

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
An ISO-9001: 2008 Organization**

e- TENDER

for

**HIRING OF SERVICE FOR CONDUCTING ENERGY AUDIT IN
ELECTRICAL INSTALLATION AT HALDIA DOCK COMPLEX,
KOLKATA PORT TRUST**



PLANT & EQUIPMENT DIVISION

**Operational Administrative Building (1st Floor),
Chiranjibpur, P.O. Haldia, Dist. Purba Medinipur,
West Bengal, PIN – 721 604.**

FAX: + 91 3224 252135

NOTICE INVITING E-TENDER

E-Tender under two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited on behalf of Haldia Dock Complex (HDC), Kolkata Port Trust (KoPT), from the intending bidders fulfilling following Pre-qualification Criteria for the work of "Hiring of Service for Conducting Energy Audit in Electrical installation at **Haldia Dock Complex, Kolkata Port Trust**".

1.1 Pre-qualification Criteria :

Any firm fulfilling the following criteria will be considered eligible.

1.1.1 Bidder should possess following certificates

- a. Should be Registered Agency at BEE
- b. Should be a accredited Energy Auditor

1.1.2 The bidder must possess experience of having successfully executed contracts for energy audit in Central/State Govt. and Port Sector at the contract demand of 7800 KVA & above, during the period of last 7 (seven) years, ending on 28.02.2018.

1.1.3 The contractor should submit the final report of energy audit(s) as well as completion certificate(s) from the firm where the energy audit has been carried out.

1.1.4 Criteria with respect to financial capability :

The Average Annual Financial Turnover of the bidding firm during the last three years, ending on **31st March, 2018**, should be at least **INR 1,68,000.00 (Rupees One Lakh Sixty Eight Thousand) only**.

Documentary evidence, in support of the above shall have to be furnished in the form of Audited Balance Sheets and Profit & Loss Accounts for the last three financial years, ending on 31.03.2018. The Auditor, in such case, must be a qualified Chartered Accountant. No self-declared document(s) would be accepted for this purpose.

In absence of audited Balance Sheet and Profit & Loss Account, for the last financial year, ending on **31.03.2018**, a certification regarding financial turnover (for the last financial year, ending on 31.03.2018) shall have to be submitted from the **statutory auditor of the company/ firm**. As soon as the audited Balance Sheet and Profit & Loss Account would become available, the same should be submitted immediately.

If due date (scheduled opening date of tender) falls within three months (April to June) of the closing of the latest financial year, the latest financial year may be ignored and financial turnover of the three years, year previous to the latest financial year may be considered.

In case, the bidder is unable to submit audited Balance Sheet and Profit & Loss Account for the last financial year ending **31.03.2017** (in case of tender opening date falling after June), due to non- completion of audit or for any other reason, a certification regarding financial turnover (for the last financial year ending **31.03.2017**) shall have to be submitted from the statutory auditor of the company / firm.

1.1.5 Mode of submission of documents in respect of Pre-qualification Criteria: All documents in support of Pre-qualification Criteria as per Clause No. 1.1 must be **signed by the bidder under their official seal, scanned and uploaded**.

1.2 Submission of other documents :

Besides documents in respect of Pre-qualification Criteria, the following documents should also be signed under their official seal, scanned and uploaded by Individual Firm or Lead Partner –

- 1.2.1 The Tender Document with Seal & Signature [in line with Clause No. 2.13.2 of the Tender Document].
- 1.2.2 Only **rate(s)** of GST and other statutory taxes, levies, cess, considered in the quoted rate is to be indicated in Techno- Commercial Part.
- 1.2.3 Valid Professional Tax Clearance Certificate/ Up to date Professional Tax Payment Challan. Documentary evidence of clearance/ payment challan valid up to 31st March of the last competed accounting year may be submitted by the bidder. However, it would be the responsibility of the contractor to comply with the requirements of the concerned authority during entire tenure of the contract.
- 1.2.4 GST Registration Certificate,
- 1.2.5 Employees Provident Fund (EPF) Code No. [photocopy of latest challan is to be submitted]and,
- 1.2.6 ESI Registration. If this is not applicable, necessary document(s), along with affidavit, affirmed before a first class Judicial Magistrate, to that effect, to be submitted. Moreover, such bidder(s) shall have to submit a declaration, conforming that they will obtain Registration Certificate of ESI authority, if required and they indemnify Kolkata Port Trust against all damages and accident occurring to their labourer (including that of subcontractor's labourers), in connection with the instant contract, in case they become a successful bidder.
- 1.2.7 Valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate, if applicable.
- 1.2.8 **Form of Tender**, duly filled in, signed and stamped by the competent authority of the bidder as per **Annexure – V**.
- 1.2.9 **Preamble of PRICE SCHEDULE** as per **Annexure – VI**.
- 1.2.10 **UN-PRICED PRICE SCHEDULE** as per **Annexure – VII**.
- 1.2.11 A declaration to be furnished as per **Annexure – VIII**.
- 1.2.12 General information about the bidders as per the specified format in **Annexure – IX**.
- 1.2.13 Copy of Partnership Deed in case of a Partnership Firm.
- 1.2.14 Memorandum of Association and Articles of Association and Certificate of Incorporation/ Partnership Deed etc. / or any such relevant document as applicable.
- 1.2.15 Power of Attorney from the competent authority of the bidding firm, in connection with **Clause No. 2.9.**
- 1.2.16 All other required documents as mentioned in this Tender Document.

SCHEDULE OF TENDER (SOT)

1	Name of work	Hiring of Service for Conducting Energy Audit at Haldia Dock Complex, Kolkata Port Trust
2	E-Tender No.	KoPT/Haldia Dock Complex/P&E Div/2/18-19/ET/18
3	Reference Tender No.	SDM(P&E)/T/ 01 /2018-2019
4	Availability of the Tender Document	<p>The Tender Document (in full) may be seen from any one of the following Websites,</p> <p>i) <u>Kolkata Port Trust (KoPT) :</u> http://www.kolkataporttrust.gov.in</p> <p>ii) <u>Central Public Procurement Portal (CPPP) :</u> http://eprocure.gov.in</p> <p>iii) <u>MSTC Limited :</u> http://www.mstcecommerce.com/eprochome/kopt</p> <p>Corrigenda or clarifications, if any, shall also be hosted on the above mentioned websites.</p>
5	Mode of tender	<p>e-Procurement System</p> <p>(Online Part I - Techno-Commercial Bid and Part II - Price Bid) through the following website of MSTC Limited:</p> <p><u>http://www.mstcecommerce.com/eprochome/kopt</u></p> <p>Although the bidders may see the Tender Document from the websites as mentioned under Sl. No. 4, above, but the intending bidders can only submit their offer electronically through the abovementioned website of MSTC Limited. No physical tender would be accepted by Haldia Dock Complex, Kolkata Port Trust.</p>
6	Bid Document Fee	<p>The intending bidders should deposit the non-refundable Bid Document Fee of INR 590.00 (Rupees Five Hundred Ninety) only to Haldia Dock Complex, Kolkata Port Trust along with their offer otherwise their offer will be summarily rejected.</p> <p>The bidders are advised to deposit Bid Document Fee using the <u>Axis Bank Payment Gateway only</u>. No other method of payment of Bid Document Fee shall be accepted.</p> <p>The Bidders would be able to access the payment gateway from the Vendor log in page of the MSTC ecommerce site (www.mstcecommerce.com→ e-Procurement →Psu / Govt depts→Kolkata Port Trust) under the icon: “ <u>HDC EMD/Tender Fee Payment</u>”. Clicking this icon will take the bidders to the Axis bank gateway. Alternatively the Bidders can also access the gateway by from Axis bank easy pay site (https://easypay.axisbank.co.in→</p>

		<p>Others→Haldia Dock Complex)</p> <p>For making payment of EM through the gateway, the bidders will be required to provide the User ID (the ID used by the bidders for submitting e-tender of HDC) and Bid ID (the e- tender number of the tender for which the payment is to be made).</p> <p>The method of use of the gateway is indicted in <u>Annexure- XX</u> with the tender.</p> <p>Tenderers should deposit Earnest Money before filling and submission of bids.</p> <p>Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder :</p> <p>a) Name of remitting vendor/contractor : b) E- Tender No. : c) Amount remitted : d) Remittance Bank Details: e) URN No.: f) Date of payment:</p>
7	Earnest Money Deposit	<p>The intending bidders should submit Earnest Money of INR 11,200.00 (Indian Rupees Eleven Thousand Two Hundred) only, to Haldia Dock Complex, along with their offer otherwise their offer will be summarily rejected.</p> <p>The bidders are advised to deposit Earnest Money using the <u>Axis Bank Payment Gateway only</u>. No other method of payment of EM shall be accepted.</p> <p>The Bidders would be able to access the payment gateway from the Vendor log in page of the MSTC ecommerce site (www.mstcecommerce.com→ e-Procurement →Psu / Govt depts→Kolkata Port Trust) itself under the icon: “<u>HDC EMD/Tender Fee Payment</u>” . Clicking this icon will take the bidders to the Axis bank gateway. Alternatively the Bidders can also access the gateway by from Axis bank easy pay site (https://easypay.axisbank.co.in→ Others→Haldia Dock Complex)</p> <p>For making payment of EM through the gateway, the bidders will be required to provide the User ID (the ID used by the bidders for submitting e-tender of HDC) and Bid ID (the e- tender number of the tender for which the payment is to be made).</p> <p>The method of use of the gateway is indicted in <u>Annexure-XX</u> with the tender.</p> <p>Tenderers should deposit Earnest Money before filling and submission of bids.</p> <p>Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder :</p> <p>a) Name of remitting vendor/contractor : b) E- Tender No. : c) Amount remitted : d) Remittance Bank Details: e) URN No.:</p>

		f) Date of payment:
8	Exemption	<p>Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme), having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate, are exempted from depositing Bid Document Fee and Earnest Money.</p> <p>In such case, scanned copies of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate have to be uploaded along with the bid.</p> <p>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 full amount of Bid Document Fee and Earnest Money Deposit as per NIT. Otherwise their offer for those items will not be considered.</p>
9	Transaction Fee	Rs 331/- (Rupees Three hundred thirty one) only has to be paid towards Transaction Fee including GST@18%, in favour of MSTC LIMITED by NEFT/ RTGS (Please refer to Clause No. 4 of Annexure – I).
10	Date of NIT available to parties to download	From 05.04.2018
11	Pre-Bid Meeting starting date & time.	13.04.2018 at 1100 hrs.
12	Pre-Bid Meeting closing date & time	13.04.2018 at 1400 hrs.
13	Last date of submission of EMD & Bid Document Fee to HDC, KoPT	Upto 1500 hrs. on 04.05.2018 (The bidder has to ensure submission of URN in respect of EMD & Bid Document Fee during submission of the bid on line).
14	Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.	<u>Three working days before the last date of closing of online bidding for the e-tender.</u>
15	Date of starting of e-Tender for online submission of Techno- Commercial Bid and Price Bid at the following website of MSTC Limited: http://www.mstcecommerce.com/eprochome/kopt	23.04.2018 at 1100 Hrs.
16	Date of closing of online e-tender for submission of Techno-Commercial Bid and Price Bid.	Upto 1500 Hrs on 04.05.2018
17	Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Date of opening of Part II i.e. Price Bid of the Techno-Commercially qualified bidder(s) would be informed separately.	After 1530 Hrs on 04.05.2018

CONTENTS

DESCRIPTION	MARKED AS	PAGE NO.
COVER PAGE		1
NOTICE INVITING E- TENDER		2 - 3
SCHEDULE OF TENDER (SOT)		4 - 6
CONTENTS		7
PROCEDURE OF PAYMENT OF EARNEST MONEY AND BID DOCUMENT FEE	Annexure- XX	8
IMPORTANT INSTRUCTIONS FOR E- PROCUREMENT	Annexure – I	09 - 12
OTHER INSTRUCTIONS TO THE TENDERERS	Annexure – II	13 - 19
SPECIAL CONDITIONS OF CONTRACT	Annexure – III	20 - 25
SCOPE OF WORK	Annexure – IV	26 - 29
FORM OF TENDER	Annexure – V	29 - 30
PREAMBLE OF PRICE SCHEDULE	Annexure – VI	32
UNPRICED PRICE SCHEDULE [i.e. BILL OF QUANTITIES (UN-PRICED)]	Annexure – VII	33
DECLARATION OF THE BIDDER	Annexure – VIII	34
GENERAL INFORMATION OF THE BIDDER	Annexure – IX	35- 37
GENERAL CONDITIONS OF CONTRACT, MAY 1993 OF KOLKATA PORT TRUST.		ONE SET (45 pages)

Annexure-XX

PROCEDURE OF PAYMENT OF EARNEST MONEY AND BID DOCUMENT FEE OF TENDERS OF HALDIA DOCK COMPLEX, THROUGH AXIS BANK GATEWAY

1. The Bidders would be able to access the payment gateway from the Vendor log in page of the MSTC ecommerce site (www.mstcecommerce.com → *e-Procurement* → *Psu / Govt depts* → *Kolkata Port Trust*) under the icon: "**HDC EMD/Tender Fee Payment**". Clicking this icon will take the bidders to the Axis bank gateway.
Alternatively, the Bidders can also access the gateway by from Axis bank easypay website site (<https://easypay.axisbank.co.in> → Others → Haldia Dock Complex)
2. The Bidder will be required to mention the **Bidder's ID** (The ID used by the Bidder for logging in the MSTC Website) and **Bid Id** (E-tender Number of the Tender against which the Bidders intend to submit Bid) and then Click '**VALIDATE**'.
3. A webpage will populate where the Bidder will be required to select: **Earnest Money** Or **Bid Document Fee**, then indicate his Mobile Number and the CAPTHA displayed in the webpage.
4. Depending on the selection, another webpage will come up.
5. In case of selection of Earnest Money, The bidder will be required to select the option of **With or Without Bank Guarantee**. In case of Bids, where there is no option to pay through BG, the Bidders should select the option '**Without**'.
In case of any tender, where there is an option to pay a part of EM through Bank Guarantee and the Bidders wants to avail that option, the bidder should select '**With**'.
6. The Bidder will be required to mention their Bank Account Number, IFSC Code of his Bank, and the Name of the Account, insert the Captha mentioned in the web page and then '**SUBMIT**'. In case of Bid Document Fee payment, Bank Account Number would not be required.
An **URN** Number will be generated. Bidders may keep note of this **URN** Number for all future reference.
7. Another webpage will come up and the Bidder will have the option to select payment methods from – (i) Internet Banking and (ii) NEFT/RTGS after agreeing with the terms and conditions by clicking the dialogue box appearing in the webpage.
8. In case of selection of Internet Banking, the bidder will be required to select any Bank of their choice and depending on the selection the bidder will then be guided to the webpage of the respective Bank. After validating the payment in the respective bank, the system will return to the Axis Bank Payment gateway.
9. In case of selection of RTGS/NEFT, the webpage will generate a payment advice.
The **Bank Account Number, IFSC Code of the Bank, Name of the payee i.e Haldia Dock Complex and the amount to be paid** will be indicated in the said payment advice. The Bidders will also get an SMS and Email detailing the same.
The Bidder will be required to mention the same correctly in the Bank challan which is required to be filled up for payment by RTGS/NEFT in the bank from where they intend to make the payment.
The Bidders should note that Bank A/C number of HDC mentioned in the Payment advice will change for each and every transaction and hence for each and every payment the entire process from the beginning will have to be followed for generation of a URN Number.
10. For payment of Bid Document fee, identical process is to be followed.
11. The Bidders will be able to know the status of their payment by using the '**Enquire URN**' facility by mentioning the URN Number in the Axis Bank login page. Until such time the payment is credited to HDC's A/C the system will show the status as 'Pending'.
12. The Bidders should note that until such time the status remains 'Pending', the payment is not made to HDC and mere generation of URN Number will not signify payment of EM or Bid Document Fee. Hence, if the status remains 'Pending' after some time of submitting the RTGS/NEFT payment request at their Bank, then the bidder should contact their Bank to enquire about the status of RTGS/NEFT request.
13. In case of any problem relating to use of the payment gateway the bidder should contact the tender inviting authorities whose phone number and email address is mentioned in the e-tender.

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 Shri S Mukherjee, DM(e-Commerce) / Ms S Maity, AM(e-Commerce)/ MSTC, (before the scheduled time of the e- tender).</p> <p>Contact persons of Haldia Dock Complex:</p> <table border="0"> <tr> <td>1. Shri R.N.Roy, Designation:- Sr. Dy. Manager(P&E) Mobile No: +91 94340 74411 e-mail :- rnroy.hdc@nic.in</td> <td>2. Shri D.Mallik, Designation:- Dy. Manager(P&E) Mobile No: +91 94340 31335 e-mail :- dmullick.hdc@nic.in</td> </tr> </table> <p style="text-align: center;">Landline: (03224) 252 526 / FAX : (03224) 252 135</p> <p><u>Contact person (MSTC Ltd):</u></p> <table border="0"> <tr> <td>1. Mr. S.Mukherjee, Designation:- Deputy. Manager (e-Commerce), Mobile No: +91 7278030407 Landline: 033-22901004 Email:- smukherjee@mstcindia.co.in</td> <td>2. Ms S. Maity, Designation:- Asstt. Manager (e-commerce) Mobile No: +91 9831155225 Landline:033-22901004 Email:- smaity@mstcindia.co.in</td> </tr> </table> <p>Google hangout ID- (for text chat)- mstceproc@gmail.com</p> <p>B) System Requirement:</p> <ol style="list-style-type: none"> Windows 7 or above Operating System IE-7 and above Internet browser. Signing type digital signature Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the 	1. Shri R.N.Roy, Designation:- Sr. Dy. Manager(P&E) Mobile No: +91 94340 74411 e-mail :- rnroy.hdc@nic.in	2. Shri D.Mallik, Designation:- Dy. Manager(P&E) Mobile No: +91 94340 31335 e-mail :- dmullick.hdc@nic.in	1. Mr. S.Mukherjee, Designation:- Deputy. Manager (e-Commerce), Mobile No: +91 7278030407 Landline: 033-22901004 Email:- smukherjee@mstcindia.co.in	2. Ms S. Maity, Designation:- Asstt. Manager (e-commerce) Mobile No: +91 9831155225 Landline:033-22901004 Email:- smaity@mstcindia.co.in
1. Shri R.N.Roy, Designation:- Sr. Dy. Manager(P&E) Mobile No: +91 94340 74411 e-mail :- rnroy.hdc@nic.in	2. Shri D.Mallik, Designation:- Dy. Manager(P&E) Mobile No: +91 94340 31335 e-mail :- dmullick.hdc@nic.in				
1. Mr. S.Mukherjee, Designation:- Deputy. Manager (e-Commerce), Mobile No: +91 7278030407 Landline: 033-22901004 Email:- smukherjee@mstcindia.co.in	2. Ms S. Maity, Designation:- Asstt. Manager (e-commerce) Mobile No: +91 9831155225 Landline:033-22901004 Email:- smaity@mstcindia.co.in				

	<p>system.</p> <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: <p>Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.</p> <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→Internet Options→ custom level (Please run IE settings from the page 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:</p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><u>NOTE</u></p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
7	<p>Bidding in e-tender :</p> <ol style="list-style-type: none"> Vendor(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority. 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

	<p>www.mstcecommerce.com → e-procurement → PSU/Govt depts → Login under → My menu → Auction Floor Manager → live event → Selection of the live event</p> <p>d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.</p> <p>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 be 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.
12.	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
13	The bid will be evaluated based on the filled-in technical & commercial formats.
14.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
15.	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of MSTC Ltd.

16.	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme), having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate, are exempted from depositing Bid Document Fee and Earnest Money.
17.	<p>Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.</p> <p>When splitting of tender quantity is not possible purely on technical ground, Trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.</p>
18.	If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
19.	Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be furnished along with the bid.
20.	Due date of submission of tender will not be extended under any situation.

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2. OTHER INSTRUCTIONS TO THE TENDERERS

2.1 Language of Tender and Interpretation of the Tender Document and Other Documents :

- 2.1.1** Tender Document means all pages of this book including all pages of General Conditions of Contract of Kolkata Port Trust, May 1993. All pages of subsequent addenda (if applicable) are also part of the Tender Document.
- 2.1.2** The Tender Documents are drawn up in English and filling up of the required documents by the Tenderer should also be only in English and the interpretation(s) shall be in English. All correspondence and documents relating to the tender, exchanged between the Tenderer and HDC, shall be in the English Language only. The interpretation(s) of the accepting authority shall be final and binding on the bidder.
- 2.1.3** Any clarification with regard to interpretation or ambiguity, discovered or pointed out after the uploading of the Tender Document, as to the meaning, conditions, instructions or Annexure contained in the Tender Documents shall be valid when such a clarification is made by the authority issuing NIT, through a written document and such clarification / amendment shall form part and parcel of the Tender Document.
- 2.1.4** The various documents comprising of the full set of Tender Document are complimentary to one another and are to be taken as parts of a whole and mutually explanatory to each other. If stipulation to the various tender conditions are found to be in variance to each other in any respect, one will override other in order of precedence in the descending order as given below :
- (i) Description in "Price Schedule".
 - (ii) Special Conditions of Contract.
 - (iii) General Conditions of Contract of Kolkata Port Trust, May 1993.

2.2 Intending bidders have to bear all the costs or expenses incurred by them in connection with the preparation and submission of their bids or for any other expenses incurred in connection with such bidding.

2.3 The bidder shall quote his price through on-line (through MSTC portal only) as per the Price Schedule in the Price Bid (Part-II), without any condition or deviation.

2.4 E-Tender Document shall neither be issued by post nor sold.

2.5 Tenderers are not permitted to alter/change/delete/modify any clause of the tender document downloaded from the website. If any deviation / discrepancy is found after submission of tender, the submitted offer will be summarily rejected.

2.6 Earnest Money Deposit (EMD) :

2.6.1 Method of Paying EMD :

As per the methodology stipulated in the 'NOTICE INVITING E-TENDER', the intending tenderer must deposit **Earnest Money, amounting to Rs 11,200.00 (Indian Rupees Eleven Thousand Two Hundred)** only.

Failing to deposit the Earnest Money, as per the above details, shall make the Tender liable for rejection.

2.6.2 Exemption :

As mentioned in the 'NOTICE INVITING E-TENDER', Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme), having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate, are exempted from depositing **Bid Document Fee** and **Earnest Money**.

In such case, scanned copies of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate have to be uploaded along with the bid.

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 full amount of Bid Document Fee and Earnest Money Deposit as per NIT. Otherwise their offer for those items will not be considered.

2.6.3 Forfeiture of EMD :

Earnest Money may be liable for forfeiture at the option of the Trustees, if the Bidder withdraws his offer after the schedule date of submission of offer and before expiry of the validity period of the offer; and / or, alters / amends any terms and / or condition and / or quoted rate(s), after the schedule date of submission of offer and before expiry of the validity period of the offer (excepting when option to do the same has been specifically granted by the HDC, KoPT in writing) making it unacceptable to HDC, KoPT and / or, in case of successful bidder, fails to carry out the work or to perform / observe any of the conditions of the Contract; and / or, fails to carry out the work or to perform / observe any of the conditions of the Contract. For the purpose of this provision, the validity period shall include any / all extension thereof agreed by the bidder in writing. The Trustees shall also be at liberty to deduct any of their dues from Earnest Money.

2.6.4 Refund of EMD :

Earnest Money Deposit of unsuccessful bidders shall be refunded or released as the case may be to the unsuccessful Bidders, without any interest, within **7 (Seven) days after opening of Price bid (Part – II)** of the e-Tender document.

Earnest Money Deposit of the successful bidder shall be released / refunded after submission of Security Deposit, without any interest.

2.7 Method of Submission of Tender :

2.7.1 Tenderers submitted bids, without requisite Earnest Money and/ or Bid Document Fee, are liable to be rejected, excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) having valid DIC's certificate, for the item(s), for which the tender is invited.

2.7.2 For submission of Techno-Commercial Bid (i.e. Part – I), the participating bidder would have to sign / fill (wherever applicable) the documents / Annexure / formats etc. **[as mentioned under Clause No. 1.1 of NOTICE INVITING E-TENDER (i.e. Pre-qualification Criteria) and Clause No. 1.2 of NOTICE INVITING E-TENDER (i.e. Submission of other documents)]** under their official seal, scan and upload in the website of **MSTC Limited** (i.e. <http://www.mstcecommerce.com/eprochome/kopt>).

The bidder will have to produce the original documents or any additional documents, if sought for by HDC, KoPT.

2.7.3 Price Bid (i.e. Part –II) contains the **Price Schedule**. Price Bid has to be submitted online without any condition or deviation. **The bidders are required to quote the rates of all the items. In case of non-availability of rate of any of the items, the respective offer will be treated as non-responsive and will be rejected.**

2.7.4 Bidders have to submit offers based upon Terms & Conditions of the tender without any deviation. Should it, however, become unavoidable, deviations should be suggested during Pre-Bid Meeting. HDC, KoPT reserves the right to accept or reject the suggested deviations.

2.8 Declaration to be submitted by the Tenderers :

The bidder should give the following declarations under their letter head along with the techno-commercial offer as per **Annexure – VIII** of this Tender Document:

- 2.8.1** A declaration, so that, the bidder has examined carefully, read, understood and accept all the Terms & Conditions of the instant tender including Price Schedule, Special Conditions of Contract, Scope of Work, General Conditions of Contract, May 1993 of Kolkata Port Trust. The bidder would execute and complete the work required to be performed in accordance with all these Terms & Conditions of the instant tender.
- 2.8.2** A declaration, that the bidders are required to quote the rates of all the items. In case of non-availability of rate of any of the items, the offer of the bidder will be treated as non-responsive and will be rejected.
- 2.8.3** A declaration, that there is no deviation from the Terms & Conditions of the instant Tender Document.
- 2.8.4** A declaration that the bidder has deposited requisite Earnest Money & Bid document fee.

OR

The bidder has submitted documentary evidences for Micro & Small Enterprises (MSES) registered with NSIC (Under single point registration scheme) as per tender conditions.

- 2.8.5** A declaration, that the bidder has not been banned/de-listed/debarred by any Govt./Quasi-Govt./Public Sector Undertaking in India.
- 2.8.6** The authorized signatory of the bidding firm should give a declaration that the bidder/his partner/any director of their concern/ company is not associated with any other firm bidding for the instant work.
- 2.8.7** A declaration, that the bidder has not altered /deleted /added any Terms & Conditions in the tender document.
- 2.8.8** A declaration that, price quoted only in the Price Bid [Part – II], strictly as per **“Price Schedule”**, **without any extraneous condition**. There is no change in the Format of Un-priced **“Price Schedule”**. Except in the Price Bid the price is not mentioned/ disclosed in any other place of tender/offer.

2.9 Authority in signing the documents for submission of Tender / Offer :

All documents to be uploaded by the bidder should be signed under official seal by –

2.9.1 In case the Tender is submitted by a Proprietorship Firm, the same should be signed either by Proprietor or other person, holding a valid Power of Attorney from the Proprietor, in connection with this Tender. The signature of such Power of Attorney holder should be attested by the Proprietor.

2.9.2 In case the Tender is submitted by a Partnership Firm, the same should be signed either by partner, holding valid Power of Attorney from the partners, in connection with this Tender. The signature of such Power of Attorney holder should be attested by the partners.

2.9.3 In case the Tender is submitted by a Limited Company, the same should be signed by person holding valid Power of Attorney executed in his favour (in connection with this Tender) and the signature of such Power of Attorney holder should also be attested, in accordance with the constitution of the Limited Company.

2.10 Validity of Tender :

The tender shall remain valid for acceptance for a period of 120 days from the actual date of opening of Techno-Commercial Bid. Prior to the expiry of the Tender validity period, HDC, KoPT may ask to extend the period of validity for a specific time. The request and the response, thereto, shall be made in writing. However, in the event of the bidder agreeing to the request, he shall not be permitted to modify his tender (excepting when option to do the same has been specifically granted by the HDC, KoPT, in writing).

2.11 The bidder to inform himself fully :

- 2.11.1** This Tender Document (covering all instructions, Special Conditions of Contract and Scope of Work and General Conditions of Contract of Kolkata Port Trust, May, 1993, along with latest amendment etc.) should be read in conjunction with any addendum which may be issued subsequently.
- 2.11.2** The bidder shall be deemed to have examined the Tender Document [covering all instructions, Special Conditions of Contract, Scope of Work and General Conditions of Contract of Kolkata Port Trust, May, 1993, etc.] and visited the worksite and surroundings and to have obtained all necessary information in all the matters whatsoever that might influence while carrying out the work as per the conditions of the tender and to satisfy himself to sufficiency of his tender, etc. The bidder is advised to acquaint himself with the job involved at the site, like means of transport, laws and bye laws in force from Government of West Bengal and Govt. of India and other statutory bodies from time to time. The bidder shall be deemed to have examined and collected all necessary information as to risk, contingencies and other circumstances, which may influence or affect the tender.
- 2.11.3** Failure to comply with the requirement of the Tender submission will be at the bidder's own risk. Tender(s) / Offer(s) of the bidder(s), which are not responsive to the requirement of the Tender Document, will be rejected.
- 2.11.4** Bidder shall bear all costs associated with the preparation and submission of his tender and HDC, KoPT will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
- 2.11.5** Before attending the Pre-Bid Techno-Commercial Conference and/ or submission of tender, on the basis of formal written request, necessary Gate Pass for entering into the Dock area, if required, will be issued to the bidder and/ or their authorized representative(s), **on chargeable basis**. The bidder will be fully responsible for any injury (whether fatal or otherwise) to himself or his representative(s), for any loss or damage to property, or for any other loss, damage, costs and expenses whatsoever caused which but for the granting of such permission would not have arisen. The bidder will be liable to indemnify the Employer against any loss or damage to the property of the Employer or neighbouring property which may be caused due to any act of bidder or his representative(s).

2.12 Amendments :

- 2.12.1** At any time, prior to the last date for submission of tenders, HDC, KoPT reserves the right to amend and modify the Tender Document by issuing Addenda.
- 2.12.2** Any Addendum thus issued shall form part of the Tender Document and shall be communicated to all concerned through the websites and press advertisements, prior to the last date for submission of the tender. Such Addendum so carried out shall form part of the tender and shall be binding upon the bidders.

2.13 Errors in the Tender Document :

- 2.13.1** All documents to be submitted with the Techno-Commercial Bid should be signed, stamped, scanned and uploaded as per Clause No. 1.1 & Clause No. 1.2 of 'NOTICE INVITING E-TENDER'.

2.13.2 The bidder shall submit complete tender and the same shall be without alterations, interlineations or erasure effect except those to accord that instructions issued by HDC, KoPT or as may be necessary to correct errors made by the bidders. Person signing the Tender shall, put his signature against all such cancellations, alterations or amendments. **The said Tender Document (in full) is to be scanned & uploaded as part of techno-commercial offer.**

2.13.3 The bidders are required to quote the rates of all the items. In case of non-availability of rate of any of the items, the respective offer will be treated as non-responsive and will be rejected.

2.14 Acceptance of Tender :

HDC, KoPT shall reserve the right not to accept the lowest tender or any tender and reserve the right to accept the tender in part or full or to cancel the tender as a whole without assigning any reason.

Cost on this account, if any, shall not be reimbursed. Participation in e-tendering process by any bidder or opening of techno-commercial bid of any bidder shall not construe that such bidder is considered automatically qualified.

2.15 Opening of Bids:

2.15.1 Only Part -I i.e. Techno-Commercial Bid(s) would be opened online on the date and time as stipulated in the 'NOTICE INVITING E-TENDER'.

2.15.2 Part -II i.e. Price Bid(s) of only those bidder(s) who are found techno-commercially qualified, would be opened on a later date, with prior intimation to all concerned.

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

2.16 Scrutiny of e-Tenderers :

2.16.1 After opening of the Techno-Commercial Bid, the Tender Document(s) submitted by the bidder(s), shall be carefully examined to ascertain that whether all the bidders have submitted the Earnest Money Deposit, Bid Document Fee and all required documents as mentioned in the Tender Document.

2.16.2 In connection with scrutiny, evaluation and comparison of tenders, HDC, KoPT may ask bidder individually for clarifications. Request for clarification and response thereto shall be communicated in writing. No change in price or substance of the tender shall be sought, offered or permitted nor the bidder be permitted to withdraw the tender before the expiry of the Validity Period of the tenders in the process of clarifications.

2.16.3 HDC, KoPT may seek any other detail(s) / document(s) in subsequent course to ascertain and get confirmed about the competence of the bidder.

2.16.4 The Trustees reserve the right to disqualify a tender in case they are satisfied that any prize, commission, gift or advantage has been given, promised or offered by or on behalf of any bidder, to any officer, employee or representative of the Trustees or to any person on his or their behalf in relation to the acceptance of the tender.

2.16.5 If on scrutiny, **Techno-Commercial Bid** of any bidder is found not acceptable to HDC, KoPT, the **Price Bid** part of such bidder **will not be opened**. "Price Bid" part of other bidder(s) will be opened on a subsequent date as per procedure. Decision of the HDC, KoPT in this regard shall be final and binding on the bidder.

2.16.6 During Techno-Commercial evaluation, i.e. evaluation of Part - I of tender, an offer shall be considered **non-responsive** in case :-

- (i) requisite Earnest Money is not deposited,
- (ii) requisite Bid Document Fee is not paid,

- (iii) valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate is not submitted in case of exemption from depositing Bid Document Fee and Earnest Money.
- (iv) Any indication of quoted price anywhere in the uploaded documents required for Techno-Commercial offer.
- (v) does not meet the Pre-Qualification Criteria as stipulated in the NIT.
- (vi) The bidder submits conditional offer / impose own terms and conditions / does not accept tender terms and conditions completely.
- (vii) The bidder provides misleading or false information in the statements and documents submitted.
- (viii) 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 Haldia Dock Complex, Kolkata Port Trust in this regard shall be final and binding on the Bidder.

2.17 Evaluation Criteria:

- 2.17.1** Evaluation with respect to Priced Price Schedule.
- 2.17.2** Price to be quoted strictly in accordance with Clause Nos. 2.8.3 and 3.10.
- 2.17.3** The Price Bid will be evaluated only for the bidders, who have qualified in the Techno-Commercial Bid.
- 2.17.4** While evaluating the Price Bid, the unit rates (excluding GST and other statutory taxes, levies & Cesses thereon) quoted by the bidders for different items as mentioned in the Price Schedule shall be taken into account and the same will be multiplied by the respective quantity against different items and thereafter total summation will be done. The selection of the lowest bidder will be made on the basis of sum total cost.
- 2.17.5** While evaluating the Price Bid, any extraneous condition will not be considered and the tender shall liable for outright rejection, if any extraneous condition is found in the offer of the bidding firm.
- 2.17.6** In case two or more bidders quoting the same Price and their offers become the lowest offer, the respective bidders will be given chance to submit their fresh price bid subject to condition that the fresh price so quoted must be less than the price quoted by the respective bidder earlier.
- 2.17.7** The bidder, who quoted lowest total cost, shall be considered for award of contract.
- 2.17.8** For Micro & Small Enterprises (MSEs) registered with NSIC:
If illegible for this kind of job, the benefits as per prevailing norms will be extended to MSEs registered with NSIC as per New Public procurement Policy as notified by the Government of India, Ministry of Micro, small & medium enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012.
- 2.17.9** When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.
- 2.17.10** While evaluating tenders, regard would be paid to National Defence and Security considerations.

2.18 Award of Contract :

2.18.1 The successful bidder who's bid is accepted by HDC, KoPT (please refer to **Clause No. 2.17**) shall be duly informed in writing, prior to expiration of the tender validity period, that their tender has been accepted. This notification of award of contract will be treated as **Order Letter**.

2.18.2 Kolkata Port Trust reserve the right to accept or reject the tender in part or as a whole and do not bind themselves to accept the lowest tender or any tender, without assigning any reason and no damage claim whatsoever will be payable by Kolkata Port Trust in this regard. Mere participation in e-tender by any bidder or opening of techno-commercial bid of any bidder shall not construe that such bidder is considered automatically qualified for award of contract. Such qualification may also include information regarding performance of bidder from any other source.

3. SPECIAL CONDITIONS OF CONTRACT

3.1 Definition and Interpretation :

For definitions of different words used in this Tender Document, **KoPT's General Conditions of Contract, May 1993** are to be followed.

3.2 Additions and Alternations :

3.2.1 HDC, KoPT shall have power and authority from time to time, and at all times to make amendments or additions or alterations or changes in the Scope of Work and give such further instructions and directions as may appear necessary and proper to HDC, KoPT for the guidance of the contractor and good and efficient execution of the work.

3.2.2 The contractor shall receive, obey and be bound by the same according to the true intent and meaning thereof as if the same had been mentioned or referred to in the Scope of Work etc.

3.2.3 HDC, KoPT may also vary or alter the levels or positions of any of the work contemplated by approved specification or may order any of the work contemplated thereby to be omitted, with or without substitution of any other work in lieu thereof, or may order any work or any portion of work executed or partially executed, to be removed, changed or altered, if required.

3.2.4 HDC, KoPT may order that other work shall be substituted in lieu thereof and any difference in the cost occasioned by any such diminution or alteration so ordered and directed shall be added to or deducted from the amount specified by the contractor and where the rates are not specified, then a suitable rate backed up by rate analysis shall be submitted by the contractor and agreed upon between the contractor and HDC, KoPT.

In the event of disagreement, HDC, KoPT shall fix such rates or prices as shall in their opinion, be reasonable and proper having regard to the circumstances.

3.3 Access to Site :

The contractor shall have to abide by the rules and regulations of HDC, KoPT, which may be varied time to time, in respect of entry / exit and movement in the premises. Necessary **Gate Pass** for entering into the Dock area will be issued for the personnel, equipment, machineries, materials etc. of the contractor, for execution of the instant work, **on chargeable basis**, as per rules then prevailing, on the basis of written request from the contractor.

Haldia Dock Complex have introduced RFID based Dock Entry Permits. With a view to strengthen security of the dock, it has been decided that photocopy of proof of identity has to be submitted for one-time registration of all the individuals seeking man permits. The following documents will be considered as a valid proof of identity.

- Passport (Relevant pages with photo & address)
- Driving License.
- Voter ID card (EPIC).
- AADHAAR (UID).
- Income Tax PAN Card.

Please note that document substantiating proof of identity is required to be submitted once for each individual. For getting subsequent permits, the sponsoring firms may quote ID number and type of ID of the individual which was submitted initially for registration.

3.4 Contract Document Mutually Explanatory :

3.4.1 The several documents forming the contract are to be taken as mutually explanatory of one another and should anything appear in one, which is not described in the other, no advantage shall be taken of any such omission.

3.4.2 In case, any discrepancies or inconsistencies however appear or should any misunderstandings arise as to the meaning and of the specifications or drawings or as to the dimensions or the quality of the materials or the due and proper execution of the work or as to the measurement or quality and valuation of the work executed under this contract or as extra thereupon, the same shall be explained by the Engineer or his authorized representative.

3.4.3 The explanation of Engineer or his authorized representative shall be final and binding upon the contractor and the contractor shall execute the work according to such explanations, and without extra charge or deductions to/from the prices specified in the Price Schedule and do all such work and things as may be necessary for the proper completion of the work as implied by the specification and drawings, even though such work and things are not specifically shown and described therein.

3.5 Completion Period:

The contractor will have to complete the energy audit job **within 75 days, from the date of placement of order by HDC**. Any delay on the part of HDC, KoPT for the job, which is under the Scope of HDC, KoPT, if any, will be suitably taken care of.

3.6 Tender Price, Taxes, Duties and other Statutory Levies etc. :

3.6.1 Price to be quoted only in the Price Bid (priced Price Schedule) should strictly as per **"Price Schedule", without any extraneous condition**. There should not be any change in the Format of un-priced **"Price Schedule"**. Except in the Price Bid, the price must not be mentioned / disclosed in any other place of tender/offer.

3.6.2 The bidders are required to quote the rates of all the items. In case of non-availability of rate of any of the items, the respective offer will be treated as non-responsive and will be rejected.

3.6.3 Quoted price as per **"Price Schedule"** should be inclusive of all incidental charges but **exclusive** of GST and other statutory taxes, levies & Cesses, if any. The same will be paid extra on submission of relevant document for availing credit (please refer to **Clause No. 3.8 & 3.9**), if and as applicable.

3.6.4 Except where otherwise specifically provided, the successful bidder shall provide all required things necessary in connection with the contract work, although everything may not be fully specified and although there may be errors and omissions in the specifications.

3.7 Price Variation :

In case of any upward variation in any taxes, duties and other statutory levies etc. and/ or new introduction of any taxes, duties and other statutory levies etc. of Central/ State Government, which will be applicable to this Contract, Trustees will consider reimbursement of payment made against such increase of taxes, duties against documentary evidence of such payment made. In case of any downward revision in any taxes, duties and other statutory levies etc. and/or withdrawal/ abolition of any taxes, duties and other statutory levies etc. the contractor will give due rebate, as would be effected by such revision or withdrawal/ abolition.

3.8 GST, OTHER STATUTORY TAXES, LEVIES & CESSSES:-

- 3.8.1** GST and other statutory taxes, levies & Cesses thereon, for execution of the tendered job, will be paid extra, on submission of relevant document for availing credit, if & as applicable.
- 3.8.2** However, for recovery of any charges by HDC/KoPT from the contractor, GST, as applicable on the amount of liquidated damage as well as other recovery i.e. damage, penalty, land rent, etc. shall be deducted from contractors' bill at applicable rates and the same will not be reimbursed by HDC/KoPT.
- 3.8.3** The bidder should quote landed price including all charges (excluding GST and other statutory taxes, levies & Cesses thereon), including insurance, transportation, packing, forwarding and all other incidentals required for execution of the contract in all respect. Variation (upward / downward) in taxes & duties and statutory levies etc due to change in Govt. Regulations only shall be considered, provided such change has taken place within the completion date of the Contract.
- 3.8.4** Deduction of Sales / Turnover Tax on works contract, Income Tax shall be made by the Employer from each certificate of payment to the Contractor at the prevailing rates or such other rates as may be specified by the Government from time to time, on the gross amount of the Contractor's bill for payment.

3.9 Goods & Services Tax (GST) :

The contractor shall comply with all requirements of the GST to enable KoPT to avail full credit on the buyers GST. The payment of GST element shall be subject to compliance of the same.

3.10 Payment Terms :

- i) 40% payment will be paid within 30 days against submission of bill alongwith draft energy audit report(s).
- ii) 40% payment will be paid within 30 days against submission of bill alongwith final energy audit report(s).
- iii) 20% payment will be paid within 30 days against submission of bill alongwith acceptance of final energy audit report(s) by HDC, KoPT.

The amount of GST and other statutory taxes, levies & Cesses thereon, will be paid by HDC, KoPT, on production of relevant document for availing credit, if & as applicable.

Any claim for interest will not be entertained by HDC, KoPT with respect to any payment or balance which may be in their hands owing to any disputes between themselves and the contractor or with respect to any delay on the part of HDC, KoPT in making payment.

3.11 Taxes, Labour Laws and other Regulations:

- 3.11.1** The Contractor shall fulfill all legal obligations in respect of the contract. HDC shall accept no liability whatsoever in the matter and also in case of accident, if any.
- 3.11.2** The Contractor shall be fully and exclusively liable for the payment of any and all taxes now or hereafter imposed, increased or modified and all taxes now in force and hereafter imposed, increased or modified from time to time in respect of the above job and all contributions and taxes for unemployment compensation, insurance and old age pensions and amenities now or hereafter imposed by any law of the Government /local bodies which are imposed with respect to or covered by the wages , salaries or other compensations paid to the persons employed by the Contractor. The Trustees shall have no liability whatsoever concerning the employees of the Contractor. The Contractor shall keep the trustees indemnified against all losses or damage or liability arising out of or imposed in the course of employing the persons or out of his relation with his personnel. The Contractor shall

make regular and full payment of wages / salaries and other payments due to his employees and furnish necessary proof whenever required by the Trustees. The Contractor shall be liable to pay any increase of wages / salaries of his personnel during the contractual period.

- 3.11.3** The Contractor shall be responsible for the compliance with all acts, laws and regulations as applicable with regard to the performance of work including the Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, 1970, Industrial Dispute Act, 1947, Factory Act, 1948, Workmen's Compensation Act, 1923, ESI Act, 1948, Payment of Wages Act, 1936, Bonus Act, Employees Provident Fund and [Misc. Provisions] Act, 1952, Apprentices Act, 1961, Shops & Establishments Act, Dock Worker's (Safety, Health & Welfare), 1986 and such other applicable Central / State Acts or Statutes not herein specifically mentioned but having direct or indirect application in this contract and take such steps as may be deemed necessary in this regard.
- 3.11.4** If, as a result of the contractor's failure, negligence, omission, default or non-observance of any provisions of any law, KoPT is called upon by any authority to pay reimburse or is required to pay or reimburse any amount, KoPT shall be entitled to deduct the same from any moneys due or that become due to the Contractor under this contract or any other contract or otherwise recover from the Contractor any sums, which KoPT is required or called upon to pay or reimburse on behalf of the Contractor. All registration and statutory inspection fees, in connection with labour engagement, with respect to this contract, shall have to be paid by the Contractor.
- 3.11.5** The Contractor shall have to comply with the ESI Act applicable to their engaged employees as follows:-
- i) The contractor must have EPF & ESI Code Nos. He shall pay his contribution (i.e. employer's contribution) on account of ESI & EPF w.r.t. the contract labours deployed by him, as per statutory requirement. The contractor shall also deduct the contract labours' contribution (i.e. employees' contribution) on account of ESI & EPF from their wages, as per statutory requirement. The contractor shall then deposit both the aforesaid contributions i.e. the employer's and employees' contributions, with the respective authorities, as statutorily required.
 - ii) All intending bidders, at the time of tender, shall disclose all necessary documents as to whether they are covered under the ESI Act or not.
 - iii) In case they are covered under the ESI Act, they have to furnish the details of registration, failing which; their tender would be liable to be cancelled.
 - iv) In case they are not covered under the ESI Act or is exempted, they would have to furnish necessary documents along with an affidavit affirmed before a 1st Class Judicial Magistrate to that effect.
 - v) The said affidavit, as submitted by the bidder, shall be vetted by the Legal Department on case-to-case basis.
 - vi) In case they are not covered under the ESI Act, they must additionally indemnify HDC, KoPT against all damages and accident occurring to his personnel in a Non-Judicial Stamp Paper.
- 3.11.6** The Contractor shall defend, indemnify and hold Trustees harmless from any liability or penalty, which may be imposed by the Central / State Government or local authorities by reason of any regulations or requirements and also from all claims, suits arising out or by reason of the work provided by this contract including any liability that may arise out of any accident whether brought by the employees of the Contractor or by the third parties or by the Central or State Government authority or any sub-division thereof.

3.12 Force Majeure :

In the event of either party being rendered unable by Force Majeure to perform any obligations required to be performed by them under the Contract, the relative obligation of the party affected by such Force Majeure shall upon notification to the other party be suspended for the period during which Force Majeure event lasts. The cost and loss sustained by either party shall be borne by respective parties. The term FORCE MAJEURE as employed herein shall mean acts of God, Earthquake, War, Revolt, Riot, Fire, Floods, Sabotage and Hurricane/Cyclone, Strike excluding that of Contractor's Suppliers or Sub-contractor's Employees.

Upon the occurrence of such case and upon its termination the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing immediately but not later than 48 (forty eight) hours of the alleged beginning and ending thereof giving full particulars.

- 3.13** In case of any disagreement or dispute between the HDC, KoPT authorities and the contractor arising out of or due to the terms and conditions of contract agreement, HDC, KoPT shall have the discretion for settlement of such disputes by appointing a Sole Arbitrator and the award so made by the Arbitrator shall be final and binding on the both parties. Jurisdiction shall be Kolkata/ Haldia only for any dispute.

3.14 Non-assignability:

No part of the contract or any share of interest therein shall in any manner or degree be transferred or assigned or sublet by the Contractor directly or indirectly to any person, firm or company whatsoever.

3.15 Safety:

3.15.1 The Contractor shall have to ensure safety of all their working personnel to the fullest compliance of the provisions of general safety rules / regulations including Dock Workers' (Safety, Health & Welfare) Regulations, 1986, as applicable. The Contractor shall be responsible for the safety of its workmen and employees.

3.15.2 The Contractor shall be solely responsible for consequences arising out of non-compliance or violation of safety rules / Regulation.

3.15.3 The Contractor shall have to provide (at their own expenses) all required Personal Protection Equipments (PPE) & Safety Gears for all personnel & labourers engaged during the work and in case of their failing to do so, KoPT shall provide the same and recover the cost thereof from any amount due, or which may become due to the Contractor or from any amount lying with them or under their control.

- 3.16** The Haldia Dock Complex/ Kolkata Port Trust will not be responsible for any loss or damage to the men / materials, tools and plants engaged by the successful bidder and it is the sole responsible of the successful bidder .

3.17 Accidents:

3.17.1 The successful bidder shall have to provide medical treatment, as applicable to his staff and labourers, in case of "Accidents on Duty" which will, inter alia, include his obligations under the Workmen's Compensation Act, 1923, including all amendments thereof.

3.17.2 HDC,KoPT shall in no manner be liable to the successful bidder or any person engaged/ employed by them or any other person, for injuries or death caused as a result of accidents occurred, either within or outside the site of work, under the contract. The successful bidder shall be responsible for such contingencies and will make good all claims for compensation, claim by their personnel/ workmen or the

families of the sufferer(s), as the case may be, or as per the decision of the appropriate authority or the tribunal or all other involved persons.

3.17.3 The Haldia Dock Complex/ Kolkata Port Trust will not be responsible for any loss or damage to the men / materials, tools and plants engaged by the successful bidder and it is the sole responsible of the successful bidder

3.18 The Contractor shall have to fulfil his obligation successfully, during the contract period of one year. In default, the Trustees will be at liberty to get the repairs done at the risk and cost of the Contractor.

3.19 ELECTRICITY, WATER SUPPLY & USE OF LAND:

3.19.1 **WATER, if available** may be provided to the contractor, for execution of the work on **CHARGEABLE BASIS**. The contractor will have to arrange every thing in this regard, at his own risk, cost and arrangement.

3.19.2 **ELECTRICITY, if available** may be provided to the contractor, at their office, store, workshop etc., if any, on **CHARGEABLE BASIS, as per the prevailing electricity tariff of HDC**.

ELECTRICITY, if available may be provided to the contractor, for execution of the work at site, in connection with installation & commissioning of different items, on **FREE OF COST BASIS**.

However, the contractor will have to arrange every thing in this regard, at his own risk, cost and arrangement.

3.19.3. **USE OF LAND:** The contractor shall be allowed to use a suitable land (open space), which in the opinion of HDC may be absolutely necessary for the proper and efficient execution of work. For this, a token lump sum License Fee of **Rs 10.00 per month or part thereof** will be charged during currency of the contract and extension thereof, if any. On completion of works or termination of the contract, the contractor shall have to clear away all his tools, plants, rubbish and other materials within a fortnight and hand over vacant and peaceful possession of the same to HDC in a tidy and clean condition. The contractor shall be allowed to erect any temporary structures on this land for **office, store, workshop** etc. and make all suitable arrangement for water supply, electricity supply and sanitary arrangements for the same, at their own risk & cost.

3.20 Indemnity Bonds to be submitted separately by the Contractor under KoPT's Proforma through Notary Public, Govt. of West Bengal, before taking out any material from HDC's site/ store for laying/ installing at site etc.

3.21 The contractor should arrange by their own, necessary tools, tackles, lifting machineries, scaffolding arrangement, different vehicular transport etc., required for execution of the total work.

3.22 Other Terms and Conditions :

Notwithstanding anything contained herein, the contract will generally be guided by the **General Conditions of Contract (GCC) of Kolkata Port Trust**, duly approved by the Board of Trustees in May, 1993, as well as the Major Port Trust Act, 1963, and subsequent amendments thereof, if any, unless otherwise specified.

4. SCOPE OF WORK**4.1 GENERAL:**

Haldia Dock Complex, Kolkata Port Trust planning to conduct the Electrical Energy Audit within the Port and Township areas for complete HT & LT installations, water pumping system, Refrigeration and Air conditioning system, Lighting system etc. excluding private terminals considering load pattern, maximum demand & connected load, load distribution (like Motors under different operational conditions) power factor, monitoring & control system, harmonic analysis,.

4.2 SCOPE OF WORK

4.2.1 The existing contract demand of 6300KVA, out of which 2500KVA supplied to BOT/PPP Operators, LT Customers and self utilisation of the port for both industrial and lighting loads at Dock area and township. The contract demand breakup is tabulated below based on the load and demand:

Sl.No.	Description	Contract Demand (KVA)
1.	Industrial Loads(Dock)	1500
2.	Lighting Loads(Dock)	1200
3.	Township	1100
4.	Private Operators	2500
5.	Proposed Demand	1500
	Total Contract Demand	7800

From the above, the motive load of entire port including township is 5100 KVA and the lighting load is around 1200KVA including proposed load for Floating Jetty is 1500 KVA, which is approved from Department of Power, Govt. of West Bengal.

4.2.2 The power consumption of HDC for last 3 years is tabulated as below:

(in crores)

Sl.No.	Year	Contract Demand (KVA)	Units (Kwh) Consumption	Total Amount.
1	2015-16	6300	2.48	18.60
2	2016-17	6300	2.48	20.09
3	2017-18	6300	2.67	22.36

4.2.3 To carry out preliminary and detailed energy audit to the following area:-

- (i) HT & LT installations, Water Pumping system, Refrigeration and Air conditioning systems, lighting system etc. including Port area, Oil Jetty and Township.

- (ii) The possibilities of use of renewable energy sources and energy management. Identifying practical sustainable & economical viable energy saving opportunities.
- (iii) Review out going feeder from 33KV Intake Substation based on existing and future load.
- (iv) To reduce energy consumption and to save energy cost with payback period.
- (v) To create awareness, importance, benefits and methods of conserving Electrical energy, renewable energy.
- (vi) To conduct feasibility studies to identify the area where waste can occur and where scope for improvement exists. In general energy audit is carried out to know the present energy consumption scenario and to determine ways to reduce energy throughout the Port Trust.
- (vii) After study submit draft energy audit report.
- (viii) After draft energy report approval from Haldia Dock Complex, Kolkata Port Trust, submit final energy audit report with clear recommendations along with Techno-Commercial feasibility report indicating pay back period.

4.2.4 SUBSTATION

Sl. No.	Location of the substation	Voltage level	Transformer capacity		
			Upto 1000 KVA	Upto 3000 KVA	Upto 6000 KVA
1.	Intake Substation at Chiranjibpur.	33KV/3.3 KV		1 no.(3 MVA)	
		33 KV/11 KV		1 no. (3 MVA)	
		3.3KV /415 V	2 nos.(100 KVA)		
2.	Master Control at Coal Handling Plant	3.3 KV/415V	4 nos.(750 KVA)		
3.	GC Berth Equipment Section	33KV/3.3 KV			1 no. (6MVA)
		3.3 KV/415 V	2 nos. (500 KVA)		
4	New Substation at G.C. Berth	3.3KV/415V	1 no.(500 KVA)		
5.	Pole Mounting at Vidyasagar More.	3.3KV/415V	1 no.(100 KVA)		
6.	Chiranjibpur Power House	3.3KV/415V	1 no. (500 KVA)		

			1 no.(315 KVA)		
7.	GM Yard	3.3KV/415V	2 nos.(500 KVA)		
8.	Phosphate Berth	3.3KV /415V	2 nos. (500 KVA)		
9.	Wagon Tippler at Coal Handling Plant	3.3KV/415V	3 Nos.(750 KVA)		
10.	Lock Entrance	3.3KV /415 V	2 Nos.(500 KVA) 2Nos. (200 KVA)		
11.	2 nd Oil Jetty	3.3KV/415V	1 No.(500 KVA)		
12.	1st Oil Jetty	3.3KV/415V	1 No.(500 KVA)		
13.	Lock Generating	3.3KV/415V	1 No.(750 KVA)		
14.	Substation-3 at Haldia Township	11KV/ 415V	2 Nos.(750 KVA)		
15.	Substation-2 at Haldia Township	11KV/415V	2 Nos.(750 KVA)		
16.	Substation-1 at Haldia Township	11KV/415V	1 No.(750 KVA)		
17.	Substation-5 at Haldia Township	11KV/415V	1 No. (250 KVA)		
18.	Substation-4 at Haldia Township	11KV/415V	1 No.(750 KVA)		
19.	3 rd Oil Jetty at Haldia Township	11 KV/415V	2 Nos.(750 KVA)		
		11KV/3.3 KV		1 No.(1.5MVA)	
20.	Anchorage camp at Haldia Township	11KV/415V	1 No.(750 KVA)		

The detailed locations of the substation are tabulated below:-

4.2.5 TRANSFORMER

To study the loading pattern and estimation of efficiency and losses of transformer.

4.2.6 MOTORS

1. To study of loading & operation efficiency of motors at various locations pump motor, crane motor and machineries.
2. Feasibility of replacement by energy efficient motors.
3. To study existing motor drives and suggest improvement in the present drives to reduce energy consumption.

4.2.7 PUMPS

Pump performance shall be done by simultaneous measurements of head flow and power.

4.2.8 AIR CONDITIONERS

Power consumption of Air conditioners, Air flow measurement, Temperature measurements, Humidity measurements in the air conditioned area estimation of energy efficiency ratio for split type, window type, Ductable type Air conditioners.

4.2.9 CAPACITOR

To assess the need for power factor improvement from the existing level measurements of the power at individual capacitor at load centre.

4.2.10 LIGHTING:

1. To study illumination levels at different work place, office.
2. To study feasibility of use energy efficient lighting system practices and controls.

4.3 FEASIBILITY REPORT:

Development & issue of final report including verification statement.

Original – 1 No.

Copies – 4 Nos.

PDF file – 1 No.

ANNEXURE – V

**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD, SIGNED,
SCANNED AND UPLOADED]**

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

FORM OF TENDER

CONTRACT NO. :.....

To

.....
.....
.....
.....

I/We

of

having examined the site of works, inspected the drawings and read the specifications, General and Special Conditions of Contract and Conditions of Tender, hereby Tender and undertake to execute and complete all the works required to be performed in accordance with the specifications, Bill of Quantities, General and Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates and prices set out in the annexed Bill of Quantities within month/week 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, Drawings and Special and General Condition of Contract and I/we hereby agree that until such Contract Agreement is executed, the said specifications, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the Contract.

- I/We require.....days/months the 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.

(* This should be scored out in the case of Labour Contracts)

I/we have deposited the stipulated Earnest Money vide transaction No.
.....dated.....from.....
.....Branch of.....Bank.

I/ we agree that the period for which the Tender shall remain open for acceptance shall not be less than 180 days.

**Signature of Tenderer
(Seal of the Tenderer)**

WITNESS:
Signature:

Name:

(In Block Letters)

Address:

.....

.....

Occupation:

**Name of the
Tenderer:**

Date:

Address:

.....

*** Strike out which are not applicable.**

[DOCUMENT TO BE DOWNLOADED, FILLED IN, SIGNED, SCANNED AND UPLOADED]

PREAMBLE OF PRICE SCHEDULE

- 1** Price to be quoted only in the Price Bid (priced Price Schedule) should strictly as per “**Price Schedule**”, **without any extraneous condition**. There should not be any change in the Format of un-priced “**Price Schedule**”. Except in the Price Bid, the price must not be not mentioned/disclosed in any other place of tender/offer.
- 2** **The bidders are required to quote the rates of all the items. In case of non-availability of rate of any of the items, the respective offer will be treated as non-responsive and will be rejected.**
- 3** **Quoted price should be inclusive of all incidental charges but exclusive of GST & other statutory taxes, levies and Cesses thereon. The same will be paid extra on submission of relevant documents for availing credit, if & as applicable.**
- 4** Except where otherwise expressly provided, the successful bidder shall provide all required things necessary in connection with the contract work, although everything may not be fully specified and although there may be errors and omissions in the specifications.
- 5** Other than the statutory Taxes, Duties Levies etc. quoted price should remain firm during the currency of the contract.
- 6** Work under **Price Schedule** to be followed as per ‘Scope of Work’, Terms & Conditions, payment terms etc. as mentioned in the Tender Document.

**Signature of the Tenderer
with Official Seal**

ANNEXURE – VII

[DOCUMENT TO BE DOWNLOADED, FILLED IN, SIGNED, SCANNED AND UPLOADED IN
THE BIDDERS LETTERHEAD]

BILL OF QUANTITIES (UN-PRICED)

E-TENDER NO.: KoPT/Haldia Dock Complex/P&E Div/2/18-19/ET/18

Sl. no.	Item Description	Unit	Quantity	Unit Rate excluding GST (in Rs)	Amount excluding GST (in Rs)
1.	Conducting energy audit in Electrical installation at Haldia Dock Complex, Kolkata Port Trust as per the scope of work	LS	1		
	Total				

- Note:**
- Prices are to be quoted considering Scope of Work and Terms & Conditions of the tender document.
 - Price should be quoted including all charges (excluding GST and other statutory taxes, levies & Cesses thereon).
 - Only **rate(s)** of GST and other statutory taxes, levies, cess, considered in the quoted rate is to be indicated in Techno-commercial part and **amount** of GST and other statutory taxes, levies, cess thereon, considered in the quoted rate should be indicated in price part only.
 - This is a sample of BoQ, bidders are requested not to quote here and quote online only through MSTC website.

**Signature of the Tenderer
with Official Seal**

**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD, SIGNED,
SCANNED AND UPLOADED]**

DECLARATION OF THE BIDDER

**Sr. Dy. Manager (P&E),
Haldia Dock Complex,
Kolkata Port Trust**

**Subject: Tender for Hiring of Service for Conducting Energy Audit at Haldia Dock Complex,
Kolkata Port Trust.**

E-TENDER NO: KoPT/Haldia Dock Complex/P&E Div/2/18-19/ET/18

1. I / we have examined carefully, read, understood and accepted all the Terms & Conditions of the instant tender including Price Schedule, Special Conditions of Contract, Scope of Work, General Conditions of Contract, May 1993 of Kolkata Port Trust. I / we hereby tender and undertake to execute and complete the work required to be performed in accordance with all these Terms & Conditions of the instant tender.
2. We have quoted the rates of all the items. In case of non-availability of rate of any of the items, our offer will be treated as non-responsive and will be rejected.
3. I/We declare that my/our offer has no deviation from the Terms & Conditions of the instant Tender Document.
4. I /We have deposited requisite Earnest Money & Bid document fee.

OR

I /We have submitted documentary evidences for Micro & Small Enterprises (MSES) registered with NSIC (Under single point registration scheme) as per tender conditions.

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

5. I/We, on behalf of my/our concern / company hereby declare that I/we or my/our associates have not been banned or de-listed or debarred by any Government or Quasi Government Agencies or Public Sector Undertaking in India.
6. I/We, on behalf of my/our concern / company hereby declare that I/ any partner /any director of my/our concern / company is not associated with any other firm bidding for the instant work
7. I/We have not altered /deleted /added any Terms & Conditions in the tender document.
8. I/We, on behalf of my/our concern / company hereby declare that, price quoted only in the Price Bid [Part – II], strictly as per the “**Price Schedule**”, **without any extraneous condition. There is no change in the format of Un-priced Price Schedule.** Except in the Price Bid, the price has not been mentioned/ disclosed in any other place of our tender/offer

**Signature of the Tenderer
with Official Seal**

ANNEXURE – IX

[DOCUMENT TO BE DOWNLOADED, FILLED IN, SIGNED, SCANNED AND UPLOADED]

GENERAL INFORMATION OF THE BIDDER

The bidders must submit the information in this format.

1	Full name of the firm (IN CAPITAL LETTERS).	
2	Major area of business	
3 a)	Address of Registered Office / Head Office.	
b)	Name of the contact person at Head Office.	
c)	Telephone Number(s).	
d)	FAX Number(s).	
e)	E-mail Address (es).	
f)	Website Address (es), if any.	
g)	Place of Incorporation / Registration.	
h)	Year of Incorporation / Registration.	
4 a)	Address of the Branch Office, if any.	

b)	Name of the contact person at Branch Office.	
c)	Telephone Number(s).	
d)	FAX Number(s).	
e)	E-mail Address (es).	
5	Whether the Tenderer is a Proprietorship Firm or Partnership Firm or Limited Company .	
6	Turnover of the Tenderer for the last 3 Financial Years (ending on 31.03.2017) .	
i)	2014 – 15	
ii)	2015 – 16	
iii)	2016 – 17	
7	Details of the Banker(s):	
a)	Name of the Banker(s), in full.	
b)	Branch(es) / Address(es) of the Banker(s).	
c)	IFSC Code No.	
d)	Account Number	
e)	Telephone Number(s).	
f)	FAX Number(s).	
g)	E-mail Address (es).	
h)	Name(s) of the contact person(s).	
8	Details of Income Tax, GST and Professional Tax(if applicable):	

a)	Permanent Income Tax Account No. (PAN).	
b)	GST Registration No.	
c)	Professional Tax Registration No., if applicable.	
9	Trade License No.	
10	Reference No. of NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate, if applicable.	

Note: In case of '**Non-applicability**' regarding the above, if any, reason(s) should be clearly furnished along with supporting documents.

**Signature of the Tenderer
with Official Seal**

General Conditions of Contract

Forms And Agreements

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

CALCUTTA PORT TRUST
CALCUTTA DOCK SYSTEM
& HALDIA DOCK COMPLEX
MAY, 1993

TABLE OF CONTENTS

		Page
A. INDEX TO GENERAL CONDITIONS OF CONTRACT	- - -	3
B. FORM OF TENDER	- - -	36 – 37
C. FORM OF AGREEMENT	- - -	38 – 39
D. FORMS GC 1, GC 2, GC 3	- - -	40 – 42
E. PERFORMANCE BOND	- - -	43 – 45

GENERAL CONDITIONS OF CONTRACT

INDEX

CLAUSE	Page
1. DEFINITION - - -	4 – 6
2. DUTIES & POWER OF ENGINEER & ENGINEER'S REPRESENTATIVE	6 – 8
3. THE TENDER/OFFER AND ITS PRE-REQUISITES	8 – 12
4. THE CONTRACT & GENERAL OBLIGATIONS OF CONTRACTOR	12 – 19
5. COMMENCEMENT, EXECUTION AND COMPLETION OF WORK	19 – 23
6. TERMS OF PAYMENT	24 – 27
7. VARIATION AND ITS VALUATION	27 – 28
8. DELAY/EXTENSION OF COMPLETION TIME/LIQUIDATED DAMAGE/ TERMINATION OF CONTRACT	29 – 31
9. MAINTENANCE AND REFUND OF SECURITY DEPOSIT	32
10. INTERPRETATION OF CONTRACT DOCUMENTS, DISPUTES & ARBITRATION	33 – 35

DEFINITIONS

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 Chief Engineer, the Chief Mechanical Engineer, the Senior Executive Engineer, the Chief Hydraulic Engineer, the Deputy Chief Engineer, the Deputy Chief Mechanical Engineer, the Senior Resident Engineer, the Manager (Infrastructure & Civic Facilities), the Manager (Plant & Equipment), the Deputy Manager (Infrastructure & Civic Facilities) and the Deputy Manager (Plant & Equipment) 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 | <p>“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.</p> | Temporary works |
| 1.8 | <p>“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.</p> | Extra works and Excess works |
| 1.9 | <p>“Specifications” means the relevant and appropriate Bureau of Indian Standard’s specifications (latest revisions) for materials and workmanship unless stated otherwise in the Tender.</p> | Specification |
| 1.10 | <p>“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.</p> | Drawings |
| 1.11 | <p>“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.</p> | Contract |
| 1.12 | <p>“Constructional Plant” means all appliances or things of whatsoever nature required in 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.</p> | Constructional Plant |
| 1.13 | <p>“Site” means the land, and other places, on, under, in or through which the works are to be executed or carried out and any other Lands or places provided by the Trustees for the purpose of the Contract.</p> | 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 word "Cost" shall be deemed to include overhead costs of the Contractor, whether on or off the site.	Cost
2.0	DUTIES & POWERS OF ENGINEER & ENGINEER'S RESENTATIVE.	
2.1	The Contractor shall execute, compete and maintain the works in terms of the contract to the entire satisfaction of the Engineer and shall comply with the Engineer's direction on any matter whatsoever.	Engineer's Authority
2.2	The Contractor shall take instructions from the Engineer and subject to limitation of Clause 2.5 hereof, from the Engineer's Representative.	Authority of Engineer's Representative
2.3	<i>The Engineer shall have full power and authority :</i> (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.	Engineer's Power

- (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	<p><i>The Engineer's Representative shall :</i></p> <ul style="list-style-type: none"> (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. 	<p>Power of Engineer's Representative.</p>
2.5	<p>Provided always that the Engineer's Representative shall have no power :</p> <ul style="list-style-type: none"> (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 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.	
(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.
(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		Scale of E. M. Deposit
	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. 10,000/- and minimum of Rs. 1,000/-.	

(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. 10,000/-	Any tender priced up to Rs.2,00,000/-
B	Rs. 5,000/-	Any tender priced up to Rs.1,00,000/-
C	Rs. 2,500/-	Any tender priced up to Rs.50,000/-

(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.

Scale of S.D. recovery.

Value of Work	% of Security Deposit for works contract.	% of Security Deposit For contract of supply-ing materials & equipment only.
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/- + 7 ½% 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 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.
- (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.

S.D. for supply contracts to be deposited in advance.

No interest payable on E.M. /S.D

- 3.5 (i) The Security Deposit shall be 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. Mode of refund of S.D.
- If, 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.
- (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.
- 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
- 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 Indian Contract Act, 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 Indian Arbitration Act, (1940) (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 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
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

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| 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.
- 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.
- 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 is 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.
- 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.

- 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 be recoverable from the contractor in whatever manner 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
- 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 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. Fossils, Treasure troves, etc. are Trustees' property

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| 4.16 | <p>The Contractor shall be deemed to have indemnified the Trustees against all claims, demands, actions and proceedings and all costs arising therefrom on account of:</p> <ul style="list-style-type: none"> (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. | <p>Contractor to Indemnify the Trustees against all claims for loss, damage, etc.</p> |
| 4.17 | <p>Debris and materials, if obtained by demolishing any property, building or structure in terms of the Contract shall remain the property of the Trustees.</p> | <p>Dismantled materials Trustees' property</p> |

- 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 labourers 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 Calcutta Municipality Corporation or other 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.
- 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 in case of Trustee's enlisted contractor to the address as appearing in the Trustee's Register 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
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 movement
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.	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 and 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

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| 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 |
| 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 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. | Materials & Works |
| 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 |
| 5.7 | 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; | |

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| <p>(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.</p> | <p>The Contractor shall account for and look after the Trustees' materials</p> |
| <p>(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.</p> | <p>Contractor to compensate for loss and damage to Trustees' materials</p> |
| <p>(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.</p> | <p>Delay in supply of Trustees' materials will only entitle the Contractor for extension of completion time of work</p> |
| <p>(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, 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.</p> | <p>Recovery from Contractor for Trustees' materials under normal circumstances</p> |

- (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.

- 5.11 On a written order of the Engineer or his Representative, the 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 – Contractor to suspend work on Order from Engineer or his Representative
- (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.
- 5.11.1 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.

6.0 TERMS OF PAYMENT :

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| 6.1 | <p>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.</p> <p>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.</p> | <p>All interim payments are advances till issue of Certificate in Form G.C.2</p> |
| 6.2 | <p>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.</p> | <p>Payment on the basis of measurements at agreed rates.</p> |
| 6.3 | <p>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.</p> | <p>Limitation for on account payment</p> |

- 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.
- 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.
- 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,
 - (ii) the value of such materials shall be assessed by the engineer or his Representative at their own discretions,
- Recording of measurements
- Contractor to prepare and submit his bills
- Advance payment against Non-perishable materials

- (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	<p>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 :</p> <p>(a) Increase or decrease the quantity of any work included in the contract.</p> <p>(b) Omit any work included in the contract.</p> <p>(c) Change the Character or quality or kind of any work included in the contract.</p> <p>(d) Change the levels, lines, position and dimensions of any part of the work, and</p> <p>(e) Execute extra and additional work of any kind necessary for completion of the works</p>	Engineer's power to vary 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.	Variation by engineer do not vitiate the contract

- 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's subsequent written confirmation of such verbal order shall be deemed to be an order in writing within the meaning of this clause. Where written order for variation is not needed
- 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. Payment for extra or additional or omitted work or substituted work Engineer's powers
- (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.
- (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 binding on the Contractor. If an extension of completion time is granted by the Engineer, 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 price) 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. **'Liquidated Damage' and other compensation due to Trustees**

(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's or his Representative's 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 adjudged insolvent or enters into composition with his creditors or being a company goes into liquidation either compulsory or voluntary.
- 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 whole 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.
- 9.2** The Contract 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.
- 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.
- Contractor's obligation for maintenance of work.
- Certificate of final completion
- 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 it was left by his predecessor.
- 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.

- [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 justifications in the context of contract Conditions, before the issuance of final completion certificate in Form G.C, 2.

No dispute or difference on any matters whatsoever, pertaining to the Contract can be raised by the contractor 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.

THE BOARD OF TRUSTEES FOR THE PORT OF CALCUTTA
-::FORM OF TENDER::-

CONTRACT NO.:

To

.....
.....
.....
.....

I/Weof

.....
having examined the site of works, inspected the Drawings and read the Specifications, General & Special Conditions of Contract and Conditions of Tender, hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications. Bill of Quantities, General & Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates and prices set out in the annexed Bill of Quantities within..... month/week 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, Drawings and Special & General Condition of Contract and I/we hereby agree that until such Contract Agreement is executed the said Specifications, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the Contract.

THE TOTAL AMOUNT OF TENDER Rs.
(Repeat in words)

* I/We requiredays/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.

(* This should be scored out in the case of Labour Contracts)

I/We have deposited with the Trustees' Financial Adviser & Chief Accounts Officer/ Manager(Finance), Haldia Dock Complex 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.

**Signature of Tenderer
(Seal of the Tenderer)**

Witness:

Signature:_____

Name:_____

(In Block Letters)

Name of the
Tenderer:_____

Address:_____

Date:_____

Address _____

Occupation:_____

THE BOARD OF TRUSTEES FOR THE PORT OF CALCUTTA FORM OF AGREEMENT

THIS AGREEMENT made this day of 19 between the Board of Trustees for the Port of Calcutta, a body corporate constituted by the Major Port Trust Act, 1963 (hereinafter called "Trustees" which expression shall unless excluded by or repugnant to the context be deemed to include their successors in office) of the one part and (hereinafter called "the Contractor, which expression shall unless excluded by or repugnant to the context be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part WHEREAS the Trustees are desirous that certain Works should be executed/constructed, viz and have accepted a Tender / offer by the Contractor for the construction, completion and maintenance of such works NOW THIS 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 :-
 - a. The said Tender/Offer & the acceptance of Tender/ Offer.
 - b. The Drawings.
 - c. The General Conditions Of Contract.
 - d. Special Conditions Of Contract (If any).
 - e. The Conditions Of Tender.
 - f. The Specifications.
 - g. The Bill Of Quantities.
 - h. All Trustees' Schedule of rates & prices (if any).
 - i. 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 construction, 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 affixed (or have set their respective hands and seals) 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 :- _____

CALCUTTA PORT TRUST

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..... Dt

Allocation.....

Contract No.

which was carried out by you is in the opinion of the undersigned complete in every respect on the _____ day of _____ 20.... in accordance with terms of the Contract and you are required to maintain the work in accordance with Clause 9.0 of the General Conditions of Contract and under provisions of the Contract for a period of _____ days / weeks / months / years

from the _____ day of _____ 20....

to the _____ day of _____ 20....

Signature.....

(ENGINEER/ENGINEER'S REPRESENTATIVE)

Name.....

Designation.....

OFFICE SEAL

C.C. to: The Deputy Chief Engineer ()
The Deputy Manager ()
Financial Adviser & Chief Accounts Officer/
Manager (Finance), Haldia Dock Complex.

CALCUTTA PORT TRUST

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

Work Order No.....dt

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

CALCUTTA PORT TRUST

FORM G.C.3

(‘NO CLAIM’ CERTIFICATE FROM CONTRACTOR)

The Engineer
Calcutta Port Trust
Calcutta/Haldia.

(Atten:.....)

(Address, the Trustees’ Official, mentioned in
the Work Order and under whom the Contract
was executed)

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 :- _____ dt. _____

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)

Draft Proforma of Bank Guarantee (Performance Bond) in lieu of cash Security Deposit, to be issued by the Calcutta / 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.

To
The Board of Trustees
for the Port of Calcutta,

BANK GUARANTEE NO DATE

Name of Issuing Bank

Name of Branch

Address

In consideration of the Board of Trustees of the Port of Calcutta, a body corporate-duly constituted under the Major Port Trusts Act, 1963 (Act 38 of 1963), having agreed to exempt Shri / Messrs a Proprietary / Partnership / Limited / Registered Company, having its Registered Office at (hereinafter referred to as "The Contractor") from cash payment of Security Deposit / payment of Security Deposit through deduction from the Contractors' bills under the terms and conditions of a contract made between the Trustees and the Contractor for (write the name of the work as per Work Order) in terms of the Work Order No. dated (hereinafter referred to as "the said contract"), for the due fulfilment by the contractor of all the terms and conditions contained in the said contract, on submission of a Bank Guarantee for Rs. (Rupees), we, Branch, Calcutta / Haldia, do, on the advise of the contractor, hereby undertake to indemnify and keep indemnified the Trustees to the extent of the said sum of Rs. (Rupees). We, Branch, Calcutta / Haldia, further agree that if a written demand is made by the Trustees through any of its officials for honouring the Bank Guarantee constituted by these presents, We, Branch, Calcutta / Haldia, shall have no right to decline to cash the same for any reason whatsoever and shall cash the same and pay the sum so demanded to the Trustees within a week from the date of such demand by an A/c Payee Banker's Cheque drawn in favour of "Calcutta Port Trust", without any demur. Even if there be any dispute between the contractor and the Trustees, this would be no ground for us, (Name

of the Bank), Branch,
Calcutta / Haldia, to decline to
honour the Bank Guarantee in the manner aforesaid. The very fact that We,
..... Branch, Calcutta /
Haldia, decline or fail or neglect to honour the Bank Guarantee in the manner
aforesaid shall constitute sufficient reason for the Trustees to enforce the Bank
Guarantee unconditionally without any reference, whatsoever, to the contractor.

2. We, Branch,
Calcutta / Haldia, further agree that a mere
demand by the Trustees at anytime and in the manner aforesaid, is sufficient for us,
..... Branch, Calcutta
..... / Haldia, to pay the amount covered by
this Bank Guarantee in full and in the manner aforesaid and within the time
aforesaid without reference to the contractor and no protest by the contractor,
made either directly or indirectly or through Court, can be valid ground for us,
..... Branch, Calcutta /
Haldia, to decline or fail or neglect to make payment to the Trustees in the manner
and within the time aforesaid.

3. We, Branch,
Calcutta / Haldia, further agree that the Bank
Guarantee herein contained shall remain in full force and effect, during the period
that is taken for the due performance of the said contract by the contractor and
that it shall continue to be enforceable till all the dues of the Trustees under and / or
by virtue of the terms and conditions of the said contract have been fully paid and
its claim satisfied and/or discharged in full and/or till the Trustees certify that the
terms and conditions of the said contract have been fully and properly observed/
fulfilled by the contractor and accordingly, the Trustees have discharged the Bank
Guarantee, subject however, that this guarantee shall remain valid upto and
inclusive of day of 20 and subject
all so that the provision that the Trustees shall have no right to demand payment
against this guarantee after the expiry of 6 (six) calendar months from the expiry of
the aforesaid validity period upto or any extension thereof
made by us Branch, Calcutta
..... / Haldia, in further extending the said validity
period of this Bank Guarantee on Non-Judicial Stamp Paper of appropriate value,
as required/determined by the Trustees, only on a written request by the Trustees to
the contractor for such extension of validity of this Bank Guarantee.

4. We, Branch,
Calcutta / Haldia, further agree that, without
our consent and without affecting in any manner our obligations hereunder, the
Trustees shall have the fullest liberty to vary from time to time any of the terms and
conditions of the said contract to extend the time for full performance of the said
contract including fulfilling all obligations under the said contract or to extend the
time for full performance of the said contract including fulfilling all obligations under

the said contract by the contractor or to postpone for any time or from time to time any of the powers exercisable by the Trustees against the contractor and to forebear or enforce any of terms and conditions relating to the said contract and We, Branch, Calcutta / Haldia, shall not be relieved from our liability by reason of any such variation or extension being granted to the contractor or for any fore-bearance, act or commission on the part of the Trustees or any indulgence by the Trustees to the contractor or by any such matter or thing of whatsoever nature, which under the law relating to sureties would, but for this provision, have effect of so relieving us, Branch, Calcutta / Haldia.

5. We, Branch, Calcutta / Haldia, lastly undertake not to revoke this Bank Guarantee during its currency except with the previous consent of the Trustees in writing.

SIGNATURE

NAME

DESIGNATION

(Duly constituted attorney for and on behalf of)

BANK

BRANCH

CALCUTTA / HALDIA

(OFFICIAL SEAL OF THE BANK)