

KOLKATA PORT TRUST
MATERIALS MANAGEMENT DIVISION
MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT
6, GARDEN REACH ROAD
KOLKATA – 700023

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Tender for Annual Contract for procurement of various grades of Grease and Lubricants
for KOLKATA DOCK SYSTEM, KOLKATA PORT TRUST

NOTICE INVITING TENDER No.: Str/13418/16-17/Lub/R Dated: 01.12.2017
E-Tender No. KoPT/Kolkata Dock System /MM/20/17-18/ET/456

1. Materials Management Division, under Mechanical & Electrical Engineering Department of Kolkata Port Trust invites offers for supply of **Grease and Lubricants** against **Annual Contract** for Kolkata Dock System as per the technical specifications contained herein the tender documents.
2. For this purpose, offers in two parts (namely, **Techno Commercial Bid** and **Price Bid**) are invited from the following manufacturers:
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 - (1) M/s. Indian Oil Corporation Ltd.
 - (2) M/s. Bharat Petroleum Corporation Ltd.
 - (3) M/s. Hindustan Petroleum Corporation Ltd.
 - (4) M/s. Balmer Lawrie & Co. Ltd.
 - (5) M/s. Tide Water Oil Co. India Ltd.
3. The intending bidders are required to submit their offer electronically through e-tendering portal. No physical tender is acceptable by Kolkata Dock System.
4. Bid Document may be downloaded from MSTC website www.mstcecommerce.com/eprochome/kopt and KOPT Website www.kolkataporttrust.gov.in / CPP Portal i.e. www.eprocure.gov.in. Corrigendum or clarification, if any shall be hoisted on the above mentioned website only.

5. The offer shall have to be uploaded in two separate parts namely **Techno commercial Bid** and **Price Bid**. The **Techno-commercial** Bids will be opened on **27.12.2017** at **15hrs.** in presence of such interested tenderers or their authorized representative who may wish to remain present during the opening of Tender. The "Price Bid" of only the bidders whose "Techno commercial Bid" are found satisfactory, will be opened on at a later date for which such tenderers would be intimated through letters/e-mail, in presence of such interested short listed tenderers who may wish to remain present during the opening of offers.

Critical Dates & Time

Publish Date	05.12-2017 11.00 Hrs.	Bid Opening Date	27-12-2017 15.00 Hrs.
Document Download/Sale Start Date	05.12-2017 11.00 Hrs.	Document Download/Sale End Date	27-12-2017 14.00 Hrs.
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	05.12-2017 11.00 Hrs.	Bid submission End Date	27-12-2017 14.00 Hrs.

In the event of any unforeseen closure of work/holiday on any of the above days the same will be opened/held on the next working day without any further notice.

Tenderers can download the Tender Documents from the KoPT website www.kolkataporttrust.gov.in/ CPP Portal i.e. www.eprocure.gov.in.

Sd/-
(S. Mukherjee)
Chief Mechanical Engineer

SCHEDULE OF TENDER (SOT)

a. TENDER NO.	<u>Str/13418/16-17/Lub/R Dated: 01.12.2017</u>
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 Dock System
c. E-Tender No.	KoPT/Kolkata Dock System/MM/20/17-18/ET/456
d. Date of NIT available to parties to download	05.12.2017 at 11.00 hrs.
e. Pre-Bid Meeting starting date & Time	N.A
f. Pre -Bid Meeting closing date & Time	N.A
g. i) Earnest Money Deposit ii) Tender Cost iii) Transaction Fee	N.A. N.A Rs. 2,288/- Including GST@18% on Service Charge) Payment of Transaction fee by NEFT/RTGS in favour of MSTC LIMITED (refer clause. No. 4 of Annexure -A)
h. Last date of submission of Bid Document fee at KDS Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.	N.A. <i>Bidders should attempt to deposit Transaction Fee 3 days prior to closing of bid to avoid rejection of bid on account of failure to confirm receipt by MSTC</i>
i. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/kopt	05.12.2017 at 11.00 hrs.

j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	27.12.2017 at 14.00 hrs.
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	27.12.2017 at 15.00 hrs.

List of Annexure

Important Instructions to Bidders	:-	Annexure - A
Commercial Terms & Condition	:-	Annexure - B
Special Terms & Condition		Annexure - C
Schedule of Requirement	:-	Annexure - D
Contract forms	:-	Annexure - E
List of Documents to be uploaded	:-	Annexure - F
Price Bid	:-	Annexure - G

Important instructions for E-procurement

Bidders 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/.....</p> <p>1). Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt depts. → Select 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/MSTC, (before the scheduled time of the e- tender).</p> <p><i>Contact person (Kolkata Port Trust):</i></p> <ol style="list-style-type: none"> 1. Indrajit Ghosh – Materials Manager – mm@kolkataporttrust.gov.in 2. Namgyal Bhutia – Sr. Dy. Materials Manager – nbhutia@kolkataporttrust.gov.in 3. Sulata Barua – Dy. Materials Manager – sulata.b@kolkataporttrust.gov.in
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	<p><i>Contact person (MSTC Ltd):</i></p> <ol style="list-style-type: none"> 1. Shri S. Mukherjee, DM (e-Commerce) – smukherjee@mstcindia.co.in 2. Ms. S Maity, AM (e-Commerce) – smaity@mstcindia.co.in <p>Google hangout ID- (for text chat)- mstceproc@gmail.com</p> <p>B) System Requirement:</p> <ol 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 disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <ul style="list-style-type: none"> • Tools => Internet Options => Security => Disable protected Mode If enabled- i.e., Remove the tick from the tick box mentioning “Enable Protected Mode”. • Other Settings: Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”. <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/..... 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: The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u> A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><u>NOTE</u> Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
7	<p>Bidding in e-tender :</p> <ol style="list-style-type: none"> Vendor(s) need to submit necessary Transaction fees to be eligible to bid online in the e-tender. Transaction fees are non refundable. The process involves Electronic Bidding for submission of Technical and Commercial Bid. The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →PSU/Govt depts→ Login under→My menu→ Auction Floor Manager→ live event →Selection of the live event The vendor should allow running JAVA application. This exercise has to be done immediately after

	<p>opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.</p> <p>e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid</p> <p>f) Vendors are instructed to use <i>Attach Doc button</i> to upload documents. Multiple documents can be uploaded.</p> <p>g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation to the technical and commercial terms & conditions are allowed.

10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.

Instructions to Bidders

1. ELIGIBLE TENDERERS

Manufacturers as indicated at para. 2 of NIT, Page-1.

TENDER DOCUMENTS

The tender documents shall include inter alia:

- Important Instructions to Bidders – Annexure- A
- Commercial Terms & Condition – Annexure – B
- Special Terms & Condition - Annexure –C
- Schedule of Requirement, Specifications –Annexure –D
- Contract form – Annexure –E
- List of Documents to be uploaded – Annexure- F
- Price Schedule –Annexure-G

2. PRICE BID

- 2.1 Price quoted by the tenderer shall remain fixed and valid until completion of the contract performance and will not be subject to variation other than statutory variation against documentary evidence.
- 2.2 The bidder should quote full rates of GST to be stated.
- 2.3 Price Bid should be FREE FROM ANY EXTRANEIOUS CONDITION.
- 2.4 **Price must be quoted in PRICE BID only**. Tender shall be liable to rejection at the option of Trustees if Tenderer quote prices/rates in (Techno- Commercial Part).
- 2.5 Tenderers are to quote their rates and applicable statutory Taxes, clearly and specifically in the price Bid format enclosed in the tender document and not in any document other than enclosed price bid format.

3. SUBMISSION OF TENDER

The tenderer shall fill in and submit online both 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 Dock System.

4. PERIOD OF VALIDITY OF OFFERS

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

5. The rates of the items must remain valid throughout the period of contract of one year (i.e. from the date of placement of contract).

6. Full particulars as to specification, brand and maker's name and delivery schedule, etc. should be stated, failing which the tender may not be considered.
7. Attention of tenderers is drawn to the rule that the rate unit must not, under any circumstances, be altered and quotation must be entered for both in figures and in words.
8. Unless otherwise mentioned all offers will be considered for **immediate delivery ex-stock**, as and when required during the period of contract- time being the essence of the contract in this respect.
9. The Materials Manager, for any reason whether at his own initiative or in response to a clarification required by a prospective tenderer, may modify the Tender Documents. Such amendment(s) shall be part of the Tender Documents and will be notified by publication in the KoPT website and CPP Portal and will be binding on the prospective Tenderers. In order to allow prospective tenderers reasonable time for taking the amendment into account & preparing the tenders, the Materials Manager may, at his discretion, may extend the deadline for the submission of the tenders.
10. **RIGHT TO ACCEPT ANY TENDER OR TO REJECT ANY OR ALL OFFERS:**
KoPT reserves the right to accept or reject any tender and or part thereof, without assigning any reason. KoPT reserves the right to annul the tendering process and reject all the tenders at any time prior to award of contract, without thereby incurring any liability to the affected tenderers or any obligations to inform the affected tenderers the ground for such actions.
11. **Bidders while submitting their bid must fully read and understood the entire Tender Documents, GCC, Special conditions, Commercial Terms & Conditions and Addenda, if any, downloaded from under the instant e-tender and no other source and will comply to the said documents, GCC, Special conditions and Addenda. The bidders must register his unconditional acceptance while submitting his/her bid online using his/her Digital Signature.**

12. Tax Clause:

For Tax inclusive contracts

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

For Tax exclusive contracts

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

Tax Clause

For Tax inclusive contracts

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

For Tax exclusive contracts

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

Change in law clause

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

General Terms & Conditions

- Supplier/service provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- The Supplier/Service Provider agrees to comply with all applicable GST laws, including GST acts rules, regulations, procedures, circulars & instructions there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier/Service Provider should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN. In case there is any mismatch between the details so uploaded in GSTN by Supplier/Service Provider and details available with Kolkata Port Trust, then payments to Supplier/Service Provider to the extent of GST relating to the invoice/s under mismatch may be retained from due payments till such time Kolkata Port Trust is not sure that accurate tax amount is finally reflected in the GSTN to KoPT's Account and is finally available to Kolkata Port Trust in terms of GST laws and that the credit of GST so taken by Kolkata Port Trust is not required to be reversed at a later date along with applicable interest.
- Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to any non compliance of tax laws by the supplier/service provider. Any loss of input tax credit to Kolkata Port Trust for the fault of supplier shall be recovered by Kolkata Port Trust by way of adjustment in the consideration payable.
- Supplementary invoices/Debit note/credit note for price revisions to enable Kolkata Port Trust to claim tax benefit on the same shall be issued by you for a particular year before September of the succeeding Financial Year.
- The purchase order work order shall be void, if at any point of time you are found to be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

Sd/-
(S. Mukherjee)
Chief Mechanical Engineer

Commercial Terms & Condition

TENDER No. Str/13418/16-17/Lub/R Dated 01.12.2017 to be opened on 27.12.2017

1. Quotations must include all charges, such as, GST, packing, cartage, delivery charges etc.
2. Notwithstanding anything herein contained, the price/prices quoted in this tender should be based on the tariff value / values and the rate / rates of Customs / GST, on the opening date of tender and that if any increase in either tariff value or rates of Customs shall be in force on the due date for delivery and shall effect any increase or decrease in the total amount of Customs / GST payable on any goods to be supplied hereunder on the said date for delivery, then the price of the said goods shall be increased or decreased by the increased or decreased amount of Duty so payable.
3. The Materials Manager does not bind himself to accept lowest of any tender or assign any reason for non-acceptance. He also reserves to himself the right to accept any tender in part or in whole. The Materials Manager also reserves the right to take up to **110%** of the quantities accepted by the Trustees.
4. The Materials Manager reserves the right of extending the last date of submission of offers based on the response to have a fair and wide competition.
5. The Trustees will not recognize any assignment or endorsement in favour of third parties of any order arising out of this tender other than the authorized dealer/distributor /accredited agents.
6. If delivery of material is not made within the time undertaken, the order may be cancelled without notice.
7. Unless otherwise mentioned all offers will be considered for **immediate delivery ex-stock**, time being the essence of the contract in this respect.
8. Unit of price must be as specified in the tender.
9. Any default in the supply or failure to deliver an approved quality within the time stipulated may involve purchase of the whole or any portion of the supply remaining undelivered or unapproved from another source **at the risk and expenses of the supplier**.
10. All parties quoting should state clearly in bold the % of GST and Customs duties etc. that will be charged against any item.
11. **L. D. Clause** – Delay in supply will attract liquidated damage @ ½% per week with effect from stipulated date of delivery subject to maximum 5% of the order value. In case of L.D. for delayed supply GST at the prevailing rate at the time of delivery will be applicable on L.D. amount and the same will be deducted from the supplier bill.
12. Rate of GST in full may be stated as KoPT does not furnish 'C' or 'D' form.
13. **Conditional discount:** Evaluation of tenders will not be made on conditional discount if any offered by the firm/s.
14. **JURISDICTION:** The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.

15. **ARBITRATION:** For the instant tender no Arbitration will be permissible. In case of disputes the decision of the Chief Mechanical Engineer will be final and binding.
16. **PAYMENTS TERMS:** In general, Payment will be made within 30 days from the date of delivery, both days being inclusive.
17. **BID CURRENCY:** Price shall be quoted in I.N.R. only.
18. **Guarantee/Warranty:**
 - (a) If not otherwise stated elsewhere, supplied store is to be guaranteed against any manufacturing defect for a period of 12 months and is to be replaced free of cost in the event of development of any manufacturing defect within such period.
 - (b) The supplied materials should have sufficient shelf life.
19. **Delivery Time:** Within 45 days from the date of placement of order.
20. **FORMAT AND SIGNING OF TENDER:** The original tender format and accompanying documents must be written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to sign on behalf of the tenderer. All pages of the offer except for un-amended printed literature shall be initialed by the person or persons signing the offer. The name and position held by each person signing must be typed or printed or sealed below the signature.
21. The tender shall contain no interlineations, erasers or overwriting except as necessary to correct the errors made by the tenderer in which case such corrections shall be initiated by the person / persons signing the offer.
22. **LICENCES AND PERMITS:** The contractor shall be liable for obtaining all licenses and permits with respect to the goods supplied by him.
23. Willing tenderers may like to send their authorized representative to attend opening of the above tender.
24. Tenderers are requested to submit the copy of their GST registration certificate, permanent Income Tax Account No failing which the tender may be disqualified.
25. Test certificate and Guarantee certificate where ever applicable must be submitted along with the supply.
26. **If conditions above are not strictly complied with, the tender may not be considered.**
27. **Please see our special conditions at Annexure – C.**
28. Firms would be required to submit clear bill along with Bank A/C particulars supported with GRN where applicable along with other documents as required for processing the bill for payment through ECS.
29. **The Tender will not be extended under any situation.**

Sd/-
(S. Mukherjee)
Chief Mechanical Engineer

Special Conditions of **TENDER No. Str/13418/16-17/Lub/R Dated 01.12. 2017 to be opened on 27.12.2017**
for supply of **Grease and Lubricants** against Annual Contract for KOLKATA DOCK SYSTEM, KOLKATA PORT TRUST

1. Rates must be quoted in the trustees' prescribed Format form failing which offer may not be taken into consideration.
2. Brand & maker's name & pack size must be stated.
3. The quantity mentioned in the tender is indicative and there is no guarantee that the full tendered quantity will be drawn. The trustees' however reserve to themselves right to draw 110% of the tendered quantity.
4. The trustees' do not bind themselves to accept the lowest or any tender or assign any reasons for non-acceptance.
5. The Basic rate of items and rate of tax applicable must be stated clearly including Delivery Charges if any.
6. Period of contract is one year from the date of placement of Contract.
7. Basic rate must remain firm during period of contract i.e. One year from the date of placement of Contract.
8. Any variation or new imposition in the rate of taxes or duties must be submitted with the proof of documentary evidence issued by the competent authority.
9. Condition monitoring (testing of samples) to be provided as required if necessary.
10. Non compliance of any or all of the conditions will render the tender liable for outright rejection.

Sd/-
(S. Mukherjee)
Chief Mechanical Engineer

Annexure -D**Tender No. Str/13418/16-17/Lub/R dated 01.12.2017 opening date 27.12.2017****List of Grease & Lubricants**

Sl. No.	Item Code	Item Description	Quantity in Ltr/kg (approx.) (to be supplied in new non-returnable 210 Ltr/182 kg Drum)	Unit	Grade offered
1	1170010	Servo Gem 2 / Multipurpose Grease or Equivalent grade	720	Kgs.	
2	1170082	Servo Transfluid 'A' or Equivalent grade	840	Ltr.	
3	1170200	Engine Oil 20W / 40 or Equivalent grade	15750	Ltr.	
4	1170230	Gear Oil HP 90 or Equivalent grade	420	Ltr.	
5	1170290	Servo Spin 12 or Equivalent grade	2310	Ltr.	
6	1170300	Veedol 68 /Servo System 68 or Equivalent grade	3780	Ltr.	
7	1170311	Servo Mesh S.P. 150 or Equivalent grade	1680	Ltr.	
8	1170320	Servo Mesh S.P. 460 or Equivalent grade	420	Ltr.	
9.	1170370	Servo Freeze 46/57/68 or equivalent	420	Ltr.	
10	1170390	Servo Stern 220 or Equivalent grade	4620	Ltr.	
11	1170450	Cardium Compound / Servo coat 140 or Equivalent grade	360	Kgs.	
12	1170850	Engine Oil CF4-15W/40 or Equivalent grade	4200	Ltr.	
13	1180090	Servo System 46 or Equivalent grade	1470	Ltr.	
14	1180260	Gear Oil SM 140 or Equivalent grade	210	Ltr.	
15	1180280	Servo System HLP 32 or Equivalent grade	420	Ltr.	
16	1180510	Servo Marine K 2040 or Equivalent grade	1260	Ltr.	
17	1180530	Servo Spin 22 or Equivalent grade	630	Ltr.	
18	1180540	Servo System 150 or Equivalent grade	210	Ltr.	
19	1170540	Transformer Oil or Equivalent grade	840	Ltr.	
20	1180370	Servo Gem EP2 or Equivalent grade	25	Kgs.	

Offer No:

Name & Signature of the Authorised Representative of the firm

Date:

Contract Form

TENDER No. Str/13418/16-17/Lub/R Dated 01.12. 2017 Opening on 27.12. 2017

E-Tender no. KoPT/Kolkata Dock System/MM/20/17-18/ET/456

(To be filled up and uploaded online)

MATERIALS MANAGER
KOLKATA PORT TRUST

Sir,

1. I/We the undersigned hereby tender to supply the Trustees with such of the several articles or items enumerated in the accompanying list as you may select at the price stated therein and on terms as specified in the prescribed agreement.
2. Notwithstanding anything hereinbefore contained and without prejudice any of the rights of the Trustees' and without in any way effecting any of my/our liabilities. I/We hereby agree and confirm that I/We have pursued and understood the terms and conditions and import of all the causes in the prescribed agreement, a copy whereof has been duly initialed by me / us for identification and submitted with the tender and I/We agree that the terms and conditions contained in the said prescribed agreement shall be deemed to form part of the terms and conditions of the tenders and I/We shall be bound by same.
3. I / We agree not to sub let or assign the Contract for supplies or any part thereof at any benefit there under.
4. I / We bind myself / ourselves to supply, if required to do so up to 110% of the quantities accepted by the Trustees.
5. I / We agree to bear the cost of stamping the agreement.
6. I / We agree that delivery of articles will not be completed until such articles are inspected and passed at destination by an officer of the Trustees whose decision shall be final until such inspection and passing the articles shall remain and or will continue to remain at my / our sole risk. The rates quoted include delivery at Garden Reach. Unless otherwise specified in the order I / We undertake to deliver supplies not later than 24 hours from the receipt of the order if received by noon on a week day or the case of an order received later than noon, 48 hours after such receipt failing which a purchase may be made against me / us in the open market on my / our account and risk and additional cost incurred thereby may be recovered from me / us in any way that the Trustees may think fit and proper.
7. I / We agree to all bills for articles supplied being prepared in and paid at the Trustees' Head Office by the existing mode which will absolve the Trustees from all liabilities whatsoever
8. The articles supplied will be in strict accordance with the specification and or description in the Schedule.

9. The price quoted includes cost of containers and delivery to Kolkata Port Trust Stores 6, Garden Reach Road, Kidder pore, Kolkata – 700023.
10. Rate unit have not been altered in the Tender and quotations have been entered in both figures and words.
11. The total value of each item has been shown in the column provided for that purpose.
12. Country of manufacturer has been stated.
13. **Charge for work necessary for completion of Contract:** - I / We agree to pay all charges for handling, stamping, painting, marking, protecting and preserving patent rights drawings, templates, models and gauges and for all such measures as may be deemed necessary for the proper completion of the Contract even although special provision thereof has not been made in the specification or drawings.
14. **Indemnity Clause:** - I / We agree to all times to indemnify the Trustees against all claims which may be made in respect of the several articles or items enumerated in the list attached hereto under any patent or other rights and accept responsibilities for all risk or accidents or damage from whatever cause arising; PROVIDED Always that in the Trustees shall notify me /us of same and I / We shall be at liberty at my/our own expense to take steps in the matter that I/We may think fit.
15. **REMOVAL OF REJECTED STORES:** - I/We agree to remove within a fortnight from the date of rejection of any stores delivered by me / us and such rejected stores shall lie at my / our risk and rent may be charged at the Trustees' option. If I /We fail to remove such stores within a fortnight of rejection the Trustees shall have the right to dispose of the same and I/We shall have no claim against the Trustees in respect of the said (rejected) stores.
16. For non-observance of any of the terms of the tender and/or Agreement or otherwise the Trustees have absolute right without assigning any reasons to cancel the tender and /or the agreement and I/We shall be liable for all losses and damages arising there under and this is without prejudice to all other rights and remedies of the Trustees.
17. It is distinctly understood by and between the parties that notwithstanding anything hereinbefore contained the Trustees without prejudice to any of their rights shall be at liberty to deduct/set off or adjust out of any money that may become refundable or payable by the Trustees to the tenderer in respect of the present tender in respect of the present tender any sum or sums that may be payable or has become payable by the tenderer to the Trustees or recoverable from the tenderer in respect of any other tender or contact between the tenderer and Trustees in these respect, the decision of the Trustees' Materials Manager shall be final and binding on both the parties.
18. I/we further confirm that I/we have carefully gone through the whole of the tender documents and understood the same.
It is also confirmed that no part of the tender document has been changed /modified by me /us.
Further, I/we confirm that statement of facts/figures information incorporated in my /our offer is correct.

Yours faithfully
Signature

Dated20 17

Address.....

* Signature and Address of the Tenderer to be given here in full.

Form – 1**Expressed undertaking by the Bidder****(To be filled up and uploaded online)****TENDER No. Str/13418/16-17/Lub/R Dated: 01.12.2017 Opening on 27.12.2017****E-Tender no. KoPT/Kolkata Dock System/MM/20/17-18/ET/456****Tender for Annual Contract for procurement of various grades of Grease and Lubricants for KOLKATA DOCK SYSTEM, KOLKATA PORT TRUST**

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

I /We hereby tender to supply and deliver the articles noted below to your General Stores at Kidderpore on a one delivery contract basis (unless otherwise stated) at the rate quoted in Price schedule & subject to the conditions of Tender.

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

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

Date:

Place:

Full Name in Block Letters:

Signature of Tenderer with Official Seal

Address:

Telephone:

Fax:

E mail ID:

Form 2

TENDER No. Str/13418/16-17/Lub/R Dated: 01.12. 2017 Opening on 27.12.2017
E-Tender no. KoPT/Kolkata Dock System/MM/20/17-18/ET/456
(To be filled up and uploaded online)

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

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

(Signature with official seal)

NB: A Xerox copy of a cancelled cheque is to be enclosed.

List of Documents to be uploaded

- a) GST Registration Certificate.
- b) Copy of PAN Card.
- c) Form-1 (Expressed undertaking by the bidder)
- d) Form – 2 (Bank details of the bidder to be filled up given format at Form-2)

Annexure - G**PRICE BID****Tender No. Str/13418/16-17/Lub/R dated 01.12.2017 opening date 27.12.2017****List of Grease & Lubricants**

Sl. No	Item Code	Item Description	Quantity in Ltr/kg (approx.) (to be supplied in new non-returnable (210 Ltr/182 kg Drum)	Unit	Rate		
					Basic	Duties & Taxes	Total
1	1170010	Servo Gem 2 / Multipurpose Grease or Equivalent grade	720	Kgs.			
2	1170082	Servo Transfluid 'A' or Equivalent grade	840	Ltr.			
3	1170200	Engine Oil 20W / 40 or Equivalent grade	15750	Ltr.			
4	1170230	Gear Oil HP 90 or Equivalent grade	420	Ltr.			
5	1170290	Servo Spin 12 or Equivalent grade	2310	Ltr.			
6	1170300	Veedol 68 /Servo System 68 or Equivalent grade	3780	Ltr.			
7	1170311	Servo Mesh S.P. 150 or Equivalent grade	1680	Ltr.			
8	1170320	Servo Mesh S.P. 460 or Equivalent grade	420	Ltr.			
9.	1170370	Servo Freeze 46/57/68 or equivalent	420	Ltr.			
10	1170390	Servo Stern 220 or Equivalent grade	4620	Ltr.			
11	1170450	Cardium Compound / Servo coat 140 or Equivalent grade	360	Kgs.			
12	1170850	Engine Oil CF4-15W/40 or Equivalent grade	4200	Ltr.			
13	1180090	Servo System 46 or Equivalent grade	1470	Ltr.			
14	1180260	Gear Oil SM 140 or Equivalent grade	210	Ltr.			
15	1180280	Servo System HLP 32 or Equivalent grade	420	Ltr.			
16	1180510	Servo Marine K 2040 or Equivalent grade	1260	Ltr.			
17	1180530	Servo Spin 22 or Equivalent grade	630	Ltr.			
18	1180540	Servo System 150 or Equivalent grade	210	Ltr.			
19	1170540	Transformer Oil or Equivalent grade	840	Ltr.			
20	1180370	Servo Gem EP2 or Equivalent grade	25	Kgs.			

Offer No:
Date:Name & Signature of the Authorised Representative of the firm**Price not to be quoted here. Price to be submitted online only.**