.19,875.00
3	Brick work with 1st class bricks in cement mortar (1:6) In superstructure, (a) In ground floor	15.00 Cum	Rs.5,943.00	Cum	Rs.89,145.00
	(b) In 1 st floor	1.50 Cum	Rs.6,055.00	Cum	Rs.9,082.50
4	Plaster (to wall, floor, ceiling etc.) with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints including throating, nosing and drip course, scaffolding/staging where necessary (Ground floor).[Excluding cost of chipping over concrete surface] (i) With 1:6 cement mortar (a) 15 mm thick plaster	350.00 Sqm.	Rs.156.00	Sqm	Rs.54,600.00
	(b) 20mm thick plaster	75.00 Sqm.	Rs.181.00	Sqm.	Rs.13,575.00
	(c) In 1 st floor 15mm. thick plaster	75.00 Sqm.	Rs.160.00	Sqm	Rs.12,000.00
5	Rendering the surface of walls and ceiling with white cement based wall putty of approved make and brand (1.5mm thick)	500.00 Sqm.	Rs.122.00	Sqm	Rs.61,000.00

7	Applying Interior grade Acrylic Primer of approved quality and brand on plastered or concrete surface old or new surface to receive Distemper/ Acrylic emulsion paint including scraping and preparing the surface thoroughly, complete as per manufacturer's specification and as per direction of the EIC. (b) One Coat. i) Water based interior grade Acrylic Primer.	1,100.00 Sqm.	Rs.3,333.00	% Sqm	Rs.36,663.00
8	Applying Acrylic Emulsion Paint of approved make and brand on walls and ceiling including sand papering in intermediate coats including putty (to be done under specific instruction of Superintending Engineer) (Two coats) Standard Quality.	1,100.00 Sqm.	Rs.67.00	Sqm	Rs.73,700.00
9	Stripping off worn out plaster and raking out joints of walls, ceilings etc. up to any height and in any floor including removing rubbish within a lead of 75m as directed.	50.00 Sqm.	Rs.19.00	Sqm	Rs.950.00
10	Wood work in door and window frame fitted and fixed in position complete including a protective coat of painting at the contact surface of the frame excluding cost of concrete, Iron Butt Hinges and M.S clamps. (The quantum should be corrected up to three decimals). d) Sal : Local	0.50 Cum.	Rs.89,279.00	Cum	Rs.44,639.50
11	Supplying solid flush type doors of commercial quality, the timber frame consisting of top and bottom rails and side styles of well seasoned timber 65mm wide each and the entire frame fitted with 37.5mm wide battens places both ways in order to make the door of solid core and internal lipping with Garjan or similar wood veneers using phenol formaldehyde as glue etc. complete, including fitting, fixing shutters in position but excluding the cost of hinges and other fittings in ground floor. (b) 32 mm thick shutters (single leaf)	15.00 Sqm.	Rs.2,785.00	Sqm	Rs.41,775.00
12	Partition of teak veneer [1 mm] as per design fitted and fixed complete (excluding the supporting frame work & necessary teak wood battens): In ground floor; (i) 4mm thick commercial quality	30.00 Sqm.	Rs.537.00	Sqm	Rs.16,110.00
13	French polishing to wood work including preparing surface (ordinary gloss) (a) On new wood work	30.00 Sqm.	Rs.492.00	Sqm	Rs.14,760.00
15	Supplying, fitting and fixing boiling water	125.00	Rs.1,504.00	Sqm	Rs.1,88,000.00

	resistant ply conforming to IS: 303-1989 bonded with phenol formaldehyde synthetic resin of approved make and brand fitted and fixed as per design as per approval and direction of Engineer-in-Charge.[excluding the cost of supporting frame work and teak wood batten/Lipping] In Ground Floor iv) 12mm	Sqm.			
16	Wood work in posts, post plates, rafters, battens, truss members, purlins etc. fitted and fixed complete (excluding the cost of bolts, paints, but including the cost of nails, screws etc.) Sal : Local.	1.50 Cum.	Rs.89,345.00	Cum	Rs.1,34,017.50
18	Supplying best Indian sheet glass panes set in putty (as per I.S specification) and fitted and fixed with teak wood beads and nails complete. (In all floors for internal wall & upto 6 m height for external wall) (ii) 4 mm thick	25.00 Sqm.	Rs.972.00	Sqm	Rs.24,300.00
19	Renewing worn out putty of glass panes : (a) Panes not exceeding 0.2 Sq.m	20 Nos.	Rs.35.00	Each	Rs.700.00
21	Priming one coat on timber or plastered surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc. (This item is applicable to new work or old work when the original surface has been exposed by removal of old paint.)	1100.00 Sqm.	Rs.41.00	Sqm	Rs.45,100.00
22	Priming one coat on steel or other metal surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc. (This item is applicable to new work or old work when the original surface has been exposed by removal of old paint.)	250.00 Sqm.	Rs.31.00	Sqm	Rs.7,750.00
23	Painting with best quality synthetic enamel paint of approved make and brand including smoothening surface by sand papering etc. including using of approved putty etc. on the surface, if necessary : On timber or plastered surface : Two coats (with any shade except white)	1100.00 Sqm.	Rs.89.00	Sqm	Rs.97,900.00
24	Painting with best quality synthetic enamel paint of approved make and brand including smoothening surface by sand papering etc. including using of approved putty etc. on the surface, if necessary : On steel or other metal surface: With super gloss (hi-gloss) Two coats (with any shade except white)	250.00 Sqm.	Rs.86.00	Sqm	Rs.21,500.00
25	Iron butt hinges of approved quality fitted and fixed with steel screws, with ISI mark. 100mm. X 58mm. X 1.90mm.	25 Nos.	Rs.52.00	Each	Rs.1,300.00

26	Anodised aluminium D-type handle of approved quality manufactured from extruded section conforming to I.S. specification (I.S. 230/72) fitted and fixed complete: With continuous plate base (Hexagonal/ Round rod) 100 mm grip x 10 mm dia rod.	15 Nos.	Rs.79.00	Each	Rs.1,185.00
27	Iron hasp bolt of approved quality fitted and fixed complete (oxidised) with 16mm dia rod with centre bolt and round fitting. 250mm long.	10 Nos.	Rs.184.00	Each	Rs.1,840.00
28	Hydraulic door closer of approved quality as per I.S.I. standard fitted and fixed complete. Medium type (I.S.I. size 2)	20 Nos.	Rs.1,562.00	Each	Rs.31,240.00
29	Supplying & laying of approved make and brand of scratch proof, flexible & homogeneous P.V.C. Vinyl flooring conforming to IS:3462 – 1982 in required finish, fixed with synthetic acrylic adhesive after preparing the floor, levelling & smoothening when necessary with suitable putty, as per the design & instruction of the Engineer-in-charge. 2 mm thick (Plain)	500.00 Sqm.	Rs.583.00	Sqm	Rs.2,91,500.00
30	Anodised aluminium barrel / tower / socket bolt (full covered) of approved manufactured from extruded section conforming to I.S. 204/74 fitted and fixed with cadmium plated screws: 225mm long x 10mm dia. Bolt.	15 Nos.	Rs.98.00	Each	Rs.1,470.00
31	False Ceiling with concealed metal (G.I.) Framework : Providing and fixing in position 6 mm. thick High Pressure Steam cured non-asbestos Fiber Cement Ceiling Board (Density > 1250 Kg/M3) Confirming IS 14862 & Type – B Category - III of ISO 8336, Tested as per AS-1530 Part - 3 & BS-476 Part - 4,5,6,7 & 8 fixed to G.I. Section (perimeter channels having one flange of 20 mm. and another flange of 30 mm. with thickness of 0.55 mm. and web of length 27 mm., along the perimeter of the ceiling, screws fixed to the wall with help of nylon sleeves or PVC dash fasteners @ 610 mm c/c. then suspend G.I. intermediate 'C' section with web 45 mm. and flanges of 15 mm. each from soffit @ 1200 mm c/c with ceiling angle of size 25 mm. X 10 mm. X 0.55 mm. Fixed to soffit G.I. Cleat and Steel expansion fasteners. Ceiling section of 0.55 mm. thickness having web of 51.5 mm. And two flanges of 26 mm. each with lips of 10.55 mm., are then fixed on to the intermediate channel with the help of connecting clips in the direction	500.00 Sqm.	Rs.595.00	Sqm	Rs.2,97,500.00

	<p>perpendicular to the intermediate channel @ 610 mm c/c) with fully threaded fiber cement screws @ 300 mm c/c. All complete as per the drawing and direction of Engineer-in-Charge. Jointing should be done by Elasto jointing compound and top finish with putty as specified by manufacturer.</p> <p>Section specification :-</p> <p>Perimeter Channel 30 mm X 20 mm X 27 mm, thickness 0.55 mm (min).</p> <p>Intermediate Channel:- 15 mm X 45 mm, thickness 0.90 mm (min).</p> <p>Ceiling Section: 51.5 mm X 26 mm X 10.55 mm, thickness 0.55 mm (min).</p> <p>Ceiling Angle: 25 mm X 10 mm, thickness 0.55 mm (min). In ground floor.</p> <p>False Ceiling (with 6mm thick Fibre Cement Standard Ceiling Board and E-Grid T-2430).</p>				
32	<p>M.S. structural works in columns, beams etc. with simple rolled structural members (e.g. joists, angle, channel sections conforming to IS: 226, IS: 808 & SP (6)-1964 connected to one another with bracket, gussets, cleats as per design, direction of Engineer-in-charge complete including cutting to requisite shape and length, fabrication with necessary bolting, metal arc welding conforming to IS: 816-1956 & IS: 1995 using electrodes of approved make and brand conforming to IS:814- 1957, haulage, hoisting and erection all complete. The rate includes the cost of rolled steel section, consumables such as electrodes, gas and hire charge of all tools and plants and labour required for the work including all incidental charges such as electricity charges, labour insurance charges etc.</p> <p>Payment to be made on the basis of calculated weight of structural members only in finished work as per IS specified weight. Payment for gusset, bracket, cleat, rivets, bolts and nuts may be made by adding the actual weight of such items with the weight of finished structural members or 7% of weight for finished structural members weighing not less than 22.5 Kg. / m. or 15 % of weight for finished structural members weighing less than 22.5 Kg. / m. may be increased allow for bracket, cleat, rivet, bolts and nuts etc. and no separate payment being made for these items, as per direction of Engineer In Charge. The rates are considered for a</p>	3.00 MT.	68292.00	MT	Rs.2,04,876.00

	height of erection 8m. / 2nd floor level from the ground. Add 1.5% extra over the rate for each additional floor or 4 m beyond initial 8m. or part thereof. For structural members of specified sections weighing less than 22.5 Kg/m				
33	Supplying unskilled labourers for shifting of office furniture's etc. as directed (duty hrs. 8 A.M. to 5 P.M. including 1 hrs. recess)	25 Nos.	Rs.580.53	Each	Rs.14,513.25
34.	Supplying profiles of required section made of Aluminium Alloy Extrusions conforming to IS: 732-1983 and IS: 1285-1975; Anodized (with required film thickness and specified colour / natural) matt finished conforming to IS: 1868-1983 for fabrication of composite door, sliding & casement windows, partitions, formed of basic sections of any ISI embossed / certified make and brand as per direction of Engineer - In-Charge. (Payment will be made on finished length of the work). (A) In 10-12 Micron thickness Anodizing film. I) Natural white. Fixed partitions. (Unsupported length of vertical member upto 1.5 mtr. Height of both ends of vertical member restrained but panels within 0.9 sq.m.) i) Top , bottom & side member ii) Intermediate member iii) Glazing clip.	25 Mtr. 25 Mtr. 150 Mtr.	Rs.382.00 Rs.403.00 Rs.50 .00	Mtr. Mtr. Mtr.	Rs.9,550.00 Rs.10,075.00 Rs.7,500.00
35.	Labour charge for fabrication and installation of composite door, window , partitions made from anodized extruded alloy aluminium sections for the following units:- (D) Partly glazed and partly panelled partition or fixed glazing made of extruded and anodised alloy aluminium sections, fabrications after cutting to proper shape and size, drilling and aligning fitted with inbuilt locking arrangement cutting the glass / board (prelaminated / particle / block) to requisite shape and size moulding the edges fitted and fixed glazing clips and dry set neoprene /EPDM gasket, along with all other necessary arrangements for fixing the partition to walls, floors, beams ,columns polysulphide sealant for water proofing if necessary complete in all respect as per drawing and specifications and direction of the	10 Sqm.		Sqm.	Rs.7,360.00

	Engineer in charge. The rate includes the hire charge of all tools and plants, adhesive, joineries such as screw, fastener but excluding the cost of extruded aluminium sections, EPDM gasket, glass, board, glazing clips, locking arrangement, etc. I) For partitions using section of size: a) 63.50 mm x 38.10 mm		Rs.736.00		
36.	Supplying bubble free float glass of approved make and brand conforming to IS: 2835-1987. 6mm thick clear glass.	10 Sqm.	Rs.726.00	Sqm.	Rs.7,260.00
Part --A----- Total..... Rs.19,33,911.75					

(Rupees Nineteen Lakh Thirty Three Thousand Nine Hundred Eleven and Seventy Five Paise Only)

C.O. to next Page

B. F. From pre- Page For Part A

Total Amount = Rs. 19,33,911.75

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

(a).....%	} <u>price not to be quoted here</u>	
(in figures)		
.....Percent	} Below par (-) Rs.	
(in words)		
(b).....	At par	NIL
(c).....%	} Above par (+) Rs.	
(in figures)		
.....Percent	}	
(in words)		

Total Amount: Rs.

Total tendered amount (in words.....

.....

[The prices quoted shall be including all statutory levies excluding GST which will be paid extra on actual at applicable rate]

Maximum number of workmen likely to be engaged in days work..... numbers

Permanent Income Tax A/C.No... ..

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]

Witness: -

(Name in block letters)

Address:

Occupation:

Part B: Electrical Works**BILL OF QUANTITIES**

Sl No	Description of item	Qty	Unit	Unit rate(in Rs)	Total Value (in Rs)
1	Supply and Delivery of L.T. Power Distribution Panel-I indoor type with degree of protection IP-54 fabricated not less than 2.5mm. thick mild steel sheet over suitable size of angle iron frame for base channel. Details given in Tech.Spec	1	No		
2	Installation of above mentioned Panel as per tech spec	1	No		
3	Supply and Delivery of L.T. Power Distribution Panel-II indoor type with degree of protection IP-54 fabricated not less than 2.5mm. thick mild steel sheet over suitable size of angle iron frame. Details given in Tech Spec	1	No		
4	Installation of above mentioned Panel as per tech spec	1	No		
5	Supply and Delivery of L.T. Lighting Distribution Panel indoor type with degree of protection IP-54 fabricated . Details given in Tech spec	1	No		
6	Installation of above mentioned Panel as per tech spec	1	No		
7	Shifting of existing wall mounted lighting panel consisting of one Incomer fedder with 3.5 C X 25 sq.mm. cable and 6 nos. outgoing feeder with 4C X 4sq.mm. copper cable from one riser to other riser including minor modification, dismantling, refixing & re-energising etc. complete as required. Location: Main Bldg Switch Room	1	No.		
8	Supply and delivery of 3.5C X 240sq.mm. XLPE insulated armoured aluminium conductor cable comply to IS: 7908 (Part-1)/1988 or latest amendment if any for meter looping. Location : Main Bldg. Switch Room New Panel	30	Mtr		
9	Laying of 3.5 C x 240 sq.mm. XLPE insulated armoured aluminium conductot cable on wall/surface incl. S&F saddles making hole etc. as necy, mending good damages.	30	Mtr		
10	Supply and delivery of 3.5C X 185sq.mm. XLPE insulated armoured aluminium conductor cable comply to IS: 7908 (Part-1)/1988 or latest amendment if any for meter looping. Location : Annex Bldg Switch Room New Panel	60	Mtr.		
11	Laying of 3.5 C x 185 sq.mm. XLPE insulated armoured aluminium conductot cable on wall/surface incl. S&F saddles making hole etc. as necy, mending good damages.	60	RM		
12	Supplying of FP, 415V, 400 A, 50KA, MCCB with adjustable thermal and fixed magnetic setting with spreader link set / extended terminals. Location: Main & Annex Bldg switch Room for LT Power Panel	2	No.		

13	Supplying of FP, 415V, 250 A, 35KA, MCCB with adjustable thermal and fixed magnetic setting with spreader link set/external terminals. Location : Main bldg.Switch Room for LT Lighting Panel.	1	No		
14	Installation of above 400A MCCB on wall with sheet steel enclosure on angle iron frame with nuts bolts etc.	2	No.		
15	Installation of above 250A MCCB on wall with sheet steel enclosure on angle iron frame with nuts bolts etc.	1	No.		
16	Supply and delivery of 4C x 4 sq.mm XLPE insulated unarmoured copper conductor cable comply to IS: 7098 (Part-1)/1988 or latest amendment if any. Location: Main Bldg.Switch Room	50	Mtr.		
17	Laying of 4C X 4 sq.mm. copper cable on wall /surface incl. S&F saddles making hole etc. as necessary .	50	Mtr.		
18	Supplying and fixing compression type gland complete with brass gland, brass ring & rubber ring for dust and moisture proof entry of XLPE cable as below:				
18 (a)	3.5 core 240 sq.mm. XLPE armoured aluminium cable.	6	No		
18 (b)	3.5 core 185 sq.mm. XLPE armoured aluminium cable.	16	No.		
18 (c)	4core 4 sq.mm. XLPE unarmoured copper cable.	12	No		
19	Finishing of XLPE cable ends by crimping method incl. supplying and fixing solderless sockets (Dowels make), tapes, anticorrosive paste and jointing material.				
19 (a)	3.5 core 240 sq.mm. XLPE armoured aluminium cable.	6	No		
19 (b)	3.5 core 185sq.mm. XLPE armoured aluminium cable.	16	No.		
19 (c)	4 core 4 sq.mm. XLPE unarmoured copper cable.	12	No.		
20	Supply and delivery of 1.1 KV grade 3.5 core 70 sq.mm. XLPE insulated armoured aluminium conductor cable comply to IS: 7908 (Part-1)/1988 or latest amendment if any. Location : Power Panels to Power DBs and New Power Panel at Annex Bldg to Existing Power DB on IOB wall and Main Bldg Switch Room to Existing Lighting DB at IT Bldg .	600	Mtr.		
21	Supply, delivery and installation of GI Hot Dip perforated type cable tray size of 14 SWG 400mm width 50mm height (Brand approved by EIC) .	70	Mtr.		
22	Supply, delivery and installation GI Hot Dip perforated type cable tray size 14SWG 200mm width 25mm height(Brand approved by EIC).	400	Mtr.		
23	Laying of 1.1 KVgrade 3.5 core 70 sq.mm. XLPE insulated armoured aluminium cable from Power Distribution Panel to Power Distribution Board at each floor on wall/ surface/cable tray including S&F GI saddles and mending good damages to original finish incl., removing rubbish.	600	Mtr.		
24	Supply and delivery of 1.1 KV grade 4 core 25 sq.mm.	800	Mtr.		

	XLPE insulated armoured aluminium conductor cable comply to IS:7908(Part-1)/1988 or latest amendment if any. Location: Power DBs to Power SDBs and Lighting DB at Annex Bldg Switch Room to Canteen wall LDB .				
25	Laying of 1.1 KV grade 4 core 25 sq.mm. XLPE insulated armoured aluminium cable from Power Distribution Board to Power Sub Distribution Board at each floor on wall/ surface/cable tray including S&F GI saddles and mending good damages to original finish incl. removing rubbish.	800	Mtr.		
26	Supplying and fixing compression type gland complete with brass gland, brass ring & rubber ring for dust and moisture proof entry of XLPE cable as below:				
26 (a)	3.5 core 70 sq.mm. aluminium cable.	25	No.		
26 (b)	4 core 25 sq.mm. aluminium cable	50	No.		
27	Finishing of XLPE cable ends by crimping method incl. supplying and fixing solderless sockets (Dowels make),tapes, anticorrosive paste and jointing material.				
27 (a)	3.5 core 70 sq.mm. XLPE armoured aluminium cable.	25	No.		
27 (b)	4 core 25 sq.mm. XLPE armoured aluminium cable.	55	No.		
28	Supply and delivery of 1.1 KV grade 4 core 16sq.mm. XLPE insulated armoured aluminium conductor cable comply to IS:7908(Part-1)/1988 or latest amendment if any. Location : LDB on wall of Canteen to SDB at OSD (Finc) office & SDB at Dispensary.	60	Mtr.		
29	Laying of 4C x 16 sq.mm. XLPE insulated armoured aluminium conductot cable on wall/surface incl. S&F saddles making hole etc. as necy. mending good damages.	60	Mtr.		
30	Supplying and fixing compression type gland complete with brass gland, brass ring & rubber ring for dust and moisture proof entry of 4 core 16sq.mm. XLPE cable.	8	No.		
31	Finishing of 4C, 16sq.mm. XLPE cable ends by crimping method incl. supplying and fixing solderless sockets (Dowels make), tapes, anticorrosive paste and jointing material.	8	No.		
32	Supply and delivery of 1.1 KV grade 2 core 16 sq.mm. XLPE insulated armoured aluminium conductor cable comply to IS:7908(Part-1)/1988 or latest amendment if any. Location: LDB to New SDB at Main Bldg., Ground Floor & 1st Floor.	200	Mtr.		
33	Laying of 2C x 16 sq.mm. XLPE insulated armoured aluminium conductot cable on wall/surface incl. S&F saddles making hole etc. as necy. mending good damages.	200	Mtr.		
34	Supplying and fixing compression type gland complete with brass gland, brass ring & rubber ring for dust and moisture proof entry of 2 core 16sq.mm. XLPE cable.	14	No.		

35	Finishing of 2C, 16sq.mm. XLPE cable ends by crimping method incl. supplying and fixing solderless sockets (Dowels make), tapes, anticorrosive paste and jointing material.	14	No.		
36	Supplying and fixing 20 Amp compact power 3pin plug socket & top, MCB Type-C, and starter for 2T AC machine.	70	No.		
37	Supply and delivery of double door Vertical TPN MCB Power Distribution Board Type- I with IP-42/43 protection along with 100A, FP 415V, 25KA, C-type MCCB as Incomer and 6 nos. 63 amp, 415 volt, TP, 10KA, C-type MCB as outgoing. Terminal and Interconnection with suitable size of copper wire , extended terminals/spreader link sets and neutral link & provision for earthing attachment. Location : Main Bldg each floor(3 No.) , IT Bldg (1 No) and OSD(Fin)/Dispensary/Esate (1 No.)	5	No.		
38	Installation, Testing and Commissioning of above Power Distribution Board Type-I on wall with suitable arrangement mending good the damages to the original finish. Including connection to the earth system.	5	No		
39	Supply and delivery of double door Vertical TPN MCB Power Distribution Board Type- II with IP-42/43 protection along with 100A, FP 415V, 25KA, C-type MCCB as Incomer and 3 nos. 63 amp, 415 volt, TP, 10KA, C-type MCB as outgoing. Terminal and Interconnection with suitable size of copper wire , extended terminals/spreader link sets and neutral link & provision for earthing attachment. Location : Annexe Bldg -PRO (1 N0) .	1	No		
40	Installation, Testing and Commissioning of above Power Distributiob Board Type-II on wall with suitable arrangement mendind good the damages to the original finish. Including connection to the earth system.	1	No		
41	Supply and delivery of double door Power Sub Distribution Board with IP-42/43 protection along with 415 volt, 63 amp, 10KA, C-type, TPN MCB as Incomer and 6 nos. 32amp, 240 volt SP MCB Type-C, 10KA as outgoing inter connection with suitable size of cooper wire,extended terminal/spreader link set and neutral link & provision for earthing attachment.	20	No.		
42	Installation, Testing and Commissioning of above Power Sub Distribution Boards on wall with suitable arrangement and mending good the damages to the original finish including connection to the earth system.	20	No.		
43	Supply and delivery of double door TPN MCB Lighting Distribution Board Type-II with IP-42/43 protection along with 63A, 10KA, 415V,C-type TPN MCB as Incomer and 03 nos. 63A, 10KA, C-type TPN MCB as outgoing, inter connection with suitable size of copper wire,extended terminal/spreader link set and neutral link & provisionfor earthing attachment. (Location : 1st Floor, Main Building)	1	No.		
44	Installation,Testing and Commissioning of above Lighting Distribution Boards Type-II on wall with	1	No.		

	suitable arrangement mending good the damages to the original finish. Including connection to the earth system.				
45	Supply and delivery of double door TPN MCB Lighting Distribution Board Type-III with IP-42/43 protection along with 63A, 10KA, 415V,C-type TPN MCB as Incomer and 06 nos. 40A, 10KA, C-type SP MCB as outgoing, inter connection with suitable size of copper wire,extended terminal/spreader link set and neutral link & provisionfor earthing attachment. (Location: 1st Floor, Main Building)	1	No.		
46	Installation,Testing and Commissioning of above Lighting Distribution Board Type-III on wall with suitable arrangement mendind good the damages to the original finish. Including connection to the earth system.	1	No.		
47	Supply and delivery of Lighting Sub Distribution Boards Type -I along with 40A, 10KA, 240V C-type SP MCB as Incomer and 8 Nos. 6-32A, 10KA, 240V C-type SP MCB as Outgoing inter connection with suitable size of copper wire and neutral link & provision for earth attachment. (Location: Ground Floor -2 No. and 1st Floor -3 No. of Main Building)	5	No.		
48	Installation ,Testing and Commissioning of above Lighting Sub Distributiob Boards Type -I on wall with suitable arrangement andmending good the damages to the original finish including connection to the earth system.	5	No.		
49	Supply and delivery of double door TPN MCB Lighting Distribution Board Type -I with IP-42/43 protection along with 63A, 10KA, 415V,C-type TPN MCB as Incomer and 04 nos. 40A, 10KA, C-type TPN MCB as outgoing, inter connection with suitable size of copper wire and neutral link & provisionfor earthing attachment. (Location: OSD-Finc)	1	No.		
50	Installation,Testing and Commissioning of above Lighting Distribution Board Type - I on wall with suitable arrangement mending good the damages to the original finish. Including connection to the earth system.	1	No.		
51	Supply and delivery of Lighting Sub Distribution Board Type -II along with 40A, 10KA, 415V C-type TPN MCB as Incomer and 12 Nos. 6-32A, 10KA, 240V C-type SP MCB as Outgoing inter connection with suitable size of copper wire and neutral link & provision for earth attachment. (Location: OSD-Fin.& Dispensary)	2	No.		
52	Installation ,Testing and Commissioning of above Lighting Sub Distribution Board Type - II on wall with suitable arrangement andmending good the damages to the original finish including connection to the earth system.	2	No.		
53	Supply and Fixing of Cable Entry/End Box .	6	No		
54	Distribution wiring from Power Sub DB to AC Power Point with 1.1KV grade single core stranded FR, PVC insulated and unsheathed 2x56/0.3(4sq.mm)	2500	RM		

	+1x36/0.3(2.5sq mm) ECC, FR copper wire in suitable size of casing-capping (Precision make) incl. necessary fittings as required.				
55	Distribution wiring from Sub Lighting DB to Switch board in 1.1KV 2x36/0.3 (2.5 sq.mm.) single core stranded 'FR' PVC insulated & unsheathed copper wire (Brand approved by EIC) partly in 20mm. Size PVC rigid conduit 'FR' (Precision make) [for ceiling portion only] in suitable size of Casing-Capping (Precision make) [for remaining portion] with 1x22/0.3(1.5 sq.mm.) single core stranded 'FR' PVC insulated & unsheathed copper wire for ECC.	1500	RM		
56	Distribution wiring in 1.1 KV grade 2x22/0.3(1.5sq.mm.) single core stranded FR PVC insulated & unsheathed copper wire (Brand approved by EIC) partly in 20mm. Size PVC rigid conduit 'FR' (Precision make) [For ceiling portion only] in suitable size of Casing-Capping (Precision make) [for remaining portion] with 1x22/0.3 (1.5 sq.mm.) single core stranded FR PVC insulated & unsheathed copper wire for ECC incl.necy. PVC clips,fittings etc. to light/fan/call bell point with piano key type switch (Anchore make) fixed on sheet steel fabricated switch board with Perpex/bakelit top cover on wall incl. necy. connections and making earthing attachment and mending good damages to building works. -- Average run 10 mtr.	300	Point		
57	Distribution wiring in 1.1 KV grade 2x22/0.3/(1.5 sq.mm.) single core stranded FR PVC insulated & unsheathed copper wire (Brand approved by EIC) in suitable size PVC casing-capping (Precision make) with 1x22/0.3 (1.5 sq.mm.) single core stranded FR PVC insulated & unsheathed copper wire for ECC ,incl.necy. PVC clips, fittings etc. to 6A 5pin flush type plug socket & Piano Key type switch fixed on MS CRC sheet metal (16 SWG) Switch board cum JB on wall incl. bakelite/Perpex top cover 3mm. thick and incl. painting the MS box and mending good the damages to original finish. (On Board)	25	No.		
58	Distribution wiring in 1.1 KV grade 2x22/0.3/(1.5 sq.mm.) single core stranded FR PVC insulated & unsheathed copper wire (Brand approved by EIC) in suitable size PVC casing-capping (Precision make) with 1x22/0.3 (1.5 sq.mm.) single core stranded FR PVC insulated & unsheathed copper wire for ECC, incl. necy. PVC clips, fittings etc. to 6A 3pin flush type plug socket & Piano Key type switch fixed on MS CRC sheet metal (16 SWG) Switch board cum JB on wall incl. bakelite/Perpex top cover 3mm. thick and incl. painting the MS box and mending good the damages to original finish. (Average run 3 mtrs.)	45	No.		
59	Distribution wiring from Sub Lighting DB to 15 A Power Plug Point in 1.1KV 2x36/0.3 (2.5 sq.mm.) single core stranded FR PVC insulated & unsheathed copper wire (Brand approved by EIC) partly in 20mm. Size PVC rigid conduit FR (Precision make) [for ceiling	3000	RM		

	portion only] in suitable size of Casing-Capping (Precision make) [for remaining portion] with 1x22/0.3(1.5 sq.mm.) single core stranded FR PVC insulated & unsheathed copper wire for ECC.				
60	Supply & fixing 240V, 6 pin 5/15A combined switch socket unit (approved make) on switch board having bakelite / perspex top cover.	85	No.		
61	Supply and delivery at site 1200mm. Ceiling Fan.	90	No.		
62	Supply and delivery at site of heavy duty stepped electronic fan regulator.	90	No.		
63	Installation of ceiling fan complete with blade, regulator, canopy etc. with appropriate length of MS down rod & making necessary connection.	90	No.		
64	Supply and delivery at site of 16 inch (400 mm.) sweep cabin Fan /wall mounting fan complete with all accessories.	10	No.		
65	Installation of cabin fan on wall/ceiling by S&F rag bolts, nuts& washers (6mm dia x62mm long) or as reqd. incl. S&F 24/0.20 PVC insulated flexible copper wire with suitable Length.	10	No.		
66	Supply of 40W range LED type recess mounted indoor decorative luminaire of approved make.	125	No.		
67	Installation of above luminaire on false ceiling.	125	No.		
68	Supply and delivery at site of 12 inch. (300mm) sweep Heavy Duty Exhaust Fan.	6	No.		
69	Fixing of exhaust fan after making hole in wall and making good damages and smooth cement finish etc. as necy. as practicable as possible and providing necy. length of PVC insulated copper wire and making connection for exhaust dia. 300 mm.	6	No.		
70	Supply and delivery of superior type call bell.	25	No.		
71	Installation of above call bell.	25	No.		
72	Earthing with 50mm. Dia. GI pipe ISI Medium 3.64 mm thick, 3.04 mtrs. Long and 1x4 SWG GI earth wire (4mtrs long), 13 mm. dia x 80 mm. long GI nuts and bolts, double washer, incl. S&F 15 mm. dia GI pipe protection (1mtr. Long) to be filled with bitumen partly under the ground level and partly above ground level driven to an average depth of 3.65 mtrs below the ground level including providing necessary masonry enclosure of overall size 86.36 cm x 86.36 cm x 46 cm deep (below the ground level), CI hinged inspection cover of size 36.56 cm x 36.56 cm and treating of soil by using salt and charcoal as required.Earthing work is to be carried out as per relevant IS.	6	No.		
73	Connecting the earth station to earth bus bar at Electric Panel Room inclusive of S&F 50mm x 6mm Galvanized (Hot Dip) MS flat under the ground level/on wall/floor with GI saddle as required inclusive drilling holes, bolts, nuts, washers etc. and mending good the damages as required.	400	Mtr.		
74	S&F earth bus bar of galvanized (hot dip) MS flat 50mm x 6mm. on wall having suitable clearance from wall including providing drilled hole on bus bar complete with GI bolts, nuts, washers, spacing insulator	6	Mtr.		

	etc.				
75	Connecting the equipments body to earth bus bar including S&F 25mm x 6mm galvanised (HotDip) on wall/floor with GI saddles as required and connection to equipments incl. drilling holes with bolts, nuts, washers, cable lugs etc. as required and mending good the damages.	500	Mtr.		
76	Dismantling of existing earth bus bar/strip and refixing the same on wall with GI saddles as required and to connect with new earthing system incl. drilling holes, nuts, washers cable lugs etc. as required and mending good the damages, at Old Head Office Building.	1	LS		
77	Shifting of Tube Light Fittings on false ceiling from existing position to relocated position and commissioning the same including mending good the damages	20	No.		
78	Supply and Delivery of wall mounted Joint Box suitable for 3.5Cx 70sqmm XLPE insulated armoured aluminium Cable.	4	No.		
79	Dismantling of existing LT Lighting Distribution Panel, old cables and existing electrical installations/wiring/accessories etc. and handed over to Ex. Engr. (Elect) Kol. Jetty.	1	LS		

Total Amount for Part B= Rs.

Total tendered amount = Total of Part A + Total of Part B) = **Rs.**

[The prices quoted shall be including all statutory levies excluding GST which will be paid extra at actual on applicable items at applicable rate.]

Maximum number of workmen likely to be engaged in days work..... numbers

Permanent Income Tax A/C.No... ..

Note: The quantity above may increase or decrease as per requirement, for which payment will be made as per actual.. Calculation of the total amount will be made on the basis of Unit rates multiplied by quantities.

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]

Witness: -

(Name in block letters)

Address:

Occupation:

FORM OF TENDER

To
The Chief Engineer,
Kolkata Port Trust.

I/We _____
_having examined the site of work, inspected the Drawings and read the specifications, General & Special Conditions of Contract and Conditions of the 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 ten months** from the date of order to commence the work and in the event of our tender being accepted in full or in part. I / We also undertake to enter into a Contract Agreement in the form hereto annexed with such alterations or additions thereto which may be necessary to give effect to the acceptance of the Tender and incorporating such Specification, Bill of Quantities, Drawing and Special & General Conditions of Contract and I / We hereby agree that until such Contract Agreement is executed the said Specification, 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. **Not to mention here**

(Repeat in words) _____ **Not to mention here**

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

I / We have deposited with the Trustees' Manager (Finance), vide Receipt No. _____ of _____ as Earnest Money.

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

Dated:
with Seal)

(Signature of Bidder

WITNESS :

Signature :

Name of the Bidder :

Name :

Address :

(In Block Letters)

Address :

Occupation :

ANNEXURE - F

General Conditions of Contract Forms and Agreements

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

**Including Addendum Sanctioned by the Trustees Meeting
held on July, 2014**

KOLKATA PORT TRUST
KOLKATA DOCK SYSTEM
& HALDIA DOCK COMPLEX
JULY , 2014

GENERAL CONDITIONS OF CONTRACT

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3.	DUTIES & POWERS OF ENGINEER & ENGINEER'S REPRESENTATIVE	...	GC 3 – GC 5
4.	THE TENDER/OFFER AND ITS PRE-REQUISITES	...	GC 5 – GC 9
5.	THE CONTRACT & GENERAL OBLIGATIONS OF CONTRACTOR	...	GC 9 – GC 14
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10.	MAINTENANCE AND REFUND OF SECURITY DEPOSIT	...	GC 24 – GC 25
11.	INTERPRETATION OF CONTRACT DOCUMENTS, DISPUTES & ARBITRATION	...	GC 25 – GC 27
12.	FORMS GC-1, GC-2 , GC-3		
13.	FORM OF AGREEMENT		
14.	PROFORMA FOR B.G. FOR CONTRACT PERFORMANCE		
15.	INTEGRITY PACT DOCUMENT: PROFORMA		
16.	DRAFT Memorandum of Understanding between Ko.P.T. & Transparency International India		

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AMENDMENT
TO
GENERAL CONDITIONS OF CONTRACT

❖ **CI-3.4 THE TENDER /OFFER & ITS PRE-REQUISITES**

Table under sub-clause (a)

PREVIOUS			AS AMENDED		
Estimated Value of Work	Amount of Earnest Money		Estimated Value of Work	Amount of Earnest Money	
	For Works Contract	For Contract of Supplying Materials or Equipment only		For Works Contract	For Contract of Supplying Materials or Equipment only
Up to Rs. 1,00,000=00	5% of the estimated value of work	1% of the estimated value of work	Up to Rs. 10 Crore	2% of the estimated value of work	1% of the estimated value of work
Over Rs. 1,00,000.00	2% of the estimated value of work subject to a maximum of Rs. 20,000/- and minimum of Rs. 5,000/-.	½% of the estimated value of work subject to a maximum of Rs. 1,500/- and minimum of Rs. 1,000/-.	Over Rs. 10 Crore	2% on first Rs. 10 Crore + 1% on the balance	½% of the estimated value of work subject to a maximum of Rs. 1,500/- and minimum of Rs. 1,000/-.

[AMENDMENT SANCTIONED BY THE BOARD OF TRUSTEES VIDE RESOLUTION NO 210 OF THE TRUSTEES' MEETING HELD ON 26.02.2013]

Table under sub-clause (d)

PREVIOUS			AS AMENDED		
Class of Registration	Amount Of Fixed Security	Financial Limit Of Each Tender	Class of Registration	Amount Of Fixed Security	Financial Limit Of Each Tender
A	Rs 1,500/-	Any tender priced upto Rs 2,00,000/-	A	Rs 50,000/-	Any tender priced up to Rs 10,00,000/-
B	Rs 5,000/-	Any tender priced upto Rs 1,00,000/-	B	Rs 25,000/-	Any tender priced upto Rs 5,00,000/-
C	Rs 2,500/-	Any tender priced upto Rs 50,000/-	C	Rs 15,000/-	Any tender priced upto Rs 3,00,000/-

[AMENDMENT SANCTIONED BY THE BOARD OF TRUSTEES VIDE RESOLUTION NO 82 OF THE TRUSTEES' MEETING HELD ON 12.10.2012]

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1. DEFINITIONS

- 1.0 In the contract, as here in after defined, the following words and expressions shall have the meaning herein assigned to them, except where the context otherwise required.
- 1.1 "Employer" or "Board" or "Trustees" means of the Board of Trustees for the Port of Calcutta, a body corporate under Section 3 of the Major Port Trusts Act, 1963, including their successors, representatives and assigns. Employer
- 1.2 "Chairman" means the Chairman of the Board and includes the person appointed to act in his place under Sections 14 and 14A of the Major Port Trusts Act, 1963 Chairman
- 1.3 "Contractor" means the person or persons, Firm or Company whose tender/offer has been accepted by the Trustees and includes the Contractor's representatives, heirs, successor and assigns, if any, permitted by the Board/Chairman. Contractor
- 1.4 "Engineer" means the Board's official who has invited the tender on its behalf and includes the Manager (Infrastructure & Civic Facilities) or other official as may be appointed from time to time by the Employer, with written notification to the Contractor, to act as Engineer for the purpose of the Contract, in place of the "Engineer" so designated. Engineer
- 1.5 "Engineer's Representative" means any subordinate or Assistant to the Engineer or any other official appointed from time to time by the Engineer to perform the duties set forth in Clauses 2.4 to 2.6 hereof. Engineer's Representative
- 1.6 "Work" means the work to be executed in accordance with the Contract and includes authorised "Extra Works" and "Excess Works" and "Temporary Works". Works
- 1.7 "Temporary Works" means all temporary works of every kind required in or about the execution, completion or maintenance of the works and includes (without thereby limiting the foregoing definitions) all temporary erections, scaffolding, ladders, timbering, soaking vats, site offices, cement and other godowns, platforms and bins for stacking building materials, gantries, temporary tracks and roads, temporary culverts and mixing platforms. Temporary works
- 1.8 "Extra Works" means those works required by the Engineer for completion of the Contract which were not specifically and separately included in the schedule of items of the works i.e. (Bill of Quantities) of the tender. "Excess Works" means the required quantities of work in excess of the provision made against any item of the bill of Quantities. Extra works and Excess works
- 1.9 "Specifications" means the relevant and appropriate Bureau of Indian Standard's specifications / International Standard's Specifications (latest Specification

revisions) for materials and workmanship unless stated otherwise in the Tender.

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|------|---|---------------------------------|
| 1.10 | “Drawings” means the drawings referred to in the Tender and specification and any modification of such drawings approved in writing by the Engineer and such other drawings as may from time to time be furnished or approved in writing by the Engineer. | Drawings |
| 1.11 | “Contract” means and includes the General and Special Conditions of Contract, Specifications, Drawings, priced Bill of Quantities, the Tender / Offer, the letter of acceptance of the Tender/Offer, the Contract Agreement, if separately entered into and the Schedule of Rates and Price, if any, adopted by the Trustees at their discretion. | Contract |
| 1.12 | “Constructional Plant” means all appliances or things of whatsoever nature required or about the execution, completion or maintenance of the works or temporary works and includes (without thereby limiting the foregoing definition) all machinery and tools but does not include materials or other things intended to form or forming part of the permanent works. | Construction
al Plant |
| 1.13 | “Site” means the land, waterways and other places, on, under, in or through which the works are to be executed by the Trustees for the purpose of the Contract. | Site |
| 1.14 | “Contract Price” means the sum named in the letter of acceptance of the Tender/Offer of the Contractor, subject to such additions thereto and deductions therefrom as may be made by the Engineer under the provisions here in after contained. | Contract
Price |
| 1.15 | “Month” means English Calendar Month. | Month |
| 1.16 | “Excepted Risks” are riot in so far as it is uninsurable, war, invasion, act of foreign enemies, hostilities) whether war be declared or not), Civil War, rebellion, revolution, insurrection or military or usurped power or use or occupation by the Trustees of any portion of the works in respect of which a certificate of completion has been issued (all of which are herein collectively referred to as the excepted risks). | Excepted
Risks |
| 1.17 | Word importing the singular only, also includes the plural and vice-versa where the context so requires. | Singular/
Plural |
| 1.18 | The heading and marginal notes in these General Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the contract. | Headings/
Marginal
Notes. |

- 1.19 Unless otherwise stipulated the work “Cost” shall be deemed to include Cost overhead costs of the Contractor, whether on or off the site.

2.0 DUTIES & POWERS OF ENGINEER & ENGINEER’S REPRESENTATIVE.

- 2.1 The Contractor shall execute, compete and maintain the works in terms of Engineer’s the contract to the entire satisfaction of the Engineer and Authority Shall comply with the Engineer’s direction on any matter whatsoever.

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- 2.2 The Contractor shall take instructions from the Engineer and subject to Authority of limitation of Clause 2.5 hereof, from the Engineer’s Representative. Engineer’s Representative

2.3 *The Engineer shall have full power and authority :* Engineer’s Power

- (a) to supply to the contractor from time to time during the progress of the works such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the contractor shall carry out and be bound by the same.

- (b) to alter or modify the specification of any material and workmanship and to inspect the work at any time.

- (c) to order for any variation, alteration and modification of the work and for extra works.

- (d) to issue certificates as per contract.

- (e) to settle the claims & disputes of the Contractor and Trustees, as the first referee.

- (f) To grant extension of completion time.

2.4 *The Engineer’s Representative shall :* Power of Engineer’s Representative.

- (i) watch and supervise the works.

- (ii) test and examine any material to be used or workmanship employed in connection with the work.

- (iii) have power to disapprove any material and workmanship not in accordance with the contract and the contractor shall comply with his direction in this regard.

- (iv) take measurements of work done by the contractor for the purpose of payment or otherwise.

- (v) order demolition of defectively done work for its reconstruction all by the Contractor at his own expense.

- (vi) have powers to issue alteration order not implying modification of design and extension of completion time of the work and
- (vii) have such other powers and authorities vested in the Engineer, which have been delegated to him in writing by the Engineer under intimation to the Contractor.

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- 2.5 *Provided always that the Engineer's Representative shall have no power :* Limitation of Engineer's Representative's Power
- (a) to order any work involving delay or any extra payment by the Trustees,
 - (b) to make variation of or in the works; and
 - (c) to relieve the Contractor of any of his duties or obligations under the Contract.

- 2.6 Provided also as follows : Engineer's Overriding Power
- (a) Failure of Engineer's Representative to disapprove any work or materials shall not prejudice the power of the Engineer thereafter to disapprove such work or materials and to order the pulling down, removal, breaking-up thereof and re-constructing at the contractor's cost and the contractor shall have no claim to compensation for the loss if any sustained by him.
 - (b) If the contractor shall be dissatisfied by reason of any decision of the Engineer's Representative, he shall be entitled to refer the matter to the Engineer who shall thereupon confirm, reverse or vary such decision.
 - (c) Any written instructions or written approval given by the Engineer's Representative to the contractor, within the terms of delegation of power and authority vested in the Engineer to his Representative in writing, shall bind the contractor and the Trustees as though it had been given by the Engineer, who may from time to time make such delegation.

3.0 THE TENDER/OFFER AND ITS PRE-REQUISITES

- 3.1 The Contractor shall, before making out and submitting his tender/offer, be deemed to have inspected and examined the site, fully considered all factors, risks and contingencies, which will have direct and indirect impact on his expenses and profit from the work and shall be specifically deemed to have taken the following aspects into consideration : The tender must encompass all relevant aspects/issues.

- | | | |
|-----|---|--|
| (a) | The form and nature of the site and its surroundings including their sub-surface, hydrological, tidal and climatic conditions, the means of access to the site and all other local conditions, including the likely charges and costs for temporary way-leave, if any, required for the work. | Site & Local condition. |
| (b) | The drawings, specifications, the nature and extent of work to be executed and the quality, quantity and availability of the required materials and labour for the work and the need to execute the work to the entire satisfaction of the Engineer, and also by complying with the General and Special Conditions of Contract. | Drawing/
Specification/
Nature &
extent of
work to be
done. |

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|-----|---|---|
| (c) | The accommodation required for the workmen and site office, mobilisation/demobilisation and storage of all plant, equipment and Construction materials. | Accommodation for Contractor's men/materials. |
| (d) | The sources and means of procurement of water for drinking, washing and execution of work, and source and availability of electrical power, all at Contractor's cost. | Water for drinking etc. /Electrical power. |
| (e) | Payment of taxes and duties and compliance of all applicable statutes, ordinances and law together with the rules made thereunder, the rules, regulations and bye-laws of public bodies or any local or other authority by the Contractor, keeping the Trustees indemnified against penalties and liabilities of every kind arising from the Contractor's failure in such compliance. | Payment of Taxes/duties and observance of all statutes. |
| (f) | Payment of all kinds of stamp-duty for executing the agreement or for any legal instrument including Bank Guarantees and Indemnity Bonds. | Payment of Stamp Duty by the Contractor. |
- 3.2 The Contractor's tender shall be in ink on the Tender Forms supplied by the Trustees, unless stipulated otherwise in the Notice Inviting the Tender and shall be faultless in figures and free from erasing. Corrections, if any, shall only be made by scoring out and initialling of the revised figure.
- 3.3 If required by the Engineer or the Trustees, the Contractors in their tender or subsequently, shall disclose the names of their owners/partners/share holders at the required points of time. The failure in this regard shall be treated as a breach and a contract, if entered into, shall be liable to be cancelled.
- Disclosure of Owner's name.

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

Estimated Value of Work	Amount of Earnest Money	
	For Works Contract	For Contract of Supplying Materials or Equipment only
Up to Rs. 1,00,000=00	5% of the estimated value of work	1% of the estimated value of work
Over Rs. 1,00,000=00	2% of the estimated value of work subject to a maximum of Rs. 20,000/- and minimum of Rs. 5,000/-.	½% of the estimated value of work subject to a maximum of Rs. 1,500/- and minimum of Rs. 1,000/-.

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- (b) Earnest Money shall be deposited with the Trustees' treasurer in cash or by Banker's Cheque of any Calcutta Branch of a Nationalised Bank of India drawn in favour of Calcutta Port Trust or in the form of any "Account Payee" Draft of any Nationalised Bank of India drawn in favour of "Calcutta Port Trust" and payable at Calcutta/Haldia, as the case may be, and the receipt granted therefor be kept attached to the Tender/Offer in the Sealed Cover. Method of Paying E.M.
- (c) Earnest Money of unaccepted tender shall be refunded without any interest through A/c. Payee Cheque drawn on a Nationalised Bank of Calcutta / Haldia. Refund of E.M.
- (d) The enlisted (registered) Contractors of the Trustees who have deposited fixed Security with the Trustees' FA & CAO / Manager (Finance) according to his Class of Registration, shall be exempt from depositing the Earnest Money, as per the following scale : Exemption from E.M. to Regd. Firms

Class of Registration	Amount of Fixed Security	Financial Limit of Each Tender
A	Rs. 25,000/-	Any tender priced up to Rs.5,00,000/-
B	Rs. 1,500/-	Any tender priced up to Rs.2,00,000/-

C	Rs. 5,000/-	Any tender priced up to Rs.1,00,000/-	
(e)	(i) Tender submitted without requisite Earnest Money may be liable to rejection.		Tender without EM liable to rejection.
	(ii) If before expiry of the validity period of his Tender/Offer, the tenderer amends his quoted rates or tender/offer making them unacceptable to the Trustees and/or withdraws his tender/offer, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees.		Forfeiture of E.M. before Acceptance of offer.
(f)	The Earnest Money of accepted tender/offer shall be retained by the Trustees as part of the Security Deposit, for which a separate Treasury Receipt shall be issued to the Contractor after cancellation of the previous Receipt of Earnest Money.		E.M. to be converted to part S.D.
(g)	Balance security for works contract shall be recovered by deduction from all progressive Bill (including final Bill, if necessary) @ 10% of the gross value of work in each such bill, so that the total recovery may not exceed the quantum computed as per the under noted percentages of the total value of work actually done up to the stage of completion.		Mode of recovery of balance S.D.

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

computed in terms of the percentages given above, shall have to be deposited with the Trustees' Treasurer in advance and within 30 days from the date of placement of supply order, either in cash or by A/c. Payee Draft of a Nationalised Bank of India drawn in favour of Calcutta Port Trust and payable at Calcutta/Haldia, as the case may be. contracts to be deposited in advance.

(i) No interest shall be paid by the Trustees to the Tenderer/Contractor on the amount of Earnest Money/Security Deposit held by the Trustees, at any stage. No interest payable on E.M. /S.D

3.5 (i) The Security Deposit shall refunded to the Contractor in terms of Clause 9.3 hereinafter and subject to deduction, if any, under the provision of Sub-clause 3.5 (ii) herein below. Id, however, the Contract provides for any maintenance period. 50% of the Security Deposit may be refunded against any of the treasury Receipt for that amount on expiry of half of the maintenance period and the balance deposit on the expiry of the said maintenance period and after the Engineer has certified the final completion of work in Form G.C.2 and the Contractor has submitted his "No Claim" Certificate in Form G.C.3. Mode of refund of S.D.

(ii) The Security Deposit/Earnest Money may be liable to forfeiture at the option of the Trustees, if the Contractor fails to carry out the work or to perform/observe any of the conditions of the Contract. The Trustees shall also be at liberty to deduct any of their dues from the Security Deposit, fixed Security, Earnest Money or from any sum due or to become due to the Contractor under any other contract. Forfeiture of S.D.

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3.6 If stipulated in the contract as a Special Condition, the contractor shall have to submit to the Engineer a performance Bond in the form of an irrevocable guarantee from Calcutta/Haldia Branch, as the case may be, of any Nationalised Bank of India in the proforma annexed hereto and for the sum and period as mentioned in the letter of acceptance of the Tender/Offer, within 15 days from the date of such letter, failing which the Contract shall be liable to be terminated and the earnest money shall be liable to forfeiture; all at the discretion of the Engineer. The cost of obtaining this or any other Bank Guarantee and/or the revalidation thereof, wherever required, has to be borne by the Contractor and it shall be his sole responsibility to arrange for timely revalidation of such Bank Guarantee, failing which and for non-fulfilment of any contractual obligation by the Contractor, the Engineer and/or the Trustees shall be at liberty to raise claim against the Guarantee and/or enforce the same unilaterally. Bank Guarantee in lieu of Cash S.D. in certain cases

3.7 "Every Tenderer/ Bidder shall submit, in respect of a tender value of more than Rs 5 Crore, along with their tender comprising Special Conditions of Contract, General Conditions of Contract, BOQ, Earnest Money, etc. a document called Integrity Pact Agreement duly signed by their authorized representative. The Proforma of the

Integrity Pact Agreement shall as specified in the GCC. In case of tender value more than Rs 5 Crore, the Integrity Pact Agreement is an essential part and parcel of bid document to be submitted by each tenderer, without which the tender shall not be considered.”

4.0 THE CONTRACT & GENERAL OBLIGATIONS OF CONTRACTOR

- 4.1 (a) The contract documents shall be drawn-up in English language. English language to be used
- (b) The contract shall be governed by all relevant Indian Acts. As applicable only within the jurisdiction of the High Court at Calcutta, India, including the following Acts : Applicability of laws on the contract
1. The Contract Act (India), 1872.
 2. The Major Port Trusts Act, 1963.
 3. The Workmen’s Compensation Act, 1923.
 4. The Minimum Wages Act, 1948.
 5. The Contract Labour (Regulation & Abolition) Act, 1970.
 6. The Dock Workers’ Act, 1948.
 7. The Arbitration and Conciliation Act (1996) (in the case of a definite Arbitration Agreement only).
- 4.2 After acceptance of his Tender/Offer and when called on to do so by the engineer or his representative, the contractor shall, at his own expense, enter into and execute a Contract Agreement to be prepared by him in the form annexed hereto. Until such Contract Agreement is executed, the other documents referred to in the definition of the term ‘Contract’ here-in-before, shall collectively be the Contract. Contractor to Execute Contract Agreement.
- 4.3 Several documents forming the contract are to be taken as mutually explanatory of one another. Should there be any discrepancy, ambiguity, omission or error in the various contract documents, the Engineer shall have the power to correct the same and his decision shall be final and binding on the parties to the Contract. Interpretation of contract documents –Engineers’ Power

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- 4.4 Two copies of the Drawings referred to in the general and special Conditions of Contract and in the Bill of Quantities, shall be furnished by the Engineer to the Contractors free of cost for his use on the work, but these shall remain the property of the Trustees and hence, the Contractor shall return them to the Engineer or his Representative on completion of the work, if not torn or mutilated on being regularly used at site. All Drawings are Trustees’ property.
- 4.5 The Contractor shall prove and make at his own expense any working or progress drawings required by him or necessary for the proper execution of the works and shall, when required, furnish copies of the same free of cost to the Engineer for his information and/or approval, without meaning thereby the shifting of Contractor’s responsibility on the Engineer in any way whatsoever. Contractor to prepare working / progress drawings

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

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If for any reason the contractor be unable to adhere to his earlier programme, he shall submit his revised programme for completion of work within the stipulated time whenever asked to do so.

- 4.10 Necessary and adequate supervision shall be provided by the Contractor during execution of the works and as long thereafter as the Engineer or his representative shall consider necessary during the maintenance period. The Contractor or his competent and authorised agent or representative shall be constantly at site and instructions given to him by the Engineer or his representative in writing shall be binding upon the Contractor subject to limitation in Clause 2.5 hereof. The Contractor shall inform the Engineer or his representative in writing about such representative/agent of him at site. Contractor to supervise the works

- 4.11 The Contractor shall employ in execution of the Contract only qualified careful and experienced persons and the Engineer shall be at liberty to direct the Contractor to stop deployment of any of its staff, workmen or official at site and the Contractor shall within 48 hours comply with such instruction without any demur whenever the Engineer shall feel that the deployment of the person concerned will not be conducive to the proper and timely completion of the work
- Contractor to deploy qualified men and Engineer's power to remove Contractor's men
- 4.12 The Contractor shall be responsible for the true and proper setting out of the works in relation to reference points/lines/levels given by the Engineer in writing. The checking of any setting-out or of any alignment or level by the Engineer or his Representative shall not in any way relieve the contractor of his responsibility for the correctness thereof and he shall fully provide protect and preserve all stakes, templates, bench marks, sight rails, pegs, level marks, profile marks and other things used in setting out the works.
- Contractor is responsible for line, level, setting out etc.
- 4.13 From the commencement of the works till issue of the completion certificate in Form G.C.1, vide Clause 5.12 hereof, the contractor shall take full responsibility for the care thereof. Save for the excepted risks, any damage, loss or injury to the work or any part thereof shall be made good by the Contractor at his own cost as per instruction and to the satisfaction of the engineer, failing which the Engineer or his Representative may cause the same to be made good by any other agency and the expenses incurred and certified by the Engineer shall deem proper. This Clause will not apply to that part of the work, which might have been taken over by the Trustees on partial completion of the work and in such case the Contractor's obligation will be limited to repairs and replacement for manufacturing or construction defects during the Maintenance period (Guarantee Period) as per the directions of the Engineer as also for defects/damages if any caused to the work by the Contractor during such repairs and replacement in the maintenance period.
- Contractor is responsible to protect the work

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- 4.14 The Contractor shall at his own cost protect support and take all precautions in regard to the personnel or structure or services or properties belonging to the Trustees or not which may be interfered with or affected or disturbed or endangered and shall indemnify and keep indemnified the Trustees against claim for injury, loss or damage caused by the Contractor in connection with the execution and maintenance of the work to the aforesaid properties, structures and services and/or to any person including the Contractor's workmen. Cost of Insurance Cover, if any, taken by the Contractor shall not be reimbursed by the Trustees, unless otherwise stipulated in the Contract.
- Contractor is responsible for all damages to other structures / persons caused by him in executing the work.
- 4.15 The Contractor shall immediately inform the Engineer's Representatives if any fossil, coins, articles of value or antiquity and structures and other remains or things of geological or archaeological importance be discovered
- Fossils, Treasure trawls, etc. are

- at site which shall remain the property of the Trustees and protect them from being damaged by his workmen and arrange for disposal of them at the Trustees' expense as per the instruction of the Engineer's Representative. Trustees' property
- 4.16 The Contractor shall be deemed to have indemnified and shall indemnify the Trustees against all claims, demands, actions and proceedings and all costs arising therefrom on account of : Contractor to Indemnify the Trustees against all claims for loss, damage, etc.
- (a) Infringement of any patent right, design, trademark or name or other protected right in connection with the works or temporary work.
 - (b) Payment of all royalties, rent, toll charges, local taxes, other payments or compensation, if any, for getting all materials and equipment required for the work.
 - (c) Unauthorised obstruction or nuisance caused by the contractor in respect of Public or Private or Private road, railway tracks, footpaths, crane tracks, waterways, quays and other properties belonging to the Trustees or any other person.
 - (d) Damage/injury caused to any highway and bridge on account of the movement of Contractor's plants and materials in connection with the work.
 - (e) Pollution of waterway and damage caused to river, lock, sea-wall or other structure related to waterway, in transporting contractor's plants and materials.
 - (f) The Contractor's default in affording all reasonable facilities and accommodation as per the direction of the Engineer or his Representative to the workmen of the Trustees and other agencies employed by or with the permission and/or knowledge of the Trustees on or near the site of work.
- 4.17 Debris and materials, if obtained by demolishing any property, building or structure in terms of the Contract shall remain the property of the Trustees. Dismantled materials Trustees' property

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- 4.18 The Contractor's quoted rates shall be deemed to have been inclusive of the following : Contractor's quoted rates/price must be all inclusive
- (a) Keeping the site free of unnecessary obstruction and removal from site of constructional plant wreckage, rubbish, surplus earth or temporary works no longer required.
 - (b) Cleaning and removal from site all the surplus materials of every kind to leave the site clean and tidy after completion of the work, without which payment against final bill may be liable to be withheld.
 - (c) Precautionary measures to secure efficient protection of Docks, the River Hooghly and other waterways against

pollution of whatever nature during execution and maintenance of the works and to prevent rubbish, refuse and other materials from being thrown into the water by the Contractor's men or those of his agency.

- (d) Making arrangements for deployment of all labourer and workers, local or otherwise including payment for their wages, transport, accommodation, medical and all other statutory benefits and entry permits, wherever necessary.
- (e) Making arrangements in or around the site, as per the requirements of local authority or the Engineer or his Representative for preventing (i) spread of any infectious disease like smallpox, cholera, plague or malaria by taking effective actions for destruction of rats, mice, vermin, mosquitoes, etc. and by maintaining healthy and sanitary condition, (ii) illegal storage and distribution of Drugs, Narcotics, Alcoholic liquor, Arms and Ammunitions, (iii) unlawful, riotous or disorderly conduct of the Contractor's or his Sub-Contractor's workmen, (iv) deployment of workmen of age less than 16 years.

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| 4.19 | Every direction or notice to be given to the Contractor shall be deemed to have been duly served on or received by the Contractor, if the same is posted or sent by hand to the address given in the tender or to the Contractor's Site Office or to the Registered Office of the Contractor. The time mentioned in these conditions for doing any act after direction or notice shall be reckoned from the time of such posting or despatch. | Notice to Contractor. |
| 4.20 | The Contractor and his Sub-contractor or their agents and men and any firm supplying plant, materials and equipment shall not publish or caused to be published any photographs or description of the works without the prior authority of the Engineer in writing. | Contractor not to publish photograph or particulars of work |

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| 4.21 | The Contractor shall at the Trustees' cost to be decided by the Engineer render all reasonable facilities and Co-operation as per direction of the Engineer or his representative to any other Contractor engaged by the Trustees and their workmen to the Trustees' own staff and to the men of other Public Body on or near the site of work and in default the Contractor shall be liable to the Trustees for any delay or expense incurred by reason of such default. | Contractor to provide facilities to outsiders |
| 4.22 | The work has to be carried out by the Contractor causing the minimum of hindrance for any maritime traffic or surface traffic. | Work to cause minimum possible hindrance to traffic |

- 4.23 All constructional plants, temporary works and materials when brought to the site by the Contractor shall be deemed to be the property of the Trustees who will have lien on the same until the satisfactory completion of the work and shall only be removed from the site in part or in full with the written permission of the Engineer or his Representative. movement Trustees' lien on Contractor's Plant & Equipment.
- 5.0 COMMENCEMENT, EXECUTION AND COMPLETION OF WORK.
- 5.1 The Contractor shall commence the work within 7 days of the receipt of Engineer's letter informing acceptance of the Contractor's tender/offer by the Trustees or within such preliminary time as mentioned by the Contractor in the Form of Tender or the time accepted by the Trustees. The Contractor shall then proceed with the work with due expedition and without delay, except as may be expressly sanctioned or ordered by the Engineer or his Representatives, time being deemed the essence of the contract on the part of the contractor. Preliminary time to commence work an maintenance of steady rate of progress
- 5.2 The Contractor shall provide and maintain a suitable office at or near the site to which the Engineer's Representative may send communications and instructions for use of the Contractor. Contractor's site office
- 5.3 Unless specified otherwise in the contract or prior permission of the Engineer has been taken, the contractor shall not execute the work beyond the working hours observed by the Engineer's Representative and on Sundays and Holidays observed in the Trustees' system, except in so far as it becomes essential on account of tidal work or for safety of the work. If the progress of the work lags behind schedule or the work has been endangered by any act or neglect on the part of the contractor, then the Engineer or his Representative shall order and the contractor at his own expense shall work by day and by night and on Sundays and Public Holidays. Any failure of the Engineer or his Representative to pass such an order shall not relieve the contractor from any of his obligations. The Engineer's decision in this regard shall be final binding and conclusive. Contractor to observe Trustees' working hours

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- 5.4 Unless stipulated otherwise in the contract all materials required for the work shall be procured and supplied by the contractor with the approval of the Engineer or his Representative and subject to subsequent testing as may be required by the Engineer or his Representative. The Engineer shall exercise his sole discretion to accept any such materials. Contractor to supply all materials as per requirement of the Engineer or his representative
- 5.5 Unless stipulated otherwise in the contract all materials, workmanship and method of measurement shall be in accordance with the relevant Codes (Latest Revision) of the Bureau of Indian Standards and the written instructions of the Engineer or his Representative. Where no Materials & Works

specific reference is available in the contract, the material and workmanship shall be of the best of their respective kinds to the satisfaction of the Engineer.

- 5.6 Samples shall be prepared and submitted for approval of the Engineer or his representative, whenever required to do so, all at the Contractor's cost. Contractor to submit samples for approval

Unless stipulated otherwise in the contract, the cost of any test required by the Engineer or his representative in respect of materials and workmanship deployed on the work, shall be borne by the Contractor. Contractor to arrange all testing at his own cost.

- 5.8 Regarding the supply of any materials by the Trustees to the contractor in accordance with the contract, the following conditions shall apply :

(a) The Contractor shall, at his own expense, arrange for transporting the materials from the Trustees' Stores, watching, storing and keeping them in his safe custody, furnishing of statement of consumption thereof in the manner required by the Engineer or his representative, return of surplus and empty container to the Trustees' Stores as per the direction of the Engineer or his Representative. The Contractor shall account for and look after the Trustees' materials

(b) Being the custodian of the Trustees' materials, the contractor shall remain solely responsible for any such materials issued to him and for any loss or damage thereof for any reason other than "Excepted Risks", the Contractor shall compensate the Trustees' in the manner decided by the Engineer and shall at no stage remove or cause to be removed any such material from the site without his permission in writing. Contractor to compensate for loss and damage to Trustees' materials

(c) The Trustees' materials will generally be supplied in stages and in accordance with the rate of progress of work but except for grant of suitable extension of completion time of work as decided by the Engineer. The Contractor shall not be entitled to any other compensation, monetary or otherwise, for any delay in the supply of Trustees' materials to him. The Contractor shall, however, communicate his requirement of such materials to the Engineer from time to time. Delay in supply of Trustees' materials will only entitle the Contractor for extension of completion time of work

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- (d) Unless stipulated otherwise in the contract, the value of the Trustees' materials issued to the contractor shall be recovered from the contractor's bills and/or any of his other dues, progressively according to the consumption thereof on the work and/or in the manner decided by the Engineer or his representative and at the rate/s stipulated in the contract. These rates shall only be considered by the contractor in the preparation of his tender/offer and these will form the basis of escalation/variation, Recovery from Contractor for Trustees' materials under normal circumstances

if in future the contractor is required to procure and provide any such material on the written order of the Engineer consequent on the Trustees' failure to effect timely supply thereof.

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

- (1) The issue rate of the materials at the Trustees' Stores and
- (2) The market price of the material on the date of issue as would be determined by the Engineer.

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

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

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

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- 5.11 On a written order of the Engineer or his Representative, the Contractor to suspend work on Order from Engineer or his Representative
- contractor shall delay or suspend the progress of the work till such time the written order to resume the execution is received by him. During such suspension the contractor shall protect and secure the work to the satisfaction of the Engineer or his Representative. All extra expenses in giving effect to such order shall be considered by the Trustees, unless such suspension is –

- (a) otherwise provided for in the contract, or
- (b) necessary by reason of some default on the part of the contractor, or
- (c) necessary by reason of climatic conditions on the site, or
- (d) necessary for proper execution of the works or for the safety of the works or any part thereof.

The Engineer shall settle and determine such extra payment and/or Extension of completion time to be allowed to the contractor, as shall, in the opinion of the Engineer be fair and reasonable, and the same shall be final and binding on the Contractor.

- 5.11. If at any time before or after commencement of the work the Trustees do not require the whole of the work tendered for the Engineer shall notify the same to the contractor in writing and the contractor shall stop further works in compliance of the same. The Contractor shall not be entitled to any claim for compensation for underived profit or for such premature stoppage of work or on account of curtailment of the originally intended work by reason of alteration made by the Engineer in the original specifications, drawings, designs and instructions.

- 5.12 When the whole of the work has been completed to the satisfaction of the Engineer and has passed any final test prescribed in the contract, the contractor shall, within 21 days of submission of his application to the Engineer, be entitled to receive from him a certificate for completion of work in Form G.C.1, annexed hereto. If any part of the total work having been completed to the satisfaction of the Engineer, be taken over and/or used by the Trustees, the Contractor shall on application be entitled to partial completion certificate in the Form G.C.1 indicating the portion of the work covered by it, so that the Contractor's liability during maintenance period of the contract, if any, shall commence from the date mentioned in such certificate so far as the completed portion of the work is concerned.
- Completion Certificate G.C.1.

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6.0 TERMS OF PAYMENT :

- 6.1 No sum shall be considered as earned by or due to the Contractor in respect of the work till final and satisfactory completion thereof and until a certificate of final completion in Form G.C.2 has been given by the Engineer.
- All interim payments are advances till issue of Certificate in Form G.C.2
- On account payments, if any, made prior to issue of the certificate in Form G.C.2, shall all be treated as mere advance, which shall stand recoverable in full or in part, if the Engineer so decides in the context of Contractor's unfulfilled contract condition, if any.
- 6.2 All payments shall be made to the Contractor only on the basis of measurements of actual work done, as recorded in the Trustees' measurement books and at accepted tendered or at agreed rates, as the case may be, except as otherwise provided in the contract and when the Engineer decides any other rate for change in the scope of work or omission, if any, on the part of the Contractor.
- Payment on the basis of measurements at agreed rates.
- 6.3 For work of sanctioned tender value more than Rs.50,000/- or having an initially stipulated completion period of 4 months or more, on account payments may be made at the discretion of the Engineer or his Representative at intervals deemed suitable and justified by him. Provided always that subject to execution of work of substantial value in the context of the contract price, the interval of such on account payments shall be decided by the Engineer or his Representative, which shall ordinarily not be less than 1 month in between two payments for on account bill and/or advance.
- Limitation for on account payment
- 6.4 Measurement for works done shall be progressively taken by the Engineer's Representative and entered in the Trustees' Measurement Book, at intervals deemed suitable and proper by him and/or the Engineer. The Contractor or his duly accredited Representative or Agent shall remain present at the time of such measurement and assist the engineer's Representative in every manner required by him. After the measurements taken have been entered in the Measurement Book, the Contractor or his Agent shall sign the Measurement Book at the end of such Measurements over the Contractor's Rubber Stamp as a token of acceptance of all such measurements, recorded above and prior to such signature. If the Contractor or his Agent fails to participate even after 3 days written notice from the Engineer's Representative, the measurement shall be taken ex-parte by the Engineer's Representative and those shall be accepted by the Contractor.
- Recording of measurements

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- 6.5 Based on the quantum of work and the value thereof computed in the Measurement Book, the Contractor shall type out his bill in the proforma approved by the Engineer and submit the same to the Engineer's Representative in quadruplicate, duly signed by him or his accredited Agent over his Rubber Stamp. The Engineer or his Representative may in his absolute discretion, allow advance payment against such bill to the extent of an amount not exceeding 75% of the "net payable" sum of the said bill, subject to adjustment thereof against the bill at the time of checking and auditing the bill at the Trustees' end. The measurement Book will not be handed over to the Contractor; but he will obtain the abstracts of quantities, amounts and recoveries to type out the bill. Contractor to prepare and submit his bills
- 6.6 At the discretion of the Engineer or his Representative and only in respect of accepted offers/where estimated amount put to tender would be Rs.2,00,000/- or more, advance payment may be made to the extent of 75% of the value of any material purchased and brought to the site by the Contractor. Provided always that –
- (i) the materials shall, in the opinion of the Engineer or his Representative be of imperishable nature, Advance payment against Non-perishable materials
 - (ii) the value of such materials shall be assessed by the engineer or his Representative at their own discretion,
 - (iii) a formal agreement has been drawn up with the contractor, under which the Trustees secure a lien on the contractor's materials,
 - (iv) the materials are safe-guarded by the contractor against losses, shortage and misuse due to the contractor postponing the execution of the work or otherwise,
 - (v) in the event of storage of such materials within the Trustees' protected areas in the Docks, the contractor shall submit an Indemnity Bond in the proforma and manner acceptable to Trustees' whereby the contractor shall indemnify the Trustees against all financial loss/damage, on account of loss/damage to such materials for whatever reasons,

- (vi) in the event of storage of such materials outside the Trustees' protected areas the Contractor shall submit to the Engineer an irrevocable Bank Guarantee favouring the Trustees and for the same sum as is being advance, in the proforma and manner acceptable to the Trustees. The Guarantee shall be of a Calcutta/Haldia Branch of any Nationalised Bank or a Schedule Commercial Bank, as the case may be, acceptable to the Trustees and shall remain valid till the anticipated period of consumption of such materials in the work. The Bank Guarantee must bear an undertaking by the issuing Bank guaranteeing automatic payment of the guaranteed sum to the Trustees by the Bank on the date of expiry of the validity of the Guarantee, unless with the prior written approval of the Engineer on behalf of the Trustees, the Bank has extended the validity of the Guarantee.
- (vii) The amount of advance shall be recoverable from the contractor's bills or any other dues, progressively with the consumption of the materials on the basis of quantity consumed. Consequent on full recovery of the advance the Indemnity Bond/Bank Guarantee, vide Sub-clause (v) & (vi) above, shall be returned to the Contractor duly discharged by the Engineer on behalf of the Trustees.
- 6.7 No certificate of the Engineer or his representative shall protect the Contractor against or prevent the Trustees from obtaining repayment from the Contractor, in case the Engineer or his representative should overcertify for payment or the Trustees should over-pay the Contractor on any account. Recovery for wrong and over payment
- 6.8 No claim for interest shall be admissible or payable to the Contractor at any stage and in respect of any money or balance or Bank Guarantee, which may be due to the Contractor from the Trustees, owing to dispute or otherwise or for any delay on the part of the Trustees in making interim or final payment or otherwise. Interest not admissible to Contractor
- 7.0 VARIATION AND ITS VALUATION :
- 7.1 The Quantities set out in the Bill of Quantities of the tender shall be treated as estimated quantities of the work and shall never be deemed as actual or correct quantities of the works to be executed by the contractor in fulfilment of his obligation under the contract. Quantities in Bill of Quantities of Tender
- 7.2 The Engineer shall have the power to order the Contractor in writing to make any variation of the quantity, quality or form of the works or any part thereof that may, in his opinion, be necessary and the Contractor upon receipt of such an order shall act as follows : Engineer's power to vary the works

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- 7.2 (a) Increase or decrease the quantity of any work included in the contract.
- (b) Omit any work included in the contract.
- (c) Change the Character or quality or kind of any work included in the contract.
- (d) Change the levels, lines, position and dimensions of any part of the work, and
- (e) Execute extra and additional work of any kind necessary for completion of the works
- 7.3 No such variation shall in any way vitiate or invalidate the contract or be treated as revocation of the contract, but the value (if any) of all such variations evaluated in accordance with the Engineer's sole decision shall be taken into account and the contract price shall be varied accordingly.
- 7.4 Provided always that written order of the Engineer shall not be required for increase or decrease in the quantity of any work upto 15% where such increase or decrease is not the result of any variation order given under this clause but is the result of the quantities exceeding or being less than those stated in the bill of quantities. Provided also that verbal order of variation from the Engineer shall be complied with by the Contractor and the Engineer" subsequent written confirmation of such verbal order shall be deemed to be an order in writing within the meaning of this clause.
- 7.5 (a) The Contractor shall not be entitled to any claim of extra or additional work unless they have been carried out under the written orders of the Engineer.
- (b) The Engineer shall solely determine the amount (if any) to be added to or deducted from the sum named in the tender in respect of any extra work done or work omitted by his order.
- (c) All extra, additional or substituted work done or work omitted by order of the Engineer shall be valued on the basis of the rates and prices set out in the contract, if in the opinion of the Engineer, the same shall be applicable. If the contract does not contain any rates or prices directly applicable to the extra, additional or substituted work, then the Engineer may decide the suitable rates on the basis of Schedule of Rates (including surcharge in force at the time of acceptance of tender), if any, adopted by the Trustees with due regard to the accepted contractual percentage, if any thereon. In all other cases the Engineer shall solely determine suitable rates in the manner deemed by him as fair and reasonable, and his decision shall be final, binding and conclusive.
- Variation by engineer do not vitiate the contract
- Where written order for variation is not needed
- Payment for extra or additional, or omitted work or substituted work, Engineer's powers

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- (d) If the nature or amount of any omission or addition relative to the nature or amount of the whole of the contract work or to any part thereof shall be such that, in the opinion of the Engineer, the rate of prices contained in the contract for any item of the works or the rate as evaluated under sub-clauses (b) and (c) of this clause, is by reason of such omission or addition rendered unreasonable or in-applicable, the Engineer shall fix such other rate or price as he deems proper and the Engineer's decision shall be final, binding and conclusive.

8.0 DELAY / EXTENSION OF COMPLETION TIME / LIQUIDATED DAMAGE / TERMINATION OF CONTRACT

- 8.1 Should the quantum of extra or additional work of any kind or delayed availability of the Trustees' materials to be supplied as per contract or exceptionally adverse climatic conditions and natural phenomenon or strikes, lock-outs, civil commotion or other special circumstances of any kind beyond the control of the Contractor, cause delay in completing the work, the contractor shall apply to the Engineer in writing for suitable extension of completion time within 7 days from the date of occurrence of the reason and the Engineer shall thereupon consider the stated reasons in the manner deemed necessary and shall either reject the application or determine and allow in writing the extension period as he would deem proper for completion of the work with or without the imposition of "Liquidated Damage" Clause (No.8.3 hereof) on the Contractor and his decision shall be final and binding on the Contractor. If an extension of completion time is granted by the Engineer without imposition of liquidated damage, from the Clause No.8.3 of the Liquidated damage shall apply from its date of expiry, if the work be not completed within the extended time, unless stated otherwise in the decision communicated by the Engineer, as aforesaid.
- Extension of completion time
- 8.2 (a) If the Contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Engineer in writing, the Contractor shall pay as compensation (Liquidated Damage) to the Trustees and not as a penalty, ½% (half percent) of the total value of work (contract piece) as mentioned in the letter of acceptance of the tender/offer, for every week or part thereof the work remains unfinished. Provided always that the amount of such compensation shall not exceed 10% of the said value of work. The amount of Liquidated damages shall be determined by the Engineer, which shall be final and binding.
- 'Liquidated Damage' and other compensation due to Trustees

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- (b) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation/damage in Sub-clause (a) of this clause, from any money due or likely to become due to the Contractor. The payment or deduction of such compensation/damage shall not relieve the Contractor from his obligation to complete the work or from any of his other obligations/liabilities under the contract and in case of the Contractor's failure and at the absolute discretion of the Engineer, the work may be ordered to be completed by some other agency at the risk and expense of the Contractor, after a minimum three days notice in writing has been given to the Contractor by the Engineer or his Representative.

- 8.3 Without being liable for any compensation to the Contractor, the Trustees may, in their absolute discretion, terminate the contract and enter upon the site and works and expel the Contractor there from after giving him a minimum 3 days' notice in writing, due to occurrence of any of the following reasons and decision of the Trustees in this respect, as communicated by the Engineer shall be final and conclusive :
- Default of the Contractors remedies & powers/Termination of Contract.
- (i) The Contractor has abandoned the contract.
 - (ii) In the opinion of the Engineer, either the progress of work is not satisfactory or the work is not likely to be completed within the agreed period on account of Contractor's lapses.
 - (iii) The Contractor has failed to commence the works or has without any lawful excuse under these conditions has kept the work suspended for at least 15 days despite receiving the Engineer" or his Representative" written notice to proceed with the work.
 - (iv) The Contractor has failed to remove materials from site or to dismantle or demolish and replace work for 7 days after receiving from the Engineer or his representative the written notice stating that the said materials or work were condemned and rejected by him under these conditions.
 - (v) The Contractor is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
 - (vi) Any bribe, commission, gift or advantage is given, promised or offered by or on behalf of the contractor to any officer, servant or representative of the Trustees or to any person on his or their behalf in relation to the obtaining or to the execution of the contract.
 - (vii) The Contractor is adjusted insolvent or enters into composition

with his creditors or being a company goes into liquidation either compulsory or voluntary.

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- 8.3.1 Upon receipt of the letter of termination of work, which may be issued by the Engineer on behalf of the Trustees, the Contractor shall hand over all the Trustees' tools, plant and materials issued to him at the place to be ascertained from the Engineer, within 7 days of receipt of such letter.
- 8.3.2 In all such cases of Termination of work, the Trustees shall have the power to complete the work through any other agency at the Contractor's risk and expense and the Contractor shall be debited any sum or sums that may be expended in completing the work beyond the amount that would have been due to the Contractor, had he duly completed the work of the work in accordance with the contract.
- 8.3.3 Upon termination of contract, the Contractor shall be entitled to receipt payment of only 90% of the value of work actually done or materials actually supplied by him and subject to recoveries as per contract, provided the work done and materials conform to specifications at the time of taking over by the Trustees. The payment for work shall be based on measurements of actual work done and priced at approved contract rates or other rates, as decided by the Engineer. The payment for materials supplied shall be at the rates as decided by the Engineer, which shall in no case be more than market rates prevailing at the time of taking over by the Trustees. The Engineer's decision in all such case shall be final, binding and conclusive.
- 8.3.4 The Trustees shall have the power to retain all moneys due to the Contractor until the work is completed by other agency and the Contractor's liabilities to the Trustees are known in all respect.

9.0 MAINTENANCE AND REFUND OF SECURITY DEPOSIT

- 9.1 On completion of execution of the work the Contractor shall maintain the same for a period, as may be specified in the form of a Special Condition of the Contract, from the date mentioned in the Initial Completion Certificate in Form G.C.1. Any defect/fault, which may appear in the work during aforesaid maintenance period, arising, in the sole opinion of the Engineer or his representative, from materials or workmanship not in accordance with the contract or the instruction of the Engineer or his representative, shall, upon the written notice of the Engineer or his representative, be amended and made good by the Contractor at his own cost within seven days of the date of such notice, to the satisfaction of the Engineer or his representative, failing which the Engineer or his representative shall have the defects amended and made good through other agency at the Contractor's risk and cost and all expenses, consequent thereon or incidental thereto, shall be recoverable from the Contractor in any manner deemed suitable by the Engineer.
- Contractor's obligation for maintenance of work.

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- 9.2 The Contractor shall not be considered completed and the work shall not be treated as finally accepted by the Trustees, until a Final Completion Certificate in Form G.C.2 annexed hereto shall have been signed and issued by the Engineer to the contractor after all obligations under the Contract including that in the maintenance period, if any, have been fulfilled by the Contractor. Previous entry on the works or taking possession, working or using thereof by the Trustees shall not relieve the Contractor of his obligations under the contract for full and final completion of the work. Certificate of final completion
- 9.3 On completion of the contract in the manner aforesaid, the Contractor may apply for the refund of his Security Deposit by submitting to the Engineer (I) The Treasury Receipts granted for the amount of Security held by the Trustees, and (ii) his “No further claim” Certificate in Form G.C.3 annexed hereto (in original), where upon the Engineer shall issue Certificate in Form G.C.2 and within two months of the Engineer’s recommendation, the Trustees shall refund the balance due against the Security Deposit to the Contractor, after making deduction therefrom in respect of any sum due to the Trustees from the Contractor. Refund of Security Deposit
- 10.0 INTERPRETATION OF CONTRACT DOCUMENTS, DISPUTES AND ARBITRATION
- 10.1 In all disputes, matters, claims, demands or questions arising out of or connected with the interpretation of the Contract including the meaning of Specifications, drawings, designs and instructions or as to the quality of workmanship or as to the materials used in the work or the execution of the work whether during the progress of the works or after the completion and whether before or after the determination, abandonment or breach of the contract the decision of the Engineer shall be final and binding on all parties to the contract and shall forthwith be given effect to by the Contractor. Engineer’s decision
- 10.2 If the Contractor be dissatisfied with any such decision of the Engineer, he shall within 15 days after receiving notice of such decision require that the matter shall be referred to Chairman, who shall thereupon consider and give a decision. Chairman’s award.
- 10.3 If, however, the Contractor be still dissatisfied with the decision of the Chairman, he shall within 15 days after receiving notice of such decision require that within 60 days from his written notice, the Chairman shall refer the matter to an Arbitrator of the panel of Arbitrators to be maintained by the Trustees for the purpose and any such reference shall be deemed to be a submission to arbitration within the meaning of Indian Arbitration Act, 1940 or any statutory modification thereof. Arbitration.
- 10.3.1. If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another person from panel shall be appointed as Sole Arbitrator and he shall proceed from the stage at which his predecessor left it.

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- 10.3.2 The Arbitrator shall be deemed to have entered on reference on the date he issues notice to both the parties fixing the date of first hearing.
- 10.3.3 The time limit within which the Arbitrator shall submit his award shall normally be 4 months as provided in Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator may, if found necessary, enlarge the time for making and publishing the award, with the consent of the parties..
- 10.3.4 The venue of the arbitration shall be either Calcutta or Haldia as may be fixed by the Arbitrator in his sole discretion. Upon every or any such reference the cost of any incidental to the reference and award respectively shall be in the discretion of the Arbitrator who may determine, the amount thereof or by whom and to whom and in what manner the same shall be borne and paid.
- 10.3.5 The Award of the Arbitrator shall be final and binding on all parties subject to the provisions of the Indian Arbitration Act 1940 or any amendment thereof. The Arbitrator shall give a separate award in respect of each item of disputes and respective claim referred to him by each party and give reason for the award.
- 10.3.6 The Arbitrator shall consider the claims of all the parties to the contract – within only the parameters of scope and conditions of the contract in question.
- 10.3.7 Save as otherwise provided in the contract the provisions of the Arbitration Act, 1940 and rules made thereunder, for the time being in force, shall apply to the arbitration proceedings under this Clause.
- 10.4 The Contractor shall not suspend or delay the work and proceed with the work with due diligence in accordance with Engineer's decision. The Engineer also shall not withhold any payment, which, according to him, is due or payable to the Contractor, on the ground that certain disputes have cropped up and are likely to be referred to arbitration.
- 10.5 Provided always as follows:
- [a] Nothing of the provisions in paragraphs 10.3 to 10.3.7 hereinabove would apply in the cases of contracts, where tendered amount appearing in the letter of acceptance of the tender / offer is less than Rs.40,00,000/-.
 - [b] The Contractor shall have to raise disputes or differences of any kind whatsoever in relation to the execution of the work to the Engineer within 30 days from the date of occurrence of the cause of dispute and before the preparation of the final bill, giving detailed justifications, in the context of contract conditions.

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- [c] Contractor's dispute if any arising only during the maintenance period, if any, stipulated in the contract, must be submitted to the Engineer, with detailed justification in the context of contract conditions, before the issuance of final completion certificate in Form G.C.-2 *ibid*.
No dispute or difference on any matters whatsoever, the Contractor can raise pertaining to the Contract after submission of certificate in form G.C.3 by him.
- [d] Contractor's claim / dispute raised beyond the time limits prescribed in sub-clauses 10.5[b] and 10.5 [c] hereinabove, shall not be entertained by the Engineer and / or by any Arbitrator subsequently.
- [e] The Chairman / Trustees shall have the right to alter the panel of Arbitrators, vide Clause 10.3 hereinabove, on their sole discretion, by adding the names of new Arbitrators and / or by deleting the names of existing Arbitrators, without making any reference to the Contractor.

(TO BE SUBMITTED WITH COVER- I OFFER)

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA
FORM OF TENDER (UNPRICED)

To
The Manager (I&CF),
Haldia Dock Complex.

I/We _____

having examined the site of work, inspected the Drawings and read the specifications, General & Special Conditions of Contract and Conditions of the 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 / weeks from the date of order to commence the work and in the event of our tender being accepted in full or in part. I / We also undertake to enter into a Contract Agreement in the form hereto annexed with such alterations or additions thereto which may be necessary to give effect to the acceptance of the Tender and incorporating such Specification, Bill of Quantities, Drawing and Special & General Conditions of Contract and I / We hereby agree that until such Contract Agreement is executed the said Specification, 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. **NOT TO BE QUOTED IN COVER I OFFER**

(Repeat in words) **NOT TO BE QUOTED IN COVER I OFFER**

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

I / We have deposited with the Trustees' Manager (Finance), HDC, vide Receipt No. _____ of _____ as Earnest Money.

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

Dated :
with Seal)

(Signature of Bidder

WITNESS :

Name of the Bidder :

Signature :

Name : (In
Block Letters)

Address :

Address :

Occupation:

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

FORM G.C.1

Contractor _____

Address -----

Date of completion :

Dear sir(s),

This is to certify that the following work viz :-

Name of work :

.....

.....

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

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

Work Order No.....

Allocation.....

Contract No.

which was carried out by you is in the opinion of the undersigned complete in every respect on the _____ day of _____ 2000 in accordance with terms of the Contract and you are required to maintain the work as per Clause 62 of the General Conditions of Contract and under provisions of the Contract for a period of _____ weeks / months / years

from the _____ day of _____ 2000 to _____ day of _____ 2000 .

Yours faithfully,

Signature.....

(ENGINEER/ENGINEER'S REPRESENTATIVE)

Name.....

Designation.....

OFFICE SEAL

KOLKATA PORT TRUST HALDIA DOCK COMPLEX

FORM G.C.2.

Certificate of Final Completion.

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

This is to certify that the following work viz:-

Name of work :

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

Work Order No.....

Contract No.

Resolution & Meeting No.

Allocation :

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

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

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

FORM G.C.3

(‘NO CLAIM ‘ CERTIFICATE FROM CONTRACTOR)

The Manager (I&CF)
Haldia Dock Complex
Calcutta Port Trust
Haldia.
(Atten:.....)

Dear Sir,

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

Name of work : _____

Work Order No :- _____

Contract No. _____

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

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

Yours faithfully,

(Signature of the

Contractor)

Dated _____

Name of Contractor.....

Address:.....

(OFFICIAL SEAL OF THE CONTRACTOR)

KOLKATA PORT TRUST

PROFORMA OF FORM OF AGREEMENT

THIS AGREEMENT made _____ day of _____ 20____ between the "Board Of Trustees for the Port Of Calcutta , a statutory body constituted under Major Port Trust Act ,1963 under the rules there under and statutory modification thereto having Registered Office at 15, Strand Road , Calcutta -700001 (hereinafter called "EMPLOYER" which expression unless excluded by or repugnant to the context be deemed to include his successor/s in office) on the one part and _____ (hereinafter called the "CONTRACTOR" which expression shall unless excluded by or repugnant to the context he deemed to include his heirs, executors, administrators, representative, successor in officer and permitted assigns) of the other part.

WHEREAS The TRUSTEES are desirous that certain works should be executed viz _____ and have accepted a Tender/Offer by the contractor for the execution, completion and maintenance of such works .

NOW THIS CONTRACT AGREEMENT WITNESSETH as follows :-

1. In this agreement words expressions shall have the same meanings as are respectively assigned to them in General Conditions Of Contract, hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement , viz :-
 - i.The said Tender/Offer & the acceptance of Tender/ Offer.
 - ii.The Drawings.
 - iii.The General Conditions Of Contract.
 - iv.Special Conditions Of Contract (If any).
 - v.The Conditions Of Tender.
 - vi.The Specifications.
 - vii.The Bill Of Quantities.
 - viii.All correspondences by which the contract is added, amended, varied or modified in any way by mutual consent.
3. In consideration of the payments to be made by the Trustees to the Contractor as hereinafter mentioned the contractor hereby covenant with the Trustees to execute ,complete and maintain the work in conformity in all respects with the provisions of Contract.

4. The Trustees hereby covenants to pay to the contractor in consideration of such execution ,completion and maintenance of the works the Contract Prices at the times and in the manner prescribed by the contractor .

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

have executed these presents on the day and year first above written.

The Seal of _____

Was hereunto affixed in the presence of :

Name :- _____

Address :- _____

OR

SIGNED SEALED AND DELIVERED

By the said _____

In the presence of :

Name :- _____

Address :- _____

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

Name :- _____

Address :- _____

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

Ref. _____

Bank Guarantee No. _____

Date _____

To

The Board of Trustees for the Port of Kolkata,
15, Strand Road
Kolkata – 700 001

Dear Sirs,

In consideration of the Board of Trustees For the Port of Kolkata, - (hereinafter referred to as the “EMPLOYER” which expression shall unless repugnant to the context or meaning thereof include its successors administrators and assigns) having awarded to _____, with registered office at _____ (hereinafter referred to as the “CONTRACTOR “ which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) a CONTRACT by issue of EMPLOYER’S work order dated _____ the same having been unequivocally accepted by the Contractor resulting in a ‘CONTRACT’ bearing Letter Of Award No _____ dated _____ Valued at Rs _____ for “_____” and the contractor having agreed to prove a Contract performance Guarantee for the faithful performance of the entire Contract equivalent to Rs. _____ (rupees _____ only) to the EMPLOYER.

We, the _____ Bank, _____, Kolkata/ Haldia having its Head Office at _____ (hereinafter referred to as the “Bank”, which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Employer on demand any and all monies payable by the Contractor to the extent of Rs. -(_____ only) as aforesaid at any time upto without any demur, reservation, contest, recourse or protest an/or without any reference to the CONTRACTOR, Any such demand made by Employer on the Bank shall be conclusive and binding notwithstanding any difference between EMPLOYEER and CONTRACTOR or any dispute pending before any Court, tribunal, Arbitrator or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of employer and further agrees that the guarantee herein contained shall continue to be enforceable till the Employer discharges his guarantee.

EMPLOYER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the CONTRACT by

CONTRACTOR. Employer shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or any right which they might have against Contractor, and to exercise the same at any time in any manner, and other to enforce or to forebear to enforce any covenants, contained or implied, in the CONTRACT between EMPLOYER and CONTRACTOR or any other course of remedy or security available to EMPLOYER. The Bank shall not be released of its obligations under these presents by any exercise by EMPLOYER of its liberty with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of employer or any other indulgence shown by EMPLOYER or by any other matter or thing whatsoever which under Law would, but for this provision, have the effect of reliving the bank.

The Bank also agreed that EMPLOYER at its option shall be entitled to enforce this Guarantee against the Bank as principal debtor, in the first instance without proceeding against CONTRACTOR and notwithstanding any security or other guarantee that EMPLOYER may have in relation to the CONTRACTOR'S liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs _____ (rupees _____ only) and it shall remain in force up to and including _____ and shall be extended from time to time for such period, on whose behalf this guarantee has been given.

Dated, this day of2010
..... at

WITNESSES

(Signature)

(Signature)

(Name)

(Name)

(Official address)

(Designation with Bank Stamp)
+ Attorney as per power of Attorney No.

Dated

Integrity Pact

Between

Kolkata Port Trust (KoPT) hereinafter referred to as “**The Principal/ Employer**”.

And

..... hereinafter referred to as “**The Bidder/Contractor**”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for The Principal values full compliances with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, an Independent External Monitor (IEM) appointed by the principal, will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the PRINCIPAL/EMPLOYER to get the contractual work executed and/or to obtain/dispose the desired said stores/ equipment at a competitive price in conformity with the defined specifications/ scope of work by avoiding the high cost and the distortionary impact of corruption on such work /procurement/ disposal and Enabling BIDDERS/ CONTRACTORS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL/EMPLOYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

Section 1 – Commitments of the Principal/ Employer.

- (1) The Principal commits itself to take measures necessary to prevent corruption and to observe the following principles:
 - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c. The Principal will exclude from the process all known prejudiced persons.

- (2). If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC)/Prevention of Corruption (PC) Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section-2 –Commitments of the Bidder(s) / Contractor(s)

- (1) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
 - a. The Bidder(s) /Contractor(s) will not directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contract, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principles, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines, all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is annexed and marked as Annex-A.
 - e. The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (2). The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section-3-Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s) before award or during execution has committed a transgression through a violation of Section 2 above, or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as considered appropriate.

Section 4-Compensation for damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) If the Principal has terminated the contract according to Section 3 or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5-Previous transgression

- (1) The Bidder declares that no previous transgressions occurred in the last 3 years from the date of signing the Integrity pact with any other Company in any country conforming to the anti corruption approach or with any other Public Sector Undertaking / Enterprise in India, Major Ports/ Govt. Departments of India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as considered appropriate.

Section 6- Equal treatment of all Bidders/Contractors/Sub-Contractors

- (1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
- (2) The Principal, will enter into agreements with identical conditions as this one with all Bidders, Contractors and Sub-contractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7- Other Legal actions against violating Bidder(s)/ Contractor(s)/ Sub Contractor(s)

The actions stipulated in this Integrity pact are without prejudice to any other legal action that may follow in accordance with provisions of the extant law in force relating to any civil or criminal proceedings. .

Section 8 – Role of Independent External Monitor(IEM):

- (a) The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this pact.
- (b) The Monitors shall not be subject to instructions by the representatives of the parties and shall perform their functions neutrally and independently.
- (c) Both the parties accept that the Monitors have the right to access all the documents relating to the contract.
- (d) As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the authority designated by the Principal and the Chief Vigilance Officer of Kolkata Prot Trust.
- (e) The BIDDER/ CONTRACTOR(s) accepts that the Monitor has the right to access without restriction to all contract documentation of the PRINCIPAL including that provided by the BIDDER/ CONTRACTOR. The BIDDER/ CONTRACTOR will also grant the Monitor, upon his request and

demonstration of a valid interest, unrestricted and unconditional access to his contract documentation, if any. The same is applicable to sub-contractors. The Monitor shall be under contractual obligation to treat the information and documents of the Bidder/Contractor/ Sub-contractor(s) with confidentiality.

(f) The Principal/ Employer will provide to the Monitor sufficient information about all meetings among the parties related to the contract provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor, the option to participate in such meetings.

(g) The Monitor will submit a written report to the designated Authority of Principal/ Employer/ Chief Vigilance Officer of Kolkata Port Trust within 8 to 10 weeks from the date of reference or intimation to him by the Principal/ Employer/ Bidder/ Contractor and should the occasion arise, submit proposals for correcting problematic situation. BIDDER/ CONTRACTOR can approach the Independent External Monitor (s) appointed for the purposes of this Pact.

(h) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or to take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(i) If the Monitor has reported to the Principal substantiated suspicion of an offence under the relevant IPC/PCA, and the Principal/ Employer has not, within reasonable time, taken visible action to proceed against such offence or reported to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

(j) The word 'Monitor' would include both singular and plural.

Section 9 – Facilitation of Investigation:

In case of any allegation of violation of any provisions of this Pact or payment of commission, the PRINCIPAL/EMPLOYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER/CONTRACTORS and the BIDDER/CONTRACTOR shall provide necessary information and documents **in English** and shall extend all possible help for the purpose of such examination.

Section 10 – Pact Duration:

The pact beings with when both parties have legally signed it and will extend upto 2 years or the complete execution of the contract including warranty period whichever is later. In case bidder/contractor is unsuccessful this Integrity Pact shall expire after 6 months from the date of signing of the contract.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman, KoPT.

Section 11 – Other Provisions:

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal in Kolkata.
- (2) Changes and supplements as well as termination notices need to be made in writing in English.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

- (4) Should one or several provisions of this agreement turn out to be invalid, the reminder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & on behalf of the Principal)

(For & on behalf of Bidder/Contractor).

(Office Seal)

(Office Seal)

Place :

Date :

Witness 1:

(Name & Address)

.....

.....

Witness 2:

(Name & Address)

.....

.....

ANNEXURE-A**GUIDELINES FOR INDIAN AGENTS OF FOREIGN SUPPLIERS**

- 1.1 There shall be compulsory registration of Indian agents of Foreign suppliers for all Tenders. An agent who is not registered with KoPT shall apply for registration in the prescribed Application-Form.
 - 1.2 Registered agents will file an authenticated Photostat copy (duly attested by a Notary Public)/Original certificate of the principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission/ remuneration/salary/retainer ship being paid by the principal to the agent before the placement of order by KoPT.
 - 1.3 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.
- 2.0 DISCLOSURE OF PARTICULARS OF AGENTS/REPRESENTATIVES IN INDIA. IF ANY.**
- 2.1 Tenderers of Foreign nationality shall furnish the following details in their offer:
 - 2.1.1 The name and address of the agents/representatives in India, if any and the extent of authorization and authority given to commit the Principals. In case the agent/representative be a foreign Company, it is to be conformed whether it is real substantial Company and details of the same shall be furnished.
 - 2.1.2 The amount of commission/ remuneration included in the quoted price(s) for such agents/ representatives in India.
 - 2.1.3 Confirmation of the Tenderer that the commission/remuneration if any, payable to his agents/ representatives in India, is to be paid by KoPT in Indian Rupees only.
 - 2.2 Tenderers of Indian Nationality shall furnish the following details in their offers:**
 - 2.2.1 The name and address of the foreign principals indicating their nationality as well as their status, i.e. whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents /representatives.
 - 2.2.2 The amount of commission/remuneration included in the price(s) quoted by the Tenderer for himself.
 - 2.2.3 Confirmation of the foreign principals of the Tenderer that the commission/remunerations, if any, reserved for the Tenderer in the quoted price(s), is to be paid by KoPT in India in equivalent Indian Rupees.
 - 2.3 In either case, in the event of contract materializing, the terms of payment will provide for payment of the commission/remuneration, if any payable to the agents/representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.
 - 2.4 Failure to furnish correct and detailed information as called for in paragraph-2.0 above will render the concerned tender liable for rejection or in the event of a contract materializing, the same liable to termination by KoPT. Besides this there would be a penalty of banning business dealings with KoPT or damage or payment of a named sum.