



## কলকাতা পোর্ট ট্রাস্ট KOLKATA PORT TRUST

### Notice Inviting advertised e-Tender For Procurement of surgical items on Two Years Rate Contract Basis for Centenary Hospital of Kolkata Port Trust.

Tender No. MED / PR / ADVT / 282/ SUGICAL/ 18 - 20/ 246

Date: 30/ 04 / 2018

Medical Department of Kolkata Port Trust invites Offers against Tender under single stage two part system **(Part I: Techno-Commercial Bid and Part II: Price Bid)** from Manufacturers or their authorized dealers for Supply & Delivery of Surgical items on Two Years Rate Contract basis fulfilling the eligibility criteria mentioned below and in accordance with the Notice Inviting Tender, Instruction to bidders Special Conditions of Contract and General conditions of Contract & **APPENDIX -B. Schedule of Quantities.**

#### **SCOPE OF WORK.**

The work will comprise of Supply and Delivery of Surgical Items as mentioned in the Bill of Quantities, to Centenary Hospital, KoPT, as per Part Orders issued from time to time during the period of the Contract.

Bid Document may be downloaded from MSTC website [www.mstcecommerce.com/eprochome/kopt](http://www.mstcecommerce.com/eprochome/kopt) and KoPT website [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) or Central Public Procurement Portal [www.eProcurement.gov.in](http://www.eProcurement.gov.in). Corrigenda or Clarifications, if any, shall be hoisted on the above mentioned websites only. **Hence all the intending bidders are advised to keep close watch on the above mentioned websites in their own interest.**

Medical Department of Kolkata Port Trust who are intending to enter into the Tender for **Enlistment of Vendor for Supply of Surgical & Dressing Articles etc. on Two Years Rate Contract Basis** hereinafter referred to as "Buyer" or "Principal" or "KoPT" and the MSTC Ltd. the Service Provider to conduct e-tender as "MSTC".

#### **1) SCHEDULE OF TENDER**

1.	<b>TENDER NO.</b>	MED / PR / ADVT / 282/SURGI CAL/ 18-20 / 246 Dated 30/ 04/ 2018
2.	<b>MODE OF TENDER</b>	e-Procurement System Online submission of Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="http://www.mstcecommerce.com/eprochome/kopt">www.mstcecommerce.com/eprochome/kopt</a> of MSTC Ltd. The intending bidders are required to submit their offer electronically through e-tendering portal. <b>No physical tender is acceptable by Kolkata Port Trust.</b>
3.	<b>E-Tender No.</b>	KOPT/KOLKATA DOCK SYSTEM/MED/4/18-19/ET/126
4.	<b>Date of publication of e-Tender through Newspaper insertion, publication in KoPT &amp; MSTC websites and Central Public Procurement Portal</b>	05 / 06/ 2018
5.	<b>Date of availability of NIT to the Vendors for downloading</b>	05/ 06/ 2018
6.	<b>Date of Offline Pre-Bid meeting</b>	15/06/2018 AT 11 AM
7.	<b>Estimated cost of the tender</b>	Rs. 15,11,391/-
8.	<b>Earnest Money Deposit</b>	"Earnest Money Deposit" of Rs.30,228/- (Rupees Thirty thousand two hundred and twenty eight) only may be



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		<p>remitted at least three days advance from the <b>date of closing of Online e-Tender for submission of Techno-Commercial Bid by NEFT / RTGS to Kolkata Port Trust Bank Account No. 227002000000018 with Indian Overseas Bank, KPT Fairlie Place Extension Branch. IFSC Code No. IOBA 0002270</b></p> <p>Please furnish the following details while remitting the amount: Name of Bidder: Bank Name: Tender No.: Tender Date: Name of the Tendering Dept. UTR No.: After the award of the contract, the Earnest Money will be refunded without interest on application to all unsuccessful bidders.</p>
9	<b>Tender Cost</b>	<p><b>"Tender Cost" of Rs.708/-</b> (Rupees Seven hundred and eight)only including 18% GST may be remitted at least three days advance from the <b>date of closing of Online e-Tender for submission of Techno-Commercial Bid by NEFT / RTGS to Kolkata Port Trust Bank Account No. 227002000000018 with Indian Overseas Bank, KPT Fairlie Place Extension Branch. IFSC Code No. IOBA 0002270</b></p> <p>Please furnish the following details while remitting the amount: Name of Bidder: Bank Name: Tender No.: Tender Date: UTR No.: Name of the Tendering Dept. Centenary Hospital, Medical Dept., KoPT</p>
10	<b>Last date of submission of EMD &amp; Tender Cost to KoPT.</b>	<b>3( THREE) DAYS BEFORE CLOSING DATE OF THE TENDER.</b>



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a)	The vendors shall enter the EMD & Tender Cost details by using the "EMD & Tender Cost" Link under "My Menu" in the vendor login. The vendors have to mention the particular tender No. in which they want to participate against the EMD & Tender Cost. The vendors are required to fill up the transaction details, namely the Tender No. & Date, UTR No., and Amount against the EMD & Tender Cost separately in the given fields.	
b)	EMD & Tender Cost deposited from any other party will not be accepted. Tender Cost is non-refundable.	
10.	<b>Transaction Fee</b>	Rs. <b>756.00</b> (Rupees seven hundred fifty six ) only Excluding GST . <b>Payment of Transaction Fee by NEFT / RTGS in favour of MSTC LIMITED.</b>
11.	<b>Last date of submission of Transaction fee through RTGS / NEFT in favour of MSTC Limited, Kolkata.</b>	<i>Three working days before the last date of closing of online bidding for the e-Tender.</i>
12.	<b>Date of Starting of e-Tender for submission of Online Techno-Commercial Bid and Price Bid at <a href="http://www.mstcecommerce.com/eprochome/kopt">www.mstcecommerce.com/eprochome/kopt</a></b>	<b>05/ 06/ 2018 at 11.00 hrs.</b>
13.	<b>Date of closing of Online e-tender for submission of Techno-Commercial Bid &amp; Price Bid at <a href="http://www.mstcecommerce.com/eprochome/kopt">www.mstcecommerce.com/eprochome/kopt</a>.</b>	<b>29/ 06 / 2018 at 15.00 hrs.</b>
14.	<b>Date &amp; time of opening of Part-I (Techno-Commercial Bid)</b>	<b>29 / 06/ 2018 at 15.30 hrs.</b>
15.	<b>Date &amp; time of opening of Part-II (Price Bid )</b>	<b>Shall be informed separately.</b>

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

b) *Under no circumstances the Due Date of the Tender will be extended.*

**2) Important Instructions for E-procurement**

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



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You are requested to read the Terms & Conditions of this tender before submitting your online tender. Tenderers who do not comply with the Conditions with documentary proof (wherever required) will not be considered qualified in the Tender for opening of Price Bid.

**1. Process of E-tender:**

A) **Registration:** The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid will be done over the internet. The Vendor should possess Class III signing type Digital Certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE:** THE PRICE BID AND THE TECHNO-COMMERCIAL BID HAS TO BE SUBMITTED ONLINE AT [www.mstcecommerce.com/eprochome/kopt](http://www.mstcecommerce.com/eprochome/kopt)

- 1) Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-Procurement → PSU / Govt. depts. → Register as Vendor under KoPT - Filling up details and creating own user id and password → Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact KOPT / MSTC (before the scheduled time of the e-Tender).

**Contact person (Medical Dept. KoPT):**

1. Shri D. Bakshi  
Administrative officer  
Mobile No. 9674720071

2. Shri S.K. Joshi  
Deputy MM-C  
Mobile No. 9831938935

3. Dr. N. Bhowmick  
Sr. Medical Officer  
Mobile No. 98302-47076

**Contact person (MSTC Ltd):**

1) Mr. S. Mukherjee  
DM (E-commerce)  
Mobile- 07278030407

Email: [smukherjee@mstcindia.co.in](mailto:smukherjee@mstcindia.co.in)

2) Ms S. Maity  
AM (E-Commerce)  
Mobile-09831155225

Email: [-smaity@mstcindia.co.in](mailto:-smaity@mstcindia.co.in)

Landline: (033) 22901004

**B) System Requirement:**

- i) Windows 98 / XP-SP3 & above / Windows 7 Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature



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- iv) JRE 7 update 79 software to be downloaded and installed in the system. Security level should be medium
- v) 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](http://www.mstcecommerce.com) once)
- 2 Part-I: Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.
- 3 (Part-II: Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by KoPT. Such bidder(s) will be intimated the date of opening of Part II Price bid, through valid email confirmed by them.

All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

- 4 Special Note towards Transaction Fee: The vendors shall pay the Transaction Fee using "Transaction Fee Payment" Link under My Menu in the vendor login. The vendors have to select particular tender from the event dropdown box. The vendors shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT , the vendor shall generate challan by filling up a form .The vendor shall remit the transaction fee amount as per details printed on the challan without making change in the same. On selecting On line Payment , the vendor shall have the provision of making payment using 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.

Then the page appears where the vendors are required to fill up the transaction details, namely the UTR No, Date of Transaction, and the Remitting Bank in the given fields and then click on the "Confirm" Button".

**NOTE :** The bidders should submit the Transaction Fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.

**Contact Details:**

Fax No. : 033- 22831002

**Email ids:**

- a. [sanjibpoddar@mstcindia.co.in](mailto:sanjibpoddar@mstcindia.co.in),
- b. [arindam@mstcindia.co.in](mailto:arindam@mstcindia.co.in),
- c. [rpradhan@mstcindia.co.in](mailto:rpradhan@mstcindia.co.in),
- d. [smukherjee@mstcindia.co.in](mailto:smukherjee@mstcindia.co.in).



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Bidders may please note that the Transaction Fee should be deposited by debiting the A/C of the bidder only, Transaction Fee deposited from or by debiting any other party's a/c will not be accepted. Transaction fee is non-refundable.

In case of failure to submit the payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.

**In case of failure to submit the payment towards Tender Cost & EMD for any reason, the vender, in term, will not have the access to on line e-Tender and no correspondence in this respect will be entertained and KoPT will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of Tender Cost and EMD well in advance and verify completion of transaction in respect of Tender Cost and EMD.**

Vendors are instructed to use link in **My Menu** to **Upload Documents** in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.

Once the documents duly **Notarized** are uploaded in the library, vendors can attach documents through **Attach Document** link against the particular tender. For further assistance please follow instructions of vendor guide.

- 5 All Notices / Corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by KoPT. Hence the bidders are required to ensure that their Corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

- 6 **E-tender cannot be accessed after the due date and time mentioned in NIT.**

- 7 **Bidding in e-Tender:**

- a. Bidder(s) need to submit necessary EMD, Tender Cost and Transaction Fees for getting eligibility to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by KoPT.
- b. The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
- c. The Bidder(s) who has submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement → PSU / Govt depts. → Login under KOPT → My Menu → Auction Floor Manager → live event → Selection of the live event.
- d. The Bidder should allow running **JAVA application**. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms / Commercial specification and save the same. After that clicking on the Techno-Commercial bid, if this application is not run then the bidder will not be able to Save / Submit his Techno-Commercial bid.
- e. After filling the Techno-Commercial Bid, bidder should click '**SAVE**' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "**SAVE**" to record their Price Bid. Then once both the



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Techno-Commercial bid & Price Bid has been saved, the bidder can click on the " Final submission " button to register their bid.

- f. Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.
- g. In all cases, Bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- i. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j. All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful Bidder shall be called hereafter "**SUPPLIER**".
- k. It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.
- 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.
- m. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- n. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor / tender document.

**8 Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.**

**9 No deviation to the technical and commercial Terms & Conditions will be allowed.**

**10 KoPT has the right to cancel this e-Tender without assigning any reason thereof.**

The online tender should be submitted strictly as per the Terms & Conditions and procedures laid down in the website [www.mstcecommerce.com/eprochome/KoPT](http://www.mstcecommerce.com/eprochome/KoPT) of MSTC Ltd.

The bidders must upload all the Documents (duly Notarized) required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

The Bid will be evaluated based on the filled-in technical & commercial formats.

**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.**





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- 11 Bidders are requested to read the vendor guide and see the video in the page [www.mstcecommerce.com/eprochome/KOPT](http://www.mstcecommerce.com/eprochome/KOPT) of MSTC Ltd. to familiarize them with the system before bidding.

### B. COMMERCIAL TERMS & CONDITIONS

Concurrence and remarks for all Commercial Terms & Conditions will be taken Online. Upload supporting Notarized Documents wherever necessary. No hardcopy for the same needs to be submitted. If required, the Bidder/s may be asked to produce the Original documents before the Tender Committee for verification purpose only.

#### 1. AVAILABILITY OF THE TENDER DOCUMENT:

Tender Document may be downloaded from KoPT Website: [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) / Central Public Procurement Portal [www.eProcure.gov.in](http://www.eProcure.gov.in) or [www.mstcecommerce.com/eprochome/KOPT](http://www.mstcecommerce.com/eprochome/KOPT) of MSTC Ltd.

#### 2. EXEMPTION FROM PAYMENT OF COST OF TENDER DOCUMENT AND EMD:

For Micro & Small Enterprises (MSE's) registered with NSIC:

- Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) for the tendered out item are exempted from depositing of Tender Cost and Earnest Money having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate.
- Micro & Small Enterprises (MSE's) 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 dt. 26/03/2012.
- 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.
- If Micro & Small Enterprises (MSE's) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit Tender Cost, full amount of Earnest Money as per NIT. Otherwise their offer against the tender will not be considered.
- Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the Bid.
- SSI Units registered with NSIC under single point registration scheme for the tendered out item will be exempted from deposit of the Cost of Tender document on submission of valid supporting document(s).

### **B COMMERCIAL TERMS & CONDITIONS** :Concurrence and remarks for all Commercial Terms &

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for the same needs to be submitted. If required, the Bidder/s may be asked to produce the Original documents before the Tender Committee for verification purpose only.

### 3) **ELIGIBILITY TO BID:**

**In order to be eligible to submit bid, the intending bidder will have to upload following Documents (duly Self Attested) in Techno-commercial Bid. Page No must be mentioned on each page of uploaded documents.**

- a) PAN Card of the company (Bidder)
- b) Notarized Power of Attorney in favor of Authorized Signatory
- c) GST Registration certificate
- d) Trade License
- e) Manufacturing License of the product
- f) Separate list of Participated item (selected ) from Schedule of quantity ( Appendix- B) mentioning Make and Brand, offered Minimum pack size against each item to be uploaded in techno-commercial bid
- g) Bureau of Indian Standard Certificate, wherever applicable
- h) Indian Conformity Assessment Certificate wherever applicable
- i) US FDA/FDA/EC/National Test House certificate conforming the standard wheever applicable
- j) Company Particulars (as per **Appendix 'A'**)
- k) Audited Balance Sheets and Profit & Loss A/C for the last 3 years ending on **31<sup>st</sup> March 2017**.
- ✚ Financial Statement showing average Annual Financial turnover during the last 3 years ending **31<sup>st</sup> March 2017** being at least Rs. 4.53 lacs
- k) Having experience in successfully supply of **similar items** during last 3 years ending 31<sup>st</sup> March 2017 for which documentary evidence must be submitted ( order copies and necessary GRN / supply challan duly accepted inspected and padded ) .
- l) In case the offer is submitted by an Authorised Distributor / Authorised Dealer / Authorised Agent / Authorised Stockists on behalf of the Manufacturer, a current valid self attested Authorisation Certificate to that extent specifying the instant Tender No. from the Manufacturer has to be submitted along with the offer. In the case of Authorised Distributor / Dealer / Agent / Stockists submitting tender with the second stage authorisation from the Authorised Distributor, the first stage Authorisation from the Principal Manufacturer in favour of the Authorised Distributor to be provided with authentic / valid documentary evidences.
- m) Self attested Order copies with supporting Performance Certificate of supplying the tendered or similar item to Govt. Organisation or other Institutions of repute with Full Name, Address, Contact Nos., during the last seven years should be produced with the Techno-Commercial Bid of the Tender. The Order Copies & Performance Certificates from the Authorised Dealer (1<sup>st</sup> Stage) may be



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acceptable when tender is submitted by 2<sup>nd</sup> stage authorised Dealers / Distributors / Stockiest / Agents, only when the authorised Dealer (1<sup>st</sup> stage) submits an undertaking in Non-Judicial Stamp Paper of at least Rs. 10/- accepting all the tender Clauses including After Sales Service as agreed upon by the 2<sup>nd</sup> stage authorised Dealers / Distributors / Stockiest / Agents who has submitted the tender paper. The authorised Dealer (1<sup>st</sup> stage) will be responsible for fulfilling all the tender conditions in case the 2<sup>nd</sup> stage authorised Dealer / Distributor / Stockist / Agent fail to comply the same. In case of failure to comply above by 1<sup>st</sup> stage authorised dealer, the OEM is to ensure to render all services

- n) The complete NIT duly signed (with seal and date) by the authorized signatory of the bidder on each page.
- o) Unconditional Acceptance of all the Conditions of the Notice Inviting Tender in a separate letter.
- p) The **Declaration** to the effect that **the rates of the tendered out item/s is / are same as those quoted to Govt. Hospital**, uploaded in e-tendering platform with the Techno-Commercial Bid.
- q) **At least two self attested Order Copies and related Performance Certificates for successful execution of supply of similar tendered out items preferably to Govt. Hospitals or Private Hospitals of repute issued by the competent authority of the said Hospitals in their own letter-head.**

**Note:**

1 "similar works" means: Supply & Delivery of similar types of Surgical & Dressing Articles etc to Medical Institution of repute (preferably in Govt. Institution)

#### 4) INSTRUCTIONS TO BIDDERS :

- 4.1** Tender document is not transferable. No Bidder is allowed to submit more than one TENDER.
- 4.2** Tender for the above work should be submitted in accordance with the **Schedule of Quantities** as specified in this tender and in accordance with the Special Conditions of Contract & General Conditions of Contract, BOQ and NIT. **The General Conditions of Contract** may be down loaded from the koPT website ( [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in)) and will form a integral part of tender document which is also uploaded along with the tender.
- 4.3** **No Bidder is allowed to submit more than one TENDER.** Please note that the Bidder of the tender should be either Indian agent of the Principal / OEM or the Principal / OEM itself, but the Indian agent and the Principal / OEM will not be allowed to participate in the tender simultaneously. Also an Indian agent is allowed to participate in the tender for the tendered out item(s) with the authorization of not more than one Principal / OEM. If more than one bid is submitted by a particular bidder with authorization from more than one OEM / Principal, then all the bids submitted by the bidder will be rejected.



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- 4.4** Any clarification with regard to interpretation or ambiguities discovered or pointed out after the issue of the tender documents but prior to submission of tenders as to the meaning, conditions or instructions contained in any of the issued documents, shall be valid only when such a clarification is issued in writing by the officer issuing the Notice Inviting Tender. Any such written clarification or amendment shall be hoisted in website of KoPT, MSTC & CPP Portal. **Hence all the intending Bidders are advised to keep close watch on the website of MSTC / KoPT / CPP Portal in their own interest.**
- 4.5** **Power of Attorney:** Tender shall be signed by the bidder or a person, duly authorized to sign on behalf of the bidder. Notorised Power of attorney on non judicial stamp paper accompanying the offer shall indicate each authorization which should be uploaded in Techno-commercial Bid.
- 4.6** **Each page** of the NIT (Page 1 to 20) must be signed with seal and date by the authorized signatory of the bidder and must be submitted along with the tender.
- 4.7** Tender for the above work should be submitted in accordance with the Schedule of quantities as specified in this tender and in accordance with the **Special Conditions of Contract & General Conditions of Contract. The Special Condition of Contract will prevail over and above the General Conditions of Contract.**
- 4.8** Any clarification with regard to interpretation or ambiguities discovered or pointed out after the issue of the tender documents but prior to submission of tenders as to the meaning, conditions or instructions contained in any of the issued documents, shall be valid only when such a clarification is issued in writing by the officer issuing the Notice Inviting Tender. Any such written clarification or amendment shall be hoisted in website of KoPT, MSTC & CPP Portal. **Hence all the intending Bidders are advised to keep close watch on the website of MSTC / KoPT / CPP Portal in their own interest.**
- 4.9** **Earnest Money** The tenderer shall have to deposit an amount of **Earnest Money Deposit” of Rs. 30,228 (Rupees Thirty thousand two hundred and twenty eight) only** as earnest money to be remitted through RTGS/ NEFT in favour of Kolkata Port Trust, well in advance before starting of e- tender. Failing which the tender is liable to be rejected out rightly. After the award of the contract, the Earnest Money will be refunded without interest on application to all unsuccessful bidders. The Earnest Money of the successful bidder shall be converted to part of the security deposit and will be governed as per GCC. The EMD will be refunded through NEFT / RTGS for which Bank Charges is to be paid by the bidder; necessary information in this regard need to be furnished by the Bidders.
- 4.10** **Site Visit:** ALL INTENDING Bidders may visit the site at their own expense, prior to submission of tender for assessing the job requirement under consideration for the above contract with the prior permission from the Chief Medical Officer. No clarification will be made to the intending Bidder regarding location site after this and the decision of the Chief Medical Officer, Kolkata Port Trust shall be final & binding in this regard.



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**4.11 PRE BID MEETING:** Offline Pre-bid meeting with the bidders will be held on 05/ 06 / 2018 at 11.00 a.m. in the office of the Chief Medical officer at Centenary Hospital, 1 Diamond Harbour road , Kolkata 700053 and based on the decision on the issues placed by the bidders if any suitable amendment in the NIT document will be incorporated which will form a part and parcel of the tender for which a suitable notice containing amendment will be hoisted in KoPT website, CPP portal and E- tender portal of MSTC. However no insertion in newspaper will be made separately and therefore the intending bidders may keep close watch on the above portals. Any change in closing or opening date of the bids resulting for above amendment will also be hoisted in the above portals. Any and / or all changes are however subject to decision of the competent authority of KoPT.

**4.12 AMENDMENT OF TENDER DOCUMENTS:**

- a) At any time prior to the deadline for submission of tenders, the Chief Medical Officer for any reason whether at his own initiative or in response to a clarification required by a prospective Bidders may modify the Tender Documents.
- b) The amendment shall be part of the Tender Documents and will be notified by publication in the MSTC's / KoPT's website / Central Public Procurement Portal and will be binding on the prospective Bidders.
- c) All the intending Bidders are advised to keep close watch on the website of MSTC / KoPT / CPP Portal in their own interest.

**5) SPECIAL CONDITIONS OF CONTRACT:**

- I. **PERIOD OF CONTRACT.** The Contract would be for a period of 2 (Two) years, and shall be valid for all Part Orders to be placed by KoPT within this period.
- II. **QUANTITY.** Procurement will be made as per requirement of the hospital by placing orders from time to time as per Terms and Conditions of the Contract. The Trustees reserve the right not to place any order for any item/ s , in case there is no requirement during the period of the contract.
- III. **RATE.** The Tenderer should quote Hospital (Institutional) Price on F. O. R. Centenary Hospital, KoPT at 1, Diamond Harbour Road, Kolkata – 700 053 i.e., Free Delivery up to Centenary Hospital. If any Discount is given over and above the Hospital (Institutional) Price, the same may be mentioned.
- IV. **Tax Clause** i) GST extra on the quoted prices applicable
  - ii) Supplier/ Service Provider to confirm that GST amount charged in invoice is declared in its returns and payment of taxes is also made.
  - iii) The supplier / Service Provider agrees to comply with all applicable GST laws, including GST acts, rules , regulations, procedures, circulars & instructions there under applicable in India from time to time and to ensure that such compliance is done within time prescribed under such laws. Supplier / Service Provider should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN. In case there



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is any mismatch between the details so uploaded in GSTN by Supplier / Service Provider and details available with Kolkata Port Trust, then payments to supplier/ Service Provider to the extent of GST relating to invoice/ s under mismatch may be retained from payments till such time Kolkata Port Trust is not sure that accurate tax amount is finally reflected in the GSTN to KoPT's Account and is finally available to Kolkata Port Trust in terms of GST laws and the credit of GSTN so taken by Kolkata Port Trust is not required to be reversed at a later date along with applicable interest.

iv) Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to non compliance of Tax laws by the supplier/ Service Provider. Any loss of input tax credit to Kolkata Port Trust for the fault of supplier / Service Provider shall be recovered by Kolkata Port Trust by way of adjustment in the consideration payable.

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

vi) Purchase Order/ Work Order shall be void , if at any point of time you are found to be a black listed dealer as per GSTN rating System and further no payment shall be entertained.

**Change in Tax Law Clause :-**

- a) Any statutory levies, taxes, duties, cess, etc , imposed by central / state/local authorities by way of fresh notification subsequent to the Purchase Order, but within the stipulated delivery period, shall be recovered separately.
- b) Any additional cost or benefit impacting the contracting price from introduction of any new law, towards livable taxes, including eligible credits, in respect of goods and services to be supplied under the contract , then the parties agree to an adjustment to the contract price to reflect the financial impact of such "Change In Law."

V. **PRICE.** The Price should remain fixed during the period of the Contract. In case of price revision downwards, the Manufacturer / Principal shall forthwith send intimation to the Chief Medical Officer, Centenary Hospital, KoPT, mentioning the Revised price, Date of revision and the Batch Number (MRP, if applicable) for calculation of tax element. If the prices become lower than the quoted price, then the same will be applicable. The available pack size should be indicated.

VI. **DELIVERY.**

- a) Surgical Items will have to be supplied on placement of the order and not later than 30 (Thirty) days from the date of issue of the respective part order.
- b) Delivery is to be made at the Stores of the Centenary Hospital, KoPT, on all working days, i.e., other than KoPT holidays and Sundays between 10 A.M. to 12 Noon and 2 P.M. to 4 PM.
- c) Supplies made from the fresh batch of Surgical Items with long expiry period will be accepted, and those having short leftover life may not be accepted and returned at the discretion of the Chief



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Medical Officer, Centenary Hospital. In any case, Surgical Items having less than 3/4<sup>th</sup> of the shelf-life will not be accepted, unless allowed by the Chief Medical Officer.

- d) If the Surgical Items and other items are found defective, damaged, and beyond the acceptable shelf-life, they have to be replaced / returned within 7 (Seven) days, or such time as may be allowed by the Chief Medical Officer, or else, the cost of the items will be deducted from the bills on pro-rata basis.

VII. **LIQUIDATED DAMAGE:** The stipulated delivery period is 4 weeks (30 days) from the date of placement of Order. Extension of Delivery period is permissible for a maximum period of 4 weeks against written application solely at the discretion of the Chief Medical Officer, KoPT. However, in such situation a penalty of 0.5% of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty shall not exceed 10% of the total value of the order or orders.

VIII. **RISK PURCHASE CLAUSE:** Any default in the supply or failure to deliver an approved quality or ordered material within the time stipulated may involve purchase of the whole or any portion of the supply remaining undelivered or unapproved from any other source at the risk and expenses of the defaulting Supplier

IX. **CANCELLATION OF ORDER.** Unless extension of Delivery Period is granted, the order for non-supplied items would stand automatically cancelled after expiry of the Delivery Schedule mentioned at Para-7 above.

X. **EVALUATION CRITERION & PLACEMENT OF ORDER.**

Selection of Company / Manufacturer will be based on the lowest total amount including GST of hospital rate as per column (h) of the Price Bid out of the selected item of products.

However, if the party fails to supply the product on more than one occasion, and when the stock situation of the item concerned is such that failure to supply will cause stock-out situation, and when the Company confirms that the product cannot be supplied within the time schedule, then the order will be placed on Second or Third lowest bidder, and in certain circumstances, where there is still a possibility of failure to supply by one party, and the products are needed urgently, then in order to ensure supply, the order can be placed on 60:40 basis (for two consecutive rank bidders) to ensure availability of products.

XI. **PAYMENT.**

Payment will be made within 30 (Thirty) days from the date of submission of the clear bill accompanied by receipted Challan and other documents required for processing the Bills (in four sets). Payment will be made through Bank ECS for which suppliers should furnish their Banker's Name, Branch Address, Type of A/c., Account Number, MICR No. & IFSC Code No.

XII. **SECURITY DEPOSIT:**

- a) The tender is subject to Security Deposit for an amount of Ten percent (10%) of the value of the Contract – A sum equivalent to 10% of Bill Value as per the Contract Rate will be deducted from the Monthly Bill Value of the awarded Vendor throughout the period of Contract and the same will





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be retained by the Port Authority for a further period of 2 (Two) years. In case of failure to execute the Contract Security Money will be forfeited. After the completion of the period of Award of Contract of 2(Two ) years the said Security Money retained with KoPT will be released, without interest, only after realizing all the dues if any,

- b) The Security Deposit so deposited will be refunded without any interest only after 60 days from the date of successful completion of Contract with KoPT.
- c) The proceeds of the Security Deposit shall be payable to the Kolkata Port Trust as compensation towards any loss resulting out of the Vendor's failure to execute the Contract.

**XIII. VALIDITY OF OFFER.:** The period of validity of the offer shall be 120 days from the date of opening of the Price bid

**XIV. ACCEPTANCE OF TENDER.** Trustees is not bound to accept the lowest or any tender, and reserve the right to accept a tender in full or in part and/or reject any tender in full or in part without assigning any reason thereof.

**The above Clauses shall be final and binding on both parties**

**Chief Medical Officer**





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**CHECK LIST**

**[TO BE UPLOADED DULY FILLED IN AND SIGNED ALONG WITH TECHNO-COMMERCIAL BID IN PART- I]**

1	Whether Page nos of each uploaded documents are inserted	Yes/ No
1.	Whether all the requisite documents (duly attested) as per Clause No. 3 (Eligibility to Bid Clause of NIT) have been uploaded in e-tendering platform with the Techno-Commercial Bid, mentioning the number of papers uploaded. <b>No. of documents: ____</b>	Yes/ No
2.	Whether the documents viz. Order Copy and related Performance Certificates along with Job Completion Certificate in support of the Credentials (duly attested) is / are uploaded in e-tendering platform with the Techno-Commercial Bid.	Yes / No
3.	Whether separate letter in Bidder's own letterhead confirming <b>Unconditional Acceptance of Tender Conditions in full</b> uploaded in e-tendering platform with the Techno-Commercial Bid.	Yes / No
4.	Whether the <b>Declaration</b> to the effect that <b>the rates of the quoted item/s is / are same as those quoted to Govt. Hospital</b> , uploaded in e-tendering platform with the Techno-Commercial Bid.	Yes / No

**Note : Page no should be mentioned on uploaded documents.**

Offer No. \_\_\_\_\_

Authorized Signatory of the Tenderer

Date: \_\_\_\_\_

(with official Seal and date)



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**Appendix B**  
**Schedule of Quantity**

Tender Sl No	DESCRIPTIN OF ARTICLES	UNIT	APPROX ANNUAL REQUIREMENT
1	ABSORBENT COTTON, I N PACK OF 400 / 500 GM PKT	PKT	400
2	ABSORBENT GAUGE, HANDLOOM COTTON GAUZE THAN, 90 CM X 16 MTRS.	THAN	415
3	ALCOHOL HAND DISINFECTANT IN 500 ML. BOTTLE,	BOTTL E	97
4	SURFACE AND ENVIRONMENT DISINFECTANT 500 ML	BOTTLE	60
5	BIPAP MASK/ Small/ Medium/ Large	NO	240
6	DISPOSABLE SYRINGE WITH NEEDLE, 10 cc	NO	12160
7	DISPOSABLE SYRINGE WITH NEEDLE, 2 cc	No	17560
8	DISPOSABLE SYRINGE WITH NEEDLE, 5 cc	NO	17790
9	DISPOSABLE SYRINGE WITH NEEDLE, 50 cc	No	660



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**Particulars of Deposit of the Cost of Tender Document & Earnest Money**

**[TO BE UPLOADED DULY FILLED IN AND SIGNED ALONG WITH TECHNO-COMMERCIAL BID IN PART - I]**

**A. Cost of Tender Document:**

Detail Particulars of deposit of Amount by RTGS / NEFT (Date of Remittance, Name of the Bank, & Branch, UTR No.)	<b>Amount ( In Rs)</b>  <b>Rs. 708/- ( including 18% GST)</b>
	<b>Rupees seven hundred and eight )</b>

**B. Earnest Money Deposit:**

Detail Particulars of deposit of Amount by RTGS / NEFT (Date of Remittance, Name of the Bank, & Branch, UTR No.)	<b>Amount Rs. 30,228/-</b>
	<b>(Rupees thirty thousand two hundred and twenty eight ) only</b>



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Authorized Signatory of the Tenderer

Date:

(with official Seal and date)



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**APPENDIX-'A'**

**[TO BE UPLOADED DULY FILLED IN AND SIGNED ALONG WITH TECHNO-COMMERCIAL BID IN [PART - I]**

Name of the Firm / Bidder: \_\_\_\_\_

Name of the Authorized Signatory: \_\_\_\_\_

Official Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

Trade License No. / Certificate of Incorporation: \_\_\_\_\_

PAN / TAN \_\_\_\_\_ (Attach attested Photocopy) GST Registration \_\_\_\_\_

Bank Particulars: Name of the Bank / Branch \_\_\_\_\_

Account Type: \_\_\_\_\_ A/C No.: \_\_\_\_\_

MI CR No: \_\_\_\_\_ I SPS Code No.: \_\_\_\_\_

**DECLARATION**

We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the tender. In the event of our tender being accepted in full or in part, We also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the tender together with the acceptance thereof in writing by or on behalf of the Trustees shall form the Contract.

It is hereby confirmed that the hard copy of tender being submitted (uploaded) in the techno-commercial bid of the tender is identical to the one downloaded from your website / MSTC website / Central Public Procurement Portal. In case the same is found altered / modified in any way, we will be held responsible and our offer will be liable for rejection forthwith and we may also be barred from participating in future tender of KoPT without any reference to us.

It is also declared that our Concern was never been banned or de-listed by any Government or, Quasi-Government Agency or PSU. If the declaration is found incorrect in future, our offer will be liable for rejection.

Offer No. \_\_\_\_\_

Signature of the Authorized Signatory of the Tenderer

Date: \_\_\_\_ / \_\_\_\_ / 2018

(with official Seal and date)

Place:



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**ANNEXURE - C**

**PRICE BID**

**PRICE SHOULD BE QUOTED ONLINE ONLY-SAMPLE FORMAT**

Sl. No.	Description of the Items	Brand/Make	Unit	Pack Size	Unit Rate including all charges except GST	GST	Total Amount including tax
a	b	c	d	e	f	g	h
						In % only	f+ g*f/100

To be submitted on line