



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
कार्मिक एवं औद्योगिक संपर्क प्रभाग
Personnel & Industrial Relations Division



जवाहर टावर कंप्लेक्स,
हल्दिया टाउनशिप – 721 607
दूरभाष सं. (03224) 263160 / 263837
फैक्स सं. (03224) 263160
जिला – पूर्बमेदिनीपुर

Jawahar Tower Complex,
Haldia Township – 721607
Phone No. (03224) 263160 / 263837
Fax No. (03224) 263160
Dist. Purba Medinipur

E-Tenders under single stage two-part system (Part – I: Techno-Commercial Bid and Part – II: Price Bid) are invited from reliable, bonafide, resourceful & experienced eligible contractors / suppliers fulfilling the pre-qualification criteria given below, for supply and delivery of Grocery items on regular basis for a period of one year, as per requirement, to the Canteens of Haldia Dock Complex located at Jawahar Tower, Haldia Township, Chiranjibpur, General Cargo Berth, Ore & Coal Berth and Lock & Marine, as detailed in the enclosed Bill of Quantities. The suppliers / contractors bidding for the said tender must have a liaison office / establishment within Haldia Sub-division, having telephone connectivity.

Pre-Qualification Criteria of Tenderers:

1. Credential Criteria:

Credential should be for sale or supply of items or group of items to Government / PSU / Private Sector Organization of minimum cumulative value (mentioned below in the unpriced Bill of Quantities at Annexure-III) during the last 07 years against each item / group of items by producing order copies alongwith certificate of Execution / Receipt Challan / GRN / any other relevant document. Any intending bidder may participate in one or more items/group of items if the party fulfils the credentials criteria for that particular item / group(s).

A bidder fulfilling the 'sum total' credential mentioned in the unpriced Bill of Quantities under the pre-qualification criteria, for supply of any or all items included in the group can participate for all the items of the group. However, if a bidder does not fulfil the 'sum total' credential as mentioned above, the bidder shall be allowed to participate for the items against which the party fulfils the credential for individual item.

2. Copy of Up-to-date Professional Tax Payment Challan.

3. Copy of GST Registration Certificate.

4. Copy of Valid Trade Licence (Certificate of Enlistment for Profession Trade and Calling under Sec. 118 of West Bengal Municipal Act –1993 / Certificate of Enlistment under Section 199 of CMC Act, 1980 / Certificate of Enlistment issued by any statutory Authority).

5. Copy of Audited balance sheet and Profit & Loss account for the last 3 (three) financial years.

Bid Document may be downloaded from MSTC's website www.mstcecommerce.com.
Corrigenda / addenda / clarifications, if any, shall be hosted on the above mentioned website only.
Bidder should visit the website frequently for detailed and updated information.

SCHEDULE OF TENDER (SOT)

a.	TENDER NO.	HDC/P&IR/Grocery/2018-19/31 dated July 31, 2018
b.	MODE OF TENDER	e-Procurement System. The intending bidders are required to submit their online offer electronically through e-tendering portal of MSTC Ltd., www.mstcecommerce.com Part – I : Techno-Commercial Bid and Part – II : Price Bid No physical tender is acceptable by Haldia Dock Complex.
c.	E-Tender No. (System Generated)	<u>KoPT/Haldia Dock Complex/P&IR Div/2/18-19/ET/239</u>
d.	Date of NIT available to parties to download	August 03, 2018
e.	Pre-Bid Meeting starting date & Time	NA
f.	Pre –Bid Meeting closing date & Time	NA
g.	i) Earnest Money Deposit	<p>The intending bidders should submit Earnest Money of Rs.10,000/- (Rupees ten thousand 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 under</p>

			<p>“Procedure of Payment of Earnest Money and Bid Document Fee Through Axis Bank Gateway” section of the tender document.</p> <p>Through Axis Bank Gateway 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>
	ii)	Bid Document fee	<p>The intending bidders should submit the tender cost of Rs. 1770/- (Rupees One Thousand Seven Hundred Seventy only) including 18% GST (non-refundable), along with their offer, otherwise their offer will be summarily rejected.</p> <p>The bidders are advised to deposit Bid Document Fee using the Axis Bank Payment Gateway only. 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: “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 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 under</p>

			<p>“Procedure of Payment of Earnest Money and Bid Document Fee Through Axis Bank Gateway” section of the tender document.</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>
	iii)	Transaction Fee	<p>₹ 3,095/- (Rupees three thousand and ninety five only) (inclusive of all taxes) Payment of Transaction fee by NEFT / RTGS in favour of MSTC LIMITED (refer Clause. No. 4 of Annexure – I).</p>
h.	Last date of submission of EMD & Bid Document fee at HDC.		24/08/2018 upto 1130 hrs.
	Last date of submission of Transaction fee through RTGS / NEFT in favour of MSTC Limited, Kolkata.		Three working days before the last date of closing of online bidding for the e-tender.
i.	Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/		04/08/2018 from 1130 hrs.
j.	Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.		24/08/2018* till 1130 hrs.
k.	Date & time of opening of Part-I (i.e. Techno-Commercial Bid)		24/08/2018* at 1200 hrs.
	Date & time of opening of Part-II (i.e. Price Bid)		Shall be informed separately

[N.B.-* In case there is an unscheduled holiday / bandh / strike on the prescribed last date of submission and opening of bid, the next working date will be treated as the scheduled prescribed day for the same.]

<u>List of Annexures</u>		
Important Instructions to Bidders for E-procurement	:	Annexure – I
Commercial Terms & Conditions	:	Annexure – II
Un-priced bill of quantity	:	Annexure – III
Documents to be uploaded by the Bidder	:	Annexure – IV
Declaration of the Bidder	:	Annexure – V
Bidder's Information	:	Annexure – VI
Details of statutory levies	:	Annexure – VII
Priced Bill of Quantity	:	Annexure – VIII

**EARNEST MONEY AND BID DOCUMENT FEE
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 Captcha 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 a 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 TO BIDDERS FOR E-PROCUREMENT

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

You are requested to read the Commercial terms & conditions (**Annexure – II**) of this tender before submitting your online tender. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

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 Techno-Commercial Bid as well as Price Bid over the internet will be done. 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 PRICE 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→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>Bidders are requested to submit bid keeping sufficient time in hand. They should not wait for last minute to avoid any problem.</p> <p>In case of any clarification, please contact HDC/MSTC, (before the scheduled time of the e-tender).</p> <p>Contact persons (Haldia Dock Complex):</p> <table border="0"> <tr> <td>1. Mr. P. K. Das Sr. Dy. Manager (P&IR) Phone No.:03224 263160 Mobile No.: +919434058419</td> <td>2. Mr. A. K. Nag Dy. Manager (P&IR) Phone No.:03224 263837 Mobile No.: +919434031386</td> </tr> </table> <p>Contact persons (MSTC Ltd):</p> <table border="0"> <tr> <td>1. Mr. S.Mukherjee Deputy. Manager (e-Commerce) Mobile No: 07278030407 Landline:03322901004 Email- smukherjee@mstcindia.co.in</td> <td>2. Ms S. Maity Asstt. Manager (e-commerce) Mobile- 9831155225 Landline: 03322901004 Email: smaity@mstcindia.co.in</td> </tr> </table> <p>B) System Requirement:</p> <ul style="list-style-type: none"> i) Windows 7 or above Operating System ii) IE 7 and above Internet browser iii) Signing type: Digital signature 	1. Mr. P. K. Das Sr. Dy. Manager (P&IR) Phone No.:03224 263160 Mobile No.: +919434058419	2. Mr. A. K. Nag Dy. Manager (P&IR) Phone No.:03224 263837 Mobile No.: +919434031386	1. Mr. S.Mukherjee Deputy. Manager (e-Commerce) Mobile No: 07278030407 Landline:03322901004 Email- smukherjee@mstcindia.co.in	2. Ms S. Maity Asstt. Manager (e-commerce) Mobile- 9831155225 Landline: 03322901004 Email: smaity@mstcindia.co.in
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	iv) JRE 7 update 9 and above software to be downloaded and installed in the system. To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level
2	<p>(A) 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.</p> <p>(B) Part – II: Price bid of only those bidder(s) whose Part – I Techno-Commercial Bid is found to be Techno-Commercially acceptable by HDC will only be opened electronically. Such bidder(s) will be intimated date of opening of Part – II Price bid, through valid email submitted by them.</p>
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	<p><u>Special Note towards Transaction fee:</u> 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>NOTE : 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>In case of failure to access the payment towards cost of tender document & EMD for any reason, the vender, in turn, will not have the access to online e-tender and no correspondence in this respect will be entertained and HDC will not be responsible for any such lapses on this account.</p> <p>Bidder(s) are advised to make remittance of tender fee and EMD through ECS (RTGS/NEFT) in favour of Kolkata Port Trust, Haldia Dock Complex well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>Vendors can attach multiple documents can be uploaded. Maximum size of single document for upload is 5 MB through Attach Document link against the particular tender. For further assistance please follow instructions of vendor guide.</p>
6	All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by HDC. Hence, the bidders are required to ensure that their corporate e-mail ID 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).
7	<p>(i) Please note that there is no provision to take out the list of parties downloading the tender document from the website mentioned in NIT. As such, bidders are requested to see the website once again before the due date of tender opening to ensure that they have not missed</p>

		any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.
	(ii)	No separate intimation in respect of corrigendum to this NIT (if any) will be sent to bidder(s) who have downloaded the documents from website. Please see website www.mstcecommerce.com/eprochome/ of MSTC Ltd.
8	E-tender cannot be accessed after the due date and time mentioned in NIT.	
9	<p><u>Bidding in e-tender & Reverse auction:</u></p> <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 www.mstcecommerce.com → e-procurement → PSU/Govt depts → Login under KoPT's logo → My menu → Auction Floor Manager → live event → Selection of the live event The vendor should allow running JAVA application. This exercise has to be done immediately after 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. 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 Vendors are instructed to use <i>Attach Doc button</i> to upload documents. Multiple documents can be uploaded. In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid. During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above. 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. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. 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. No deviation of the terms and conditions of the tender document is acceptable. <p>Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.</p>	
10	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.	

11	No deviation to the technical and commercial terms & conditions are allowed.
12	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
13	HDC has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
14	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/mstc of MSTC Ltd.
15	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.
16	The bid will be evaluated based on the filled-in technical & commercial formats.
17	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.
18	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of MSTC.
19	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with DIC's (District Industries Centre) Certificate or / Udyog Adhar Certificate.
20	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. 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.
21	If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
22	Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate or / Udyog Adhar Certificate has to be submitted along with the bid.
23	Due date of submission of tender will not be extended under any situation.



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Personnel & Industrial Relations Division



COMMERCIAL TERMS & CONDITIONS

Sl. No.	Terms	Response
1	Mere submission of online Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.	AGREE
2	Price Bids (Part – II) of only those eligible bidders whose Techno-Commercial Bids (Part – I) are complete in all respects and in order, and for whom the samples for the specified sample items to be submitted by the bidders are accepted by the Tender Committee and HDC Authorities, shall be opened on time and date to be intimated to the bidders separately.	AGREE
3	<p>Amongst the 26 items tendered for supply, 14 items are branded items and the remaining 12 are non-branded items. The non-branded items are detailed in Group – I and the branded items are detailed in the Group – II of the Bill of Quantities. For the non-branded items, samples (approximate 500 g each) have to be submitted by the intending bidders, free of charges (only for those items for which they wish to participate in the tender). Each bidder may submit multiple separate samples of the same item as per their choice, and bid for the same. The samples have to be physically submitted at the office of the P&IR Division, Jawahar Tower (9th Floor), Haldia Township, Purba Medinipur – 721607 during 09:30 am to 05:30 pm, Monday to Friday, except on Trustees Holidays, beginning from the date and time of submission of online bid till the closing date and time of the same.</p> <p>All samples should be sealed and affixed with label showing tender no., item no., description, name and address of the firm. The Trustees will not be answerable for loss or damage of the samples thereof, due to any reason whatever, nor will pay for samples damaged or destroyed during handling / test. The samples submitted by the successful bidder(s) will be retained for future reference. The samples submitted by the unsuccessful bidders will be returned back within the specified date to be intimated subsequently. If any of the unsuccessful bidders fail to collect the samples submitted by them previously, within the scheduled date and time of returning the samples, the same shall be forfeited without any further intimation to them.</p>	AGREE
4	<p><u>SAMPLE SELECTION PROCEDURE:</u></p> <p>Sample selection will be carried out by a committee of HDC officials. All participating bidders will be intimated in writing to be present in such sample selection process. However, the sample selection process will continue on schedule, even if any of the bidders fail to attend such sample selection process.</p> <p>A small portion of the samples submitted by all the bidders will be transferred</p>	AGREE

	<p>in separate transparent packets or small containers having uniform look without giving any visible identification mark on the exterior surface of such packets / containers to conceal the identity of each of the bidders. The samples submitted by the bidders will be transferred to such transparent packets or small containers in presence of the Committee Members and the bidders who would attend the said process. However, a concealed folded label will be placed inside each of the packets / containers with the name of the concerned bidder supplying the sample written on it.</p> <p>The samples, re-packed with concealed labels, will be displayed before the Sample Selection Committee in presence of the attending bidders. The Sample Selection Committee will select the acceptable samples, from the lot, through verification process.</p> <p>The packets containing acceptable samples will be selected and retained by the Committee for future reference and the Price Bid of only those bidders whose samples have been selected will be opened subsequently.</p> <p>The successful bidder(s) may be subsequently advised to provide sufficient quantity of the acceptable selected samples of the concerned item(s) during the tenure of the contract, as per necessity.</p> <p>The bidders will not be required to provide samples for the branded items.</p>	
5	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with DIC's (District Industries Centre) Certificate or / Udyog Adhar Certificate.	AGREE
6	<p>i) 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>ii) 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> <p>iii) 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.</p>	AGREE
7	Copy of valid NSIC Certificate for MSEs along with DIC's (District Industries Centre) Certificate or / Udyog Adhar Certificate has to be submitted along with the bid.	AGREE
8	Tenders without requisite Earnest Money are liable to be rejected, excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme), for items for which the tender is invited.	AGREE

9	Due date of submission of tender will not be extended under any situation. [N.B.-* In case there is an unscheduled holiday / bandh / strike on the prescribed last date of submission and opening of bid, the next working date will be treated as the scheduled prescribed day for the same.]	AGREE
10	<u>SCOPE OF WORK:</u> The work comprises of supply & delivery of Grocery items as specified in the Bill of Quantities at the various canteens of Haldia Dock Complex located at Jawahar Tower, Haldia Township, Chiranjibpur, General Cargo Berth, Ore & Coal Berth and Lock & Marine and also at other sites, as per direction from the office of the P&IR Division, Haldia Dock Complex.	AGREE
11	The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.	AGREE
12	The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract. In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Sr. Dy. Manager (P&IR), Haldia Dock Complex, thereon shall be final and binding upon all parties.	AGREE
13	The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any. Trustees' General Conditions of contract are the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the Sr. Dy. Manager (P&IR) on any working day before quoting for the Tender. General Conditions of Contract are also available at KoPT website (www.kolkataporttrust.gov.in).	AGREE
14	The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.	AGREE
15	The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.	AGREE
16	The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.	AGREE
17	Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and delivery of their bids or for any other expenses incurred in connection with such bidding.	AGREE
18	Bidders may visit the office of P&IR Division, Haldia Dock Complex at Jawahar Tower, Haldia Township, PIN – 721607, and also the canteens of Haldia Dock Complex, prior to submission of their bid and get themselves	AGREE

	thoroughly familiarized with the site conditions, existing road facilities for carrying materials, etc., before submission of the tender. Non-compliance of the same will in no way relieve the successful bidder of any of his obligations in performing the work in accordance with this Bid Document within the quoted price.	
19	<p><u>PERIOD OF CONTRACT:</u></p> <p>The rate contract would normally be for a period of twelve (12) months, subject to actual requirement. It may also be noted that the contract may be terminated depending upon the requirement, with immediate effect, as and when informed. The Trustees reserves the right to foreclose / terminate the contract at any time without assigning any reasons thereof.</p>	AGREE
20	<p><u>QUANTITY AND PERIODICITY OF DELIVERY:</u></p> <p>The approximate yearly requirement is mentioned in Bill of Quantities. The total quantities to be purchased under the rate contract cannot be guaranteed as the purchases are to be made according to our requirement against purchase order to be placed from time to time. The Trustees' representatives reserve themselves the right to place no order during the period of contract when there is no requirement.</p>	AGREE
21	<p><u>DELIVERY:</u></p> <p>i) Delivery of Grocery items will have to be made within 24 hours from the time of placing the requisition for the same at the various Canteens of HDC located at Jawahar Tower, Haldia Township, G. C. Berth, Lock & Marine, Ore & Coal Berth and Chiranjibpur, and other sites of HDC, as per requirement, at the cost and risk of the supplier and he should also weigh the materials at the respective canteens at the time of delivery in presence of officials of HDC. Sr. Dy. Manager (P&IR) or his representative reserves the right to suitably amend / modify this condition in course of the contract, if required.</p> <p>ii) The Supplier must make his own arrangement for careful and proper delivery of all materials packed and sealed in new packets / bags / tins / containers to the HDC's Canteens / Sites. The packing materials are not refundable. The responsibility for preventing damage / deterioration to the materials during transit & delivery at the designated points shall rest with the Supplier. All transit risk will be on supplier's account. Detention of transportation vehicle, if any, will be on supplier's account. The authorized representative of the Supplier must be present at the time of delivery. Inspection of the materials shall be done by HDC's representatives together with the Supplier's representatives.</p> <p>iii) The delivery of all items may be taken either in one or multiple installments in a month, as per requisition.</p> <p>iv) A Supplier may be asked to supply even one item at a time, to which he should abide by.</p> <p>iv) The Grocery items supplied must always be fresh. Every item supplied must be of good quality and/or similar to the accepted / selected samples (in case of sample items), and free from dust or other foreign</p>	AGREE

	<p>impurities. Otherwise, the Risk Purchase Clause will be applicable and appropriate deduction will be made from the party's bill on account of that particular supply.</p> <p>v) Delivery period shall be binding on the supplier. If delivery of materials is not made within the scheduled time, liquidated damage shall be imposed on the Supplier and the Risk Purchase Clause may also be invoked.</p>	
22	<p><u>VALIDITY OF THE SUBMITTED BID:</u></p> <p>The tender shall remain open for acceptance for a period of 120 days from the date of opening of the same.</p> <p>If before expiry of this validity period, the Bidder requests for amendment of his quoted rates, making them unacceptable to the Trustees and / or withdraws his tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees / sanctioning Authority.</p>	AGREE
23	<p><u>NON-RESPONSIVE BIDDER:</u></p> <p>The offer / tender shall be treated as non-responsive, if:</p> <ul style="list-style-type: none"> i) All the terms and conditions of the tender are not accepted and agreed to by the bidder. ii) Offer / tender is submitted with any deviation from the tender terms & conditions. iii) Bidders quoting for the sample items do not submit the requisite sample. iv) In addition to above, a bidder may be disqualified if the bidder provides misleading or false information in the statements and documents submitted. 	AGREE
24	<p><u>EARNEST MONEY AND SECURITY DEPOSIT:</u></p> <ul style="list-style-type: none"> i) The Earnest Money received (@ Rs. 10,000/-) will be refunded, to the unsuccessful Bidder without any interest, subject to the provisions made in the clause above. The Earnest Money of the successful Bidder will be retained and converted to be a part of the Security Deposit. ii) The Security Deposit shall be equal to 5% of the contract value. After conversion of the Earnest Money, the balance Security Deposit shall have to be deposited by the successful Bidder within 30 days from the date of placement of order by Demand Draft of any Scheduled / Nationalised Bank of India, or through ECS, drawn in favour of Kolkata Port Trust and payable at Haldia, else the remaining Security Deposit amount will be deducted from the progressive monthly bills of the party @ 5% of the monthly bill amount. The Security Deposit shall be refunded without interest after the successful execution of the order / completion of the contract. 	AGREE

	<p>iii) In the event of the successful bidder failing to execute the order during the period of contract, as per the terms & conditions of the tender, without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order may be cancelled at the option of the Trustees.</p> <p>iv) Request of the Bidder for conversion / transfer of dues, if any, as Earnest Money shall not be considered.</p> <p>v) Tenders, which are submitted without requisite Earnest Money, are liable to be rejected.</p> <p>vi) Earnest Money will be forfeited in the event of refusal of supply by the successful bidder or in case of submission of misleading / false information in the statement / document submitted by the bidder or for withdrawal / amendment of offer within validity period.</p>	
25	<p><u>PRICES:</u></p> <p>Price should be quoted inclusive of all Taxes and Duties and on F. O. R. at HDC's different sites at Haldia, i.e. on free delivery basis with loading and unloading upto the various canteens / sites of HDC at Haldia, including charges for packing, forwarding, loading, stacking, transportation, unloading, and transit risk, necessary for the complete services as described in the tender documents. However, The Bidder shall state clearly the percentage of various GST and other charges if applicable extra over his quoted rates.</p> <p>i) The bidder shall quote his price in the Price bid as per the Bill of Quantities.</p> <p>Price(s) must include charges for packing, forwarding, loading, handling, unloading, transportation, permits, overheads and profit etc. necessary for the complete services, as described in the documents.</p> <p>Orders may be placed for reduced quantities based on the requirements at the time of supply. No plea on subsequent withdrawal or amendment of offer shall be entertained.</p> <p>ii) Rates quoted should be on Net Weight basis and not on Gross Weight basis, i.e. not including weight of wrappers / containers.</p> <p>iii) Bidder must quote a single rate for a particular item, sample and/or brand.</p> <p>iv) The price quoted must remain firm for the entire period of contract. No Price Escalation is admissible other than statutory increase in Taxes & Duties. In case of decrease in rates of statutory taxes & duties, the price would be correspondingly decreased.</p> <p>v) Each bidder shall keep in mind while quoting his rate, his quoted price against the ordered quantity shall form the basis of the subject order. The bidder should not mention any condition / deviation in the price bid.</p>	AGREE

26	<p><u>EVALUATION CRITERIA:</u></p> <p>i) Evaluation will be made on the lowest (L1) landed price quoted against individual item / sample among the techno-commercially qualified bids subject to the fulfilment of necessary Tender conditions and benefits 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. 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. It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.</p> <p>ii) In case of the sample items, prices of the concerned samples which have been selected by a Committee of HDC during the Sample Selection Process would only be considered and evaluation made thereon.</p> <p>iii) In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid. Tender terms and conditions shall also remain unaltered, irrespective of whether Order is placed on part or, on the whole of the B. O. Q. No plea for subsequent withdrawal or request for price amendment will be entertained.</p> <p>iv) The suppliers shall comply with all requirements of the GST, if any, to enable KoPT to avail full credit on buyer's GST. The payment of GST element shall be subject to compliance of the same.</p>	AGREE
27	<p><u>PAYMENT:</u></p> <p>Payment will be made on the basis of actual supply of the Grocery items against orders, as per specifications, at the quoted rate, and upon satisfactory acceptance of the same by the concerned authority.</p> <p>Partial payment amounting to approximately 75% of the monthly bill value will be made to the Supplier within 15 days from the date of submission of clear bills in triplicate, complete in all respects, upon successful delivery of the goods at the HDC Canteens / Sites. The remaining amount would be released after thorough scrutiny and audit of the total monthly bill and after making appropriate deductions, if any, within 30 days after payment of the first installment. Since payment is intended to be made by ECS, the supplier must give his Bank A/c No., Name of Bank and Address, IFSC Code and other relevant details in the bills.</p>	AGREE

	Suppliers are required to submit the invoice as per provision of GST Invoice Rules, wherever applicable. Moreover, the bill details should be uploaded properly in GSTN Network so as to enable KoPT, HDC to avail the benefit of Input Tax Credit.	
28	<p><u>INSPECTION AND TESTING:</u></p> <p>Inspection of the Grocery items shall be done randomly by HDC's representatives at the canteens / sites of delivery. The materials supplied by the Supplier should strictly conform to the laid down specifications of the tender / order. If required, samples from the supply may be drawn and the same will be tested by the Trustee's own arrangement or by the Government Test House or by Government registered / approved / recognized Test House. If found not conforming to the laid down specifications of tender / order w.r.t. weight, quality, etc., the materials will be rejected in whole or in part. The supplier will have to replace the rejected materials at his own cost, risk and arrangement within 24 hours from the time of such rejection; otherwise the risk purchase clause will be applicable. The Supplier shall be debited with the cost of the test and also the rejected materials, if not replaced, in whole or in part.</p> <p>The supplier will have to maintain acceptable hygienic condition in the packaging, storage area and also during transportation of Grocery items. The representatives of the Trustees may visit the places where the Grocery items of the Supplier are packed and stored, at random, in order to assess the hygiene standard, failing which Security Deposit may be forfeited and order may be canceled at the option of the Trustees.</p>	AGREE
29	<p><u>GUARANTEE:</u></p> <p>The Grocery items, along with all accessories and attachments, shall have to be guaranteed by the supplier against the manufacturing defects or poor quality and should have a minimum residual 'shelf-life' of at least two months. The branded items should be supplied at least two months ahead of the 'best-before' date at the time of delivery at the respective canteens / sites of HDC, depending upon the requisition. If any defect whatsoever, develops during the Guarantee Period, the defective items will have to be replaced immediately by the Supplier at his own cost, risk and arrangement, failing which, proportionate deduction shall be made for the defective items from the dues to the Supplier and the Risk Purchase Clause will be imposed on.</p>	AGREE
30	<p><u>PACKING OF MATERIALS:</u></p> <p>a) The Supplier shall be responsible for proper packing and delivery of materials. The materials should be packed in proper way by the Supplier at his own cost to avoid any loss, damage, breakage or leakage, etc.</p> <p>b) All the items are to be packed suitably and marked according to the name of the canteen to be supplied to, at the time of supply.</p> <p>c) The supply of items must be packed in new bags / containers / cartons / tins.</p>	AGREE

	d) The packing materials are not refundable.	
31	<p><u>TRANSIT RISK:</u></p> <p>Transit risk will be on supplier's account since the delivery is to be made on F. O. R. destination basis.</p>	AGREE
32	<p><u>DOCK PERMIT:</u></p> <p>Dock Permit will be issued for personnel and vehicle engaged for delivery of materials to the respective canteens / sites on payment of requisite charges, against receipt of proper application addressed to the Sr. Dy. Manager (P&IR) for the same during normal working hours on any working day, at least one working day ahead of the requirement, alongwith the details of the personnel, submitting therewith their valid photo identity card viz. Voter's Identity Card, Adhaar Card, Driving License, etc., as well as valid documents for the vehicle used for delivery.</p>	AGREE
33	<p><u>PENAL CHARGES FOR NON-SUPPLY AND / OR REJECTION OF GROCERY ITEMS:</u></p> <p>i) In the event of failure to supply Grocery items as per requisition or for failure to replace the rejected Grocery items, as specified in the contract within the stipulated time, as detailed in the Schedule of Delivery above, the Supplier shall pay Penal Charges for non-supply and / or rejection to the Trustees @ 5% of the basic value of the undelivered / rejected items.</p> <p>Applicable taxes will be levied on the Penal Charges.</p> <p>ii) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of Penal Charges / damage from money due or, likely to become due to the Supplier. The payment or, deduction of such damages shall not relieve the Supplier from his obligations to complete any other liabilities and obligations under the contract.</p>	AGREE
34	<p><u>RISK PURCHASE:</u></p> <p>In case of default in supply or failure to deliver fresh Grocery items as per correct specification or the approved quality / quantity within the time stipulated, Trustees are entitled to purchase such items from any other source at the risk, cost and expense of the supplier. In case of Risk Purchase, the difference in cost with the agreed contract rate will have to be borne by the supplier and it will be deducted from the monthly bill(s) of the supplier. Such purchase may comprise the whole or any portion of the supply remaining undelivered or not accepted.</p>	AGREE
35	<p><u>BANNED OR DE-LISTED CONTRACTORS:</u></p> <p>Bidders must give a declaration to the effect that they have not been banned or, de-listed by any Government or, quasi-Government agency or, PSU. If a bidder has been banned / de-listed by any Government or, quasi-Govt. agency or a PSU, the details of any such ban must be clearly stated along with the relevant documents which the Bidder is to enclose together with the Techno-</p>	AGREE

	Commercial Bid. Incorrect declaration or, suppression of facts will lead to rejection of the Offer.	
36	<p><u>FORCE MAJEURE:</u></p> <p>In the event of either party being rendered unable by Force Majeure to perform any obligation 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 the respective parties. The term "FORCE MAJEURE" as employed herein shall mean acts of God, Earth-quake, War, Revolts, Riots, Fire, Floods, Sabotage, Hurricanes / Cyclones and Strikes, excluding strikes by the employees of the Supplier or, their sub-Contractors. Upon occurrence of such cause 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 7 (seven) days after the alleged beginning thereof, giving full particulars and satisfactory evidence in support of its claim.</p>	AGREE
37	<p><u>JURISDICTION OF COURT:</u></p> <p>The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.</p>	AGREE
38	<p><u>WORKMEN COMPENSATION:</u></p> <p>The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading & stacking job at HDC's site, under Employees' Compensation Act, 1923 (erstwhile Workmen Compensation Act), fatal accident act and personal injuries insurance act for protection against any injury / accident and shall have to bear all the consequences and cost as applicable as per relevant acts.</p>	AGREE
39	<p><u>PERSONAL PROTECTIVE EQUIPMENT (PPE):</u></p> <p>Suppliers and their workmen including driver & helper must use PPE, i.e. safety helmet, etc. at the time of supply of materials inside the dock premises.</p>	AGREE

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

**SPECIFICATIONS, APPROXIMATE YEARLY REQUIREMENT AND
UN-PRICED BILL OF QUANTITIES**

Group – I
Sample Items

Sl. No.	Item Description	Approximate annual requirement		Whether quoted / not quoted	Sample submitted /not submitted	Credential criteria (in ₹)
(1)	(2)	(3)		(4)	(5)	(6)
1	Parboiled Rice (Churna Kathi / Super Sankar)	41143	kg.			8,98,570
2	Mug Dal	2205	kg.			1,83,460
3	Musur Dal	3703	kg.			2,58,030
4	Cholar Dal	726	kg.			53,610
5	Sugar (Medium)	3086	kg.			85,380
6	Chola (Whole)	101	kg.			7,150
7	Motor (Whole)	845	kg.			21,100
8	Tejpata	35	kg.			2,990
9	Phoron (Methi, Chandani, Panmouri & Kalojeera)	196	kg.			25,480
10	Washing Soda	296	kg.			6,960
11	Dal Bari	195	kg.			21,500
12	Mustard Seed (White)	123	kg.			8,190
Overall credential of Group-I						15,72,370

1. Evaluation of offers will be made item wise.
2. The cumulative value of the credential for each item / group of items during the last seven years, as submitted by the bidder, shall be considered.
3. A bidder fulfilling the 'Overall credential of Group-I' credential mentioned at Column – 6 for supply of any or all of the above items can participate for all the items. However, if a bidder does not fulfill the 'Sum total' credential as stated above, the bidder shall be allowed to participate for the items against which he fulfills the credential as mentioned at Column – 6 for individual items.
4. The bidder should submit samples of the above 12 items.

Signature of the Bidder with Office Seal_____

SPECIFICATIONS, APPROXIMATE YEARLY REQUIREMENT AND
UN-PRICED BILL OF QUANTITIES

Group – II
BRANDED ITEMS

Sl. No.	Item Description	Approximate annual requirement		Whether quoted / not quoted	Credential criteria (in ₹)
(1)	(2)	(3)		(4)	(5)
1	Atta (Ganesh / Ashirbad / Patanjali) (unit pack weight not exceeding 50 kg.)	1543	kg.		26640
2	Flour (Ganesh / J. P. / Haldia Agro) (unit pack weight not exceeding 50 kg.)	7000	kg.		119400
3	Table Salt (Iodized) (Tata /Annapurna / Patanjali / Tata I-Shakti) (unit pack weight not exceeding 1 kg.)	2096	kg.		23110
4	Poppy seeds(Posto) (Kohinoor / JK) (unit pack weight not exceeding 100 gms.)	45	kg.		19600
5	Hand Washing Soap (Life Buoy) (unit pack weight not exceeding 125 gms.)	32	kg.		4650
6	Milk Powder (Amulya / Everyday) (unit pack weight not exceeding 10 kg.)	1325	kg.		272850
7	Soyabeen (Nutrela / Ruchi)	60	kg.		4250
8	Thin Arrowroot / Marie Biscuits (Britannia / Biskfarm / Sunfeast / Priya) (unit pack weight not exceeding 500 gms.)	449	kg.		57910
9	Jam / Jelly (Kissan / Sera / Druk / Patanjali) (unit pack weight not less than 4 kg.)	490	kg.		59120

Signature of the Bidder with Office Seal_____

Group – II
(Continued from pre-page)

Sl. No.	Item Description	Approximate annual requirement		Whether quoted / not quoted	Credential criteria (in ₹)
(1)	(2)	(3)		(4)	(5)
10	Washing Powder (Vim / Odopic / Wheel/ Patangali) (unit pack weight not exceeding 1 kg.)	1450	kg.		26550
11	Butter (Amul) (unit pack weight not exceeding 500 gms.)	519	kg.		142500
12	CTC Tea (Tata Premium/ Agni)	860	kg.		143110
13	Refined Cooking Oil (Sunflower / Vegetable / Soyabean / Rice bran) (Sathi / Platinum / Ruchi Gold / Suman / Mahakosh / Fortune) (Unit pack weight not exceeding 15 kg.)	3024	kg.		166060
14	Mustard Oil (Saloni / Swarnadhara/ Emami (Healthy & Tasty) / Fortune / Engine / Patanjali) (Unit pack weight not exceeding 15 kg.)	7190	kg.		508480
Overall credential of Group-II					1574150

1. Evaluation of offers will be made item wise.
2. The cumulative value of the credential for each item / group of items during the last seven years, as submitted by the bidder, shall be considered.
3. A bidder fulfilling the 'Overall credential of Group-II' credential mentioned at Column – 5 for supply of any or all of the above items can participate for all the items. However, if a bidder does not fulfill the 'Sum total' credential as stated above, the bidder shall be allowed to participate for the items against which he fulfills the credential as mentioned at Column – 5 for individual items.

Signature of the Bidder with office seal_____

ANNEXURE – IV**(To be downloaded, filled up, signed, scanned and uploaded)****DOCUMENTS TO BE UPLOADED BY THE BIDDER**

The following documents should be downloaded, filled up, signed, scanned and uploaded by the bidder along with the offer, otherwise the offer may be rejected:-

1. Pre-Qualification Criteria of Tenderers:**a) Credential Criteria:**

Self-certified photocopy of either of the documents, viz. Certificate of Execution / Receipt Challan / GRN / any other relevant document in support of fulfilling the credential criteria, alongwith the following statements.

Sl. No.	Order No(s). with date (either of purchase orders or certificates of execution or document related to receipt of payment or document related to supply of materials or consignment note, as a proof of supply, with copies of the same)	Item description with specification	Quantity / value of materials supplied
1			
2			
3			
4			
5			

b) Copy of Up-to-date Professional Tax payment Challan.**c) Copy of GST Registration (wherever applicable).****d) Copy of Valid Trade Licence (Certificate of Enlistment for Profession Trade and Calling under Sec. 118 of West Bengal Municipal Act – 1993 / Certificate of Enlistment under Section 199 of CMC Act, 1980 / Certificate of Enlistment issued by any statutory Authority).****e) Copy of Audited balance sheet and Profit & Loss account for the last 3 (three) financial years.****2. Specifications, approximate yearly requirement - Annexure-III.****3. This document-Annexure-IV****4. Declaration of the bidder-Annexure-V.****5. Bidder's information- Annexure-VI .****6. Information on Statutory Levies – Annexure-VII****7. Price bid format - Annexure-VIII.**

Date :

Signature of Bidder with Office Seal

Place :

Name :

ANNEXURE – V

(To be downloaded, filled up, signed, scanned and uploaded)

DECLARATION OF THE BIDDER

Sr. Dy. Manager (P&IR),
Haldia Dock Complex

I / We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. I / 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, I / 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.

I / We have deposited requisite Earnest Money for the tender.

I / We agree that the period for which the Tender shall remain open for acceptance shall not be **less than 120 days**.

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

(a) I / We hereby declare that I / We have not been banned or, de-listed by any Government or Quasi-Government Agency or Public Sector Unit.

(b) I / We hereby enclose the details of any banned / de-listed imposed on my / our agency by any Govt. / Quasi - Govt. Agency or PSU.

Date : _____

Signature of Bidder with Office Seal

Place : _____

Name :

Address :

Phone :

Fax :

E-mail :

(To be downloaded, filled up, signed, scanned and uploaded)

BIDDER'S INFORMATION

**Sr. Dy. Manager (P&IR),
Haldia Dock Complex**

Tender No.

**HDC / P&IR /Grocery/2018-19/31
dated July 31, 2018**

Name of work / Item Description:

Supply and delivery of various types of
Grocery items to the Canteens of Haldia
Dock Complex.

Name of the Company:

Address:

Contact Person Name:

Phone:

Fax:

E-Mail Address:

Have you studied the Pre-Qualification requirement of
the selected tender?

Yes / No

Is the company having Copy of Valid Trade Licence?

Yes / No

Is the company having Current Valid Professional Tax
Payment Challan (PTPC)?

Yes / No

Is the company having Current Valid GST registration?

Yes / No

Is the Company meeting the pre-qualifying criteria
mentioned in the NIT?

Yes / No

Confirm that you will furnish the documentary evidence
against pre-qualification criteria along with your offer.

Yes / No

Are you a supplier of Grocery items?

Yes / No

I / We agree to upload the copies of pre-qualification documents as per the Notice Inviting Tender along with our offer. I / We undertake and confirm that in case we do not submit these Pre-qualifying documents with our offer or the documents are not found in order by HDC / not acceptable to HDC, our tender shall be liable for rejection.

Date :

Signature of Bidder with Office Seal

Place :

Name :

ANNEXURE-VII

To be downloaded ,filled up, signed, scanned and uploaded

TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES:-

SL. NO.	TARIFF HEAD	WHETHER APPLICABLE (GIVE TICK MARK)	
		If YES, Indicate applicable percentage (%) in detail with breakup	If NO, Please mark (X)
1.	GST		
2.	Any other levies, if applicable		

Signature of Tenderer with Office Seal

ANNEXURE – VIII**[BIDDERS NOT TO QUOTE HERE]****(To be downloaded, filled up, signed, scanned and uploaded)****PRICE BID FORMAT**

Ref.: Quotation for supply of grocery items to the canteens under Haldia Dock Complex w.r.t. tender notice no. HDC/P&IR/Grocery/2018-19/31 dated July 31, 2018.

SCHEDULE OF QUANTITIES**Group – I SAMPLE ITEMS**

Sl. No.	Item Description (Submission of sample is compulsory)	Quantity (approx.)		QUOTED RATE Per Unit (excluding Taxes, duties etc. on FOR basis) (in ₹)	Rate (%) of GST, if applicable	Any other levies if applicable	Calculation of Landed Cost
				a			d=a+a*b/100+c
1	Parboiled Rice (a. Churna Kathi / b. Super Sankar)	41143	kg	1 (a)			1 (a)
				1 (b)			1 (b)
2	Mug Dal	2205	kg				
3	Musur Dal	3703	kg				
4	Cholar Dal	726	kg				
5	Sugar (Medium)	3086	kg				
6	Chola (Whole)	101	kg				
7	Motor (Whole)	845	kg				
8	Tejpata	35	kg				
9	Phoron (Methi, Chandani, Panmouri & Kalojeera)	196	kg				
10	Washing Soda	296	kg				
11	Dal Bari	195	kg				
12	Mustard Seed (White)	123	kg				

- The above items must be free from dust/stone or other impurities and should be supplied in appropriate sealed packages in New Gunny Bags/Polythene Bag/Tin pack (non-returnable) on

monthly basis or as per the requirement of the canteens. However, general schedule of supply including frequency & quantity thereof is subject to modification during the period of the contract as per the Sr. Dy. Manager (P&IR)'s requirement to which the supplier must agree.

2. Before submitting quotation, specifications, delivery and other terms and conditions etc. as mentioned in the Tender Document should be carefully noted. Rate for the above should be quoted as per the guidelines given under conditions stated above and in earlier pages.
3. The bidder should submit samples for all the above items.

Signature of Bidder with Office Seal

[BIDDERS NOT TO QUOTE HERE]

(To be downloaded, filled up, signed, scanned and uploaded)

SCHEDULE OF QUANTITIES
Group – II BRANDED ITEMS

Sl. No.	Item Description	Quantity (approx.)		QUOTED RATE Per Unit (excluding Taxes, duties etc. on FOR basis) (₹.)	Rate (%) of GST, if applicable	Any other levies if applicable	Calculation of Landed Cost
				a	b	c	$d = a + a*b/100 + c$
1	Atta (a. Ganesh / b. Ashirbad c. Patanjali) (unit pack weight not exceeding 50 kg.)	1543	kg	(a) (b) (c)			(a) (b) (c)
2	Flour (a. Ganesh / b. JP / c. Haldia Agro) (unit pack weight not exceeding 50 kg.)	7000	kg	(a) (b) (c)			(a) (b) (c)
3	Table Salt (Iodized) (a. Tata / b. Annapurna / c. Patanjali / d. Tata I-Shakti) (unit pack weight not exceeding 1 kg.)	2096	kg	(a) (b) (c) (d)			(a) (b) (c) (d)
4	Poppy Seeds(Posto) (a. Kohinoor / b. JK) (unit pack weight not exceeding 100 gms.)	45	kg	(a) (b)			(a) (b)
5	Hand Washing Soap (a. Life Buoy) (unit pack weight not exceeding 125 gms.)	32	kg	(a)			(a)

6	Milk Powder (a. Amulya / b. Everyday) (unit pack weight not exceeding 10 kg.)	1325	kg	(a) (b)			(a) (b)
7	Soyabean (a. Nutrela / b. Ruchi)	60	kg	(a) (b)			(a) (b)
8	Thin Arrowroot / Marie Biscuits (a. Britannia / b. Biskfarm / c. Sunfeast / d. Priya) (unit pack weight not exceeding 500 gms.)	449	kg	(a) (b) (c) (d)			(a) (b) (c) (d)
9	Jam / Jelly (a. Kissan / b. Sera / c. Druk / d. Patanjali)	490	kg	(a) (b) (c) (d)			(a) (b) (c) (d)
10	Washing Powder (a. Vim / b. Odopic / c. Wheel / d. Patanjali) (unit pack weight not exceeding 1 kg.)	1450	kg	(a) (b) (c) (d)			(a) (b) (c) (d)
11	Butter a. (Amul) (unit pack weight not exceeding 500 gms.)	519	kg	(a)			(a)
12	CTC Tea (a. Tata Premium / b. Agni)	860	kg	(a) (b)			(a) (b)

13	Refined Cooking Oil (Sunflower / Vegetable / Soyabean / Rice bran) (a. Sathi / b. Platinum / c. Ruchi Gold / d. Suman / e. Mahakosh / f. Fortune) (Unit pack weight not exceeding 15kg.)	3024	kg	(a) (b) (c) (d) (e) (f)			(a) (b) (c) (d) (e) (f)
14	Mustard Oil [a. Saloni / b. Swarnadhara / c. Emami (Healthy & Tasty)/ d Fortune / e. Engine / f. Patanjali] (Unit pack weight not exceeding 15 kg.)	7190	kg	(a) (b) (c) (d) (e) (f)			(a) (b) (c) (d) (e) (f)

1. The above items must be free from dust/stone or other impurities and should be supplied in appropriate sealed packages in new Gunny Bags/ Polythene Bags / Tin pack / containers (**non-returnable**) on monthly basis or as per the requirement of the canteens. However, general schedule of supply including frequency and quantity thereof is subject to modification during the period of the contract as per the Sr. Dy. Manager (P&IR)'s requirement to which the supplier must agree.
2. Before submitting quotation, specifications, delivery and other terms and conditions etc. as mentioned in the Tender Document should be carefully noted. Rate for the above should be quoted as per the guidelines given under conditions stated above and in earlier pages.

Signature of Bidder with Office Seal