



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
दूरभाषसं. (03224) 263160 / 263837
फैक्स सं. (03224) 263160
जिला – पूर्ब मेदिनीपुर

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 bid system (Part – I: Techno-Commercial Bid and Part – II: Price Bid) are invited from reliable, bonafide, resourceful & experienced eligible contractors / suppliers / manufacturers fulfilling the enclosed pre-qualification criteria, for supply and delivery of perishable food items, vegetables and various types of sweets on regular basis for a period of one (01) 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 supplier / contractor bidding for the said tender must have a liaison office / establishment within Haldia Sub-division, having telephone connectivity.

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.

PRE QUALIFICATION CRITERIA

1. Credential Criteria:

The intending bidder should fulfill the credentials as given below for sale or supply of individual items in Group-I and total cumulative value for Group- II, III & IV, during the last 7 (seven) years ending 31.03.2017. Credential should be for sale or supply of items or group of items to Government / PSU / Private Sector Organization supported by submission of self-certified photocopy of either of the documents, viz. Certificate of Execution / Receipt Challan / GRN / any other relevant document.

Credential for supply and delivery of Highly Perishable Items - Group - I:-

- Plain loaf (100 gms.): ₹ 3,50,440/-
- Dressed Fish: ₹ 4,22,720/-
- Egg (Hen): ₹ 5,22,600/-
- Dressed Broiler Chicken: ₹ 2,18,210/-

Credential for supply and delivery of Bulk items - Group - II:-

- Perishable Bulk Items (Potato, Onion, Ginger & Garlic): ₹ 6,72,700/-

Credential for supply and delivery of seasonal Vegetables - Group - III:-

- Seasonal Vegetable: ₹ 8,98,800/-

Credential for supply and delivery of sweets - Group - IV:-

- Sweets: ₹ 2,93,600/-

2. Copy of Up-to-date Professional Tax Payment Challan.
3. Copy of GST Registration Certificate (wherever applicable).
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).

SCHEDULE OF TENDER (SOT)

a.	TENDER NO.	HDC/P&IR/Perishable/2018-19/30 dated July 31, 2018
b.	MODE OF TENDER	e-Procurement System Online Part – I : Techno-Commercial Bid and Part – II : Price Bid through <u>www.mstcecommerce.com</u> of MSTC Ltd. The intending bidders are required to submit their offer electronically through e-tendering portal. No physical tender is acceptable by Haldia Dock Complex.
c.	E-Tender No. (System Generated)	<u>KoPT/Haldia Dock Complex/P&IR Div/1/18-19/ET/238</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 ₹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</p>

		<p>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 “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 ₹1770/- (Rupees One thousand seven hundred and seventy only) including GST 18% (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</p>

			<p>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 “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	₹ 3323/- (Rupees three thousand three hundred twenty three only) (Including GST and applicable levies) Payment of Transaction fee by NEFT/RTGS in favour of MSTC LIMITED (refer clause. No. 4 of Annexure - I).
h.	Last date of submission of EMD & Bid Document fee at HDC.		24/08/2018 upto 1200 hours
	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 on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/		04/08/2018 time 1200 hours
j.	Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.		24/08/2018* time 1200 hours
k.	Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Date & time of opening of Part-II (i.e. Price Bid)		24/08/2018* time 1230 hours 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
Pre-qualification criteria	:	Annexure – IV
Declaration of the Bidder	:	Annexure – V
Bidder's Information	:	Annexure – VI
Details of statutory levies	:	Annexure – VII
Price Bid Format	:	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 <u>www.mstcecommerce.com/eprochome/</u></p> <p>1) Vendors are required to register themselves online with <u>www.mstcecommerce.com</u>→ 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> <p>i) Windows 7 or above Operating System</p> <p>ii) IE 7 and above Internet browser</p> <p>iii) Signing type: Digital signature</p>	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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	<p>iv) Latest update JRE 8 (x86 Offline) software to be downloaded and installed in the system. To disable "Protected Mode" for DSC to appear in the the signer box following setting may be applied.</p> <ul style="list-style-type: none"> Tools => Internet Options => Security => Disable protected Mode If enabled- i.e. Remove the tick from the tick box mentioning "Enable Protected Mode". Other Settings: Tools => Internet Options => General => Click On Settings under "browsing history/ Delete Browsing History" => Temporary Internet Files => Activate "Every time I Visit the Webpage". <p>To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>
2	<p>(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 the date of opening of Part – II Price bid, through valid e-mail submitted by them.</p>
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	<p>Special Note towards Transaction fee: The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p>Transaction fee is non-refundable.</p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <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. 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,</p>

	please follow instructions of vendor guide.	
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	(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 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>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 Attach Doc button 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 	

	<p>duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.</p>
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.mscecommerce.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 bidder
18	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of M.S.T.C.
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

	<p>by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME), vide Gazette Notification, dated 26.03.2012.</p> <p>When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.</p>
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 submitted by the bidders are accepted by the Tender Committee shall be opened on time and date to be intimated to the bidders separately.	AGREE
3	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
4	<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
5	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
6	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
7	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	AGREE

	prescribed last date of submission and opening of bid, the next working date will be treated as the scheduled prescribed day for the same.]	
8	<p><u>SCOPE OF WORK:</u></p> <p>The work comprises of supply & delivery of Perishable, Vegetable items & Sweets as specified in the Bill of Quantities to 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.</p>	AGREE
9	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
10	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
11	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 HDC / KoPT website (www.kolkataporttrust.gov.in).	AGREE
12	The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidder	AGREE
13	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
14	The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.	AGREE
15	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
16	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 thoroughly familiarized with the site conditions, existing road facilities for carrying materials etc., before submission of the tender. Non-compliance of	AGREE

	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.	
17	<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
18	<p><u>QUANTITY:</u></p> <p>The approximate yearly requirement and periodicity of delivery of perishable, vegetable items and sweets are mentioned in Bill of quantity. The total quantity to be purchased under the rate contract cannot be guaranteed as the purchases are to be made according to our requirement against order to be placed from time to time. The Trustees' representatives reserve themselves the right not to place any order during the period of contract when there is no requirement.</p>	AGREE
19	<p><u>COLLECTION OF ORDERS & DELIVERY CONDITION:-</u></p> <p>i) Orders should be collected from the office of the Sr. Dy. Manager (P&IR), Haldia Dock Complex / the HDC canteens. Delivery of all the items shall have to be made at the respective canteens as per order i.e. Jawahar Tower, Haldia Township, Chiranjibpur, General Cargo Berth, Ore & Coal Berth and Lock & Marine at the cost of the suppliers and arrangements are also to be made by the supplier to weigh the materials at the respective canteens at the time of delivery in presence of HDC Officials.</p> <p>The schedule of supply of materials will be as per the order of the Sr. Dy. Manager (P&IR) which may vary from time to time as per requirement.</p> <p>ii) <u>Group - I (Highly Perishable Items) :-</u></p> <p>Order for items in Group-I should be collected from the Canteens by 5.00 p.m. on the day previous to the day of supply or alternatively as may be required by the Sr. Dy. Manager (P&IR), depending upon service timings of the Canteens.</p> <p>The items listed in this part are to be supplied weekly or in some cases daily, properly packed and arranged canteen-wise according to the names of six Canteens (i.e. Jawahar Tower, Haldia Township, Chiranjibpur, General Cargo Berth, Ore & Coal Berth and Lock & Marine) and will continue at regular intervals throughout the contract period. The tenderer must be prepared to give supply on 12 hours notice. Quantity in each case is only approximate and may be reduced or increased, as per requirement. The Sr. Dy. Manager (P&IR) may undertake further modification in the schedule of delivery, if necessary, in course of the contract.</p> <p>Supplies in Group – I items must always be fresh and anything found bad or unsuitable will be rejected and arrangement must be made by the supplier to replace such items immediately. Short supply of items, if made, will have to be adjusted with additional supply immediately. Every item</p>	AGREE

	<p>supplied must be of good quality and free from dust or other foreign impurities. Otherwise, the risk purchase clause will be imposed by making appropriate deduction from the party's bill, in part or whole, for that particular supply.</p> <p>iii) Group –II [Bulk Items (Perishable)] & Group - III [Seasonal Vegetables] :-</p> <p>The items supplied must always be fresh and must be free from foreign impurities.</p> <p>Orders should be collected suitably from the Canteens by 5 p.m. on the day previous to the day of requirement depending upon service timings of the Canteens. The delivery timings on actual basis will be between 5 p.m. to 8 p.m. on the day previous to the day of requirement. The Sr. Dy. Manager (P&IR) may undertake further modification in the schedule of delivery, if necessary, in course of the contract.</p> <p>Supplier will make arrangements to weigh the materials at the respective canteens at the time of delivery in presence of HDC Officials.</p> <p>iv) <u>Group-IV [Sweets]:-</u></p> <p>Delivery of sweets will have to be made 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) Supply must be completed within the stipulated time, i.e. within 6.30 a.m. at Haldia Township, Ore & Coal Berth and Lock & Marine Canteens, within 7.00 a.m. at Chiranjibpur & G. C. Berth Canteens and within 9.00 a.m. at Jawahar Tower Canteen or as will be mentioned in the order / requisition. The normal days of delivery are mentioned in the Annexure – III. The days may, however, vary, which will be intimated well in advance of the date of delivery.</p> <p>iii) 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 will also be invoked.</p> <p>iv) The successful Bidder must make his own arrangement for delivery of all materials, as well as for careful and proper delivery at HDC's Canteens / Sites. 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 to 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>Item-wise specifications and periodicity of delivery of the different types of sweets are given at Annexure-III</p>	
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20	<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
21	<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 / additional condition, other than the tender terms & conditions. iii) In addition to above, a bidder may be disqualified if the bidder provides misleading or false information in the statements and documents submitted. 	AGREE
22	<p><u>EARNEST MONEY AND SECURITY DEPOSIT:</u></p> <ul style="list-style-type: none"> i) The Earnest Money for the tender shall be ₹10,000/-. The earnest money submitted by the unsuccessful Bidder will be refunded 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 / Nationalized 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. 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. iv) Request of the Bidder for conversion / transfer of dues, if any, as Earnest Money shall not be considered. v) Tenders, which are submitted without requisite Earnest Money, are liable 	AGREE

	<p>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>	
23	<p><u>PRICES / PRICING OF BIDS:</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. However, the rate of GST applicable for the respective items may also be specified. The estimated rates in the Bill of Quantities are inclusive of taxes, etc., as applicable.</p> <p>i) The bidder shall quote his price as per the Bill of Quantities.</p> <p>Price(s) must include, among others, all taxes, Duties of Central / State / Local bodies etc. and charges for packing, forwarding, loading, handling, unloading, transportation, permits, overheads and profit etc. necessary for the complete services as described in the tender.</p> <p>The estimated rates in the Bill of Quantities are inclusive of taxes, etc., as applicable.</p> <p>ii) 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>iii) 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> <p>iv) Orders may be placed in part, subject to fulfillment of the other necessary Tender conditions. 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 in part or, on the whole of the B.O.Q. No plea for subsequent withdrawal or the amendment will be entertained.</p>	AGREE
25	<p><u>EVALUATION CRITERIA:</u></p> <p>A. <u>Group - I: (Highly Perishable Items):</u></p> <p>Evaluation of offers will be made on item wise on lowest offer basis subject to fulfillment of tender conditions.</p>	AGREE

	<p>a) Plain Loaf:- Fresh and good quality plain loaf, each weighing 100 Grams.</p> <p>b) Dressed Fish (Ruhu):- After full dressing and cleaning, including removal of scales, gut, head & bone (kata) on the gill (kanko) side, minimum weight of each fish shall not be less than one kg. Weight of each such piece will be around 65 gms. to 70 gms. Supplied dressed fish shall be weighed after draining the excess water.</p> <p>c) Egg (Hen):- Weight of the egg should not be less than 55 grams.</p> <p>d) Dressed Broiler Chicken:- The weight of each dressed chicken after cleaning and removal of skin, head, throat, heart, stomach, lungs & leg (up to knee from below), but including liver, shall be minimum one kg. Supplied dressed chicken shall be weighed after draining the excess water.</p> <p>B. <u>Group - II [Bulk Items (Perishable)] & Group - III [Seasonal Vegetable]:</u></p> <p>a) Evaluation of offers of Group-II and Group-III will be made group-wise and not on individual basis / item-wise, subject to fulfillment of the tender conditions.</p> <p>b) The price bid of the tender shall be evaluated on the basis of lowest cost to KoPT for each group separately based on % above / % below / at par quoted against the two groups on the estimated amount of the tender.</p> <p>C. <u>Group – IV [Sweets]:</u></p> <p>a) The Bidder shall have to individually quote against all the seven items and the price bid of the tender will be evaluated on the total quoted amount of all the seven items, taken together. The bid of the bidder not quoting against all the seven items shall be rejected. The Tender thereafter shall be evaluated on overall lowest (L1) landed price basis submitted by the techno-commercially qualified bidders, subject to fulfillment of necessary Tender terms and 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.</p> <p>The bidders should further note that 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>In the event of Part Order being placed, the unit rate against each of the item</p>	
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	<p>constituting the order shall be identical to the rate for the corresponding items quoted in the Price Bid. Tender terms and conditions shall also remain unaltered. Irrespective of whether order is placed in part or in whole of the BOQ, no plea for subsequent withdrawal or amendment will be entertained.</p> <p>The suppliers shall comply with all requirements of the GST, for all the Groups above, 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>	
26	<p><u>PAYMENT:</u></p> <p>Payment will be made on the basis of actual supply of the Perishable, Vegetable & Sweets 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> <p>Suppliers are required to submit the invoice as per provision of GST Invoice Rules, wherever applicable.</p> <p>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.</p>	AGREE
27	<p><u>INSPECTION AND TESTING:</u></p> <p>Inspection of materials may be done, if required, by the HDC Officials at the processing and delivery point. The materials supplied by the supplier should strictly conform to the laid down specifications of the tender / order. The supplier will have to maintain acceptable hygienic condition in the production / packaging / storage area and also during transportation of all the materials, failing which Security Deposit may be forfeited and order may be canceled at the option of the Trustees.</p> <p>Samples from the supplies may be drawn randomly and the same may be tested by KoPT's own arrangement or by Government Test House and if found to be inferior to the specifications laid down, the materials will be rejected in whole or in part and the supplier will be debited with the cost of test. The supplier will have to replace the rejected stores at his own cost within the stipulated period, otherwise the risk purchase clause and penal charges may be applicable.</p>	AGREE
28	<p><u>GUARANTEE:</u></p>	AGREE

	<p>The sweets, 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 shelf life of 24 hours from the time of delivery at the respective canteens / sites of HDC under normal non-refrigerated storage condition. 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, so that the replaced sweets can be served in the canteens within normal schedule of service, failing which, no payment shall be made for the defective items and Penal Charges for rejection and Risk Purchase clauses will be imposed.</p>	
29	<p><u>REJECTION AND REPLACEMENT OF SUPPLIED ITEMS:</u></p> <p>Notwithstanding the inspection and testing of the Perishable & Vegetable items and sweets, any items found to be defective in quality and not conforming to the relevant specification or is unacceptable to the HDC's representatives at the time of delivery or at a later stage, is liable to be rejected and the supplier shall replace the same at his own cost, risk and arrangement immediately, so that the same can be served in the canteens within normal schedule of distribution of food, failing which, no payment shall be made for the rejected items for rejection and risk purchase clauses will be imposed. Rejected materials shall be at the supplier's risk and the same must be collected from the respective canteens / sites within reasonable time from the time of rejection. If the supplier fails to remove the rejected materials, the Trustees shall have the right to dispose of the same and the Supplier shall have no claim over the Trustees in respect of the said rejected materials.</p>	AGREE
30	<p><u>RISK PURCHASE:</u></p> <p>In case of default in supply or failure to deliver fresh Perishable & Vegetable 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
31	<p><u>PENAL CHARGES FOR NON-SUPPLY AND / OR REJECTION OF GROCERY ITEMS:</u></p> <p>i) In the event of failure to supply items as per requisition or for failure to replace the rejected 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</p>	AGREE

	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.	
32	<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 and suitably marked at the time of supply.</p> <p>(c) The supply of items must be packed in new Bags / packets / cartons / containers, as applicable.</p>	AGREE
33	<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
34	<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, Driving License, etc., as well as valid documents for the vehicle used for delivery.</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-Commercial Bid. Incorrect declaration or, suppression of facts will lead to rejection of the Offer.</p>	AGREE
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-Contractor Upon occurrence of such</p>	AGREE

	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.	
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

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

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

UN-PRICED BILL OF QUANTITIES

Group-I (Highly Perishable Items)

Tender Sub: supply and delivery of perishable items, vegetable & Sweets to HDC Canteens
on annual rate contract basis”

Sl. No.	Name and Description	Unit	Approximate annual requirement	If your offer exactly match to our specification, write 'YES', else give your details & specify make / brand
1.	Plain Loaf (100 gms.)	Doz.	7800	
2.	Dressed Fish (Ruhu)	kg	2209	
3.	Egg (Hen)	pc	150720	
4.	Dressed Broiler Chicken	kg	2037	

Date:-

Place:-

Signature of Bidder with Office Seal_____

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

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

UN-PRICED BILL OF QUANTITIES

Group-II (BULK ITEMS (PERISABLE))

Tender Sub: supply and delivery of perishable items, vegetable & Sweets to HDC Canteens
on annual rate contract basis”

Sl. No	Name and Description	Unit	Approximate annual requirement	If your offer exactly match to our specification, write 'YES', else give your details.
1.	Potato	kg	41658	
2.	Onion	kg	6907	
3.	Ginger	kg	1753	
4.	Garlic	kg	475	

Date:-

Place:-

Signature of Bidder with Office Seal _____

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

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

UN-PRICED BILL OF QUANTITIES

Group - III (Seasonal Vegetable Items)

Tender Sub: supply and delivery of perishable items, vegetable & Sweets to HDC Canteens
on annual rate contract basis”

Month	Name and Description	Unit	Approximate annual requirement
JANUARY/ FEBRUARY			
	Barbati	kg	128
	Phoolkapi	kg	1112
	Bandhakapi	kg	1368
	Beet	kg	428
	Gajor	kg	428
	Beans	kg	342
	Tomato	kg	428
	Palangsak	kg	727
	Begun	kg	470
	Kachu	kg	43
	Olkapi	kg	513
	Pepe	kg	257
	Uccha	kg	73
	Shim	kg	599
	Motorsuti	kg	64
	Mula	kg	128
	Kumra	kg	1283
	Patilebu	pc	11970
	Green Banana	pc	4019
	Green Chilly	kg	15

Signature of Bidder with Office Seal_____

Month	Name and Description	Unit	Approximate annual requirement
MARCH/ APRIL	Vendi	kg	770
	Jhinga	kg	770
	Patol	kg	513
	Ichor	kg	684
	Begun	kg	257
	Notesak	kg	599
	Puisak	kg	214
	Sajnadata	kg	171
	Green Mango	kg	171
	Kumra	kg	1967
	Karala	kg	60
	Tomato	kg	171
	Lau	kg	428
	Beans	kg	599
	Pepe	kg	599
	Patilebu	pc	10260
	Green Banana	pc	3762
	Green Chilly	kg	9

Signature of Bidder with Office Seal_____

Month	Name and Description	Unit	Approximate annual requirement
MAY/JUNE	Lau	kg	599
	Vendi	kg	1069
	Jhinga	kg	855
	Patol	kg	1112
	Karala	kg	86
	Begun	kg	257
	Kudri	kg	86
	Chichinga	kg	855
	Amra	kg	86
	Green Mango	kg	257
	Kumra	kg	2052
	Notesak	kg	214
	Puisak	kg	171
	Patilebu	pc	10260
	Green Banana	pc	3762
	Green Chilly	kg	9

Signature of Bidder with Office Seal _____

Month	Name and Description	Unit	Approximate annual requirement
JULY/ AUGUST	Chalkumra	kg	86
	Lau	kg	684
	Vendi	kg	1026
	Jhinga	kg	599
	Tomato	kg	43
	Barbati	kg	428
	Chichinga	kg	1026
	Amra	kg	214
	Karala	kg	68
	Pepe	kg	855
	Ol	kg	599
	Begun	kg	257
	Kumra	kg	1710
	Puisak	kg	171
	Patilebu	pc	10688
	Green Banana	pc	3591
	Green Chilly	kg	9

Signature of Bidder with Office Seal_____

Month	Name and Description	Unit	Approximate annual requirement
SEPTEMBER/ OCTOBER	Chalkumra	kg	86
	Lau	kg	855
	Vendi	kg	684
	Jhinga	kg	770
	Barbati	kg	599
	Amra	kg	86
	Karala	kg	86
	Pepe	kg	855
	Ol	kg	770
	Tomato	kg	171
	Begun	kg	257
	Kumra	kg	855
	Bandhakapi	kg	855
	Patilebu	pc	10260
	Green Banana	pc	3420
	Green Chilly	kg	9

Signature of Bidder with Office Seal_____

Month	Name and Description	Unit	Approximate annual requirement
NOVEMBER/ DECEMBER	Begun	kg	428
	Bandhakapi	kg	1283
	Phoolkapi	kg	1539
	Tomato	kg	428
	Kachu	kg	171
	Palangsak	kg	684
	Beans	kg	855
	Karala	kg	68
	Notesak	kg	171
	Mula	kg	171
	Pepe	kg	684
	Lau	kg	428
	Barbati	kg	513
	Kumra	kg	684
	Patilebu	pc	10688
	Green Banana	pc	3591
	Green Chilly	kg	31

Signature of Bidder with Office Seal_____

**(To be downloaded, filled up, signed, scanned and uploaded by the bidders
for supply and delivery of sweets)**

UN-PRICED BILL OF QUANTITIES

Group - IV (Sweets)

Tender Sub: supply and delivery of perishable items, vegetable & Sweets to HDC Canteens
on annual rate contract basis”

**SPECIFICATIONS, APPROXIMATE YEARLY REQUIREMENT & PERIODICITY
OF DELIVERY OF SWEETS**

Day	Item	Specification**	Approximate quantity required per year	Periodicity of delivery
Tuesday*	Pantua or	Weighing not less than 40 gm per unit	6000 pcs	Once in every 4 weeks
	Langcha or	Weighing not less than 35 gm per unit	5500 pcs	Once in every 4 weeks
	Laddu or	Weighing not less than 35 gm per unit	3500 pcs	Once in every 4 weeks
	Chamcham	Weighing not less than 30 gm per unit	4500 pcs	Once in every 4 weeks
Thursday	Mihidana	of dry variety	400 kg	Once every week
Thursday/ Friday	Rasagolla	Weighing not less than 35 gm per unit	30,000 pcs	Once every week
Sunday	Bonde	of dry variety	300 kg	Once every week

NOTE :-

- (i) All the above requirements are approximate. Actual requirement may vary.
- (ii) Sr. Dy. Manager (P&IR) or his authorized representatives reserve the right to change the above schedule of supply of sweets, amount of sweets, etc.
- iii) * - The items are to be rotated alternately on weekly basis.
- iv) ** - As per general acceptable standards.

I / We hereby agree to supply and deliver sweets as per the above specification and periodicity of delivery, subject to receipt of order to such effect, as per the Tender provisions.

Date :

Signature of Bidder with Office Seal

Place :

Name :

(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**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 should be signed, scanned and uploaded. The bidder should also upload the following statement alongwith the supporting documents in support of meeting the credential criteria.

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) (wherever applicable).****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

(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 the requisite Earnest Money with the Trustee's General Manager (Finance)I/C, Haldia Dock Complex.

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

I / We hereby declare that I/We have not been banned or delisted by any Public Sector Unit / Autonomous body or government organization.

Date: _____ Place: _____

Signature and office seal of Tenderer.

Name: _____

Address of the Tenderer:

Fax No. _____

Telephone No. _____

Mobile No. _____

(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 /Perishable/2018-19/30
dated July 31, 2018**

Name of work / Item Description:

Supply and delivery of various types of
Perishable items, Vegetable & Sweets 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

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 :

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**(To be downloaded, filled up, signed, scanned and uploaded)****[BIDDERS NOT TO QUOTE HERE]****PRICE BID FORMAT****KOLKATA PORT TRUST
HALDIA DOCK COMPLEX****GROUP-I (HIGHLY PERISHABLE ITEMS)**

Tender Sub: supply and delivery of perishable & vegetable items to HDC Canteens on annual rate contract basis

Sl. No.	Name and Description	Unit	Approximate annual requirement	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	B	C	D	E	F	G	$H = E + E * F / 100 + G$
1.	Plain loaf (100 gms.)	dz	7800				
2.	Dressed Fish (Ruhu)	kg	2209				
3.	Egg (Hen)	pcs	150720				
4.	Dressed Broiler Chicken	kg	2037				

Date:-

Place:-

Signature of Bidder with Office Seal _____

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

[BIDDERS NOT TO QUOTE HERE]

PRICE BID FORMAT

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

Group-II [BULK ITEMS (PERISABLE)]

Tender Sub: supply and delivery of perishable & vegetable items to HDC Canteens on annual rate contract basis

Sl. No.	Name and Description	Unit	Approximate annual requirement (round up to nearest unit)	Estimated unit rate on F.O.R basis upto HDC's Canteens, Haldia (in ₹)	Amount (Rounded off) (in ₹)
A	B	C	D	E	F = D * E
1.	Potato	kg	41658	14.56	606533.20
2.	Onion	kg	6907	39.87	275339.13
3.	Ginger	kg	1753	97.07	170133.60
4.	Garlic	kg	475	145.60	69160.00
TOTAL ESTIMATED AMOUNT ₹ 11,21,165.93					

Rate Tendered by me / us is _____% ABOVE / BELOW / AT PAR with the Estimated Amount.

(Strike out which are not applicable)

Total quoted amount = ₹ _____

Signature of Bidder with Office Seal _____

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

[BIDDERS NOT TO QUOTE HERE]

PRICE BID FORMAT

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

GROUP-III (SEASONAL VEGETABLE ITEMS)

Tender Sub: supply and delivery of perishable & vegetable items to HDC Canteens on annual rate contract basis

Name and Description	Unit	Approximate annual requirement (round up to nearest unit)	Estimated unit rate on F.O.R basis upto H.D.C.'s Canteens at Haldia (in ₹)	Amount (in ₹)
A	B	C	D	E= C X D
JANUARY/ FEBRUARY				
Barbati	kg	128	36.40	4668.30
Phoolkapi	kg	1112	33.80	37568.70
Bandhakapi	kg	1368	15.60	21340.80
Beet	kg	428	26.00	11115.00
Gajor	kg	428	26.00	11115.00
Beans	kg	342	44.20	15116.40
Tomato	kg	428	26.00	11115.00
Palangsak	kg	727	28.60	20785.05
Begun	kg	470	36.40	17117.10
Kachu	kg	43	39.00	1667.25
Olkapi	kg	513	26.00	13338.00
Pepe	kg	257	28.60	7335.90
Uccha	kg	73	52.00	3779.10
Shim	kg	599	26.00	15561.00
Motorsuti	kg	64	41.60	2667.60
Mula	kg	128	23.40	3001.05
Kumra	kg	1283	24.96	32011.20
Patilebu	Pc	11970	3.12	37346.40
Green Banana	Pc	4019	3.64	14627.34
Green Chilly	kg	15	78.00	1200.42
TOTAL ESTIMATED AMOUNT				₹ 2,82,476.61

Signature of Bidder with Office Seal _____

Name and Description	Unit	Approximate annual requirement (round up to nearest unit)	Estimated unit rate on F.O.R basis upto H.D.C.'s Canteens at Haldia (in ₹)	Amount (in ₹)
A	B	C	D	E= C X D
MARCH / APRIL				
Vendi	kg	770	41.60	32011.20
Jhinga	kg	770	36.40	28009.80
Patol	kg	513	44.20	22674.60
Ichor	kg	684	36.40	24897.60
Begun	kg	257	28.60	7335.90
Notesak	kg	599	28.60	17117.10
Puisak	kg	214	20.80	4446.00
Sajnadata	kg	171	31.20	5335.20
Green Mango	kg	171	52.00	8892.00
Kumra	kg	1967	20.80	40903.20
Karala	kg	60	44.20	2645.37
Tomato	kg	171	23.40	4001.40
Lau	kg	428	15.60	6669.00
Bens	kg	599	36.40	21785.40
Pepe	kg	599	31.20	18673.20
Patilebu	pc	10260	3.64	37346.40
Green Banana	pc	3762	4.16	15649.92
Green Chilly	kg	9	72.80	622.44
TOTAL ESTIMATED AMOUNT ₹2,99,015.73				

Signature of Bidder with Office Seal_____

Name and Description	Unit	Approximate annual requirement (round up to nearest unit)	Estimated unit rate on F.O.R basis upto H.D.C.'s Canteens at Haldia (in ₹)	Amount (in ₹)
A	B	C	D	E= C X D
MAY / JUNE				
Lau	kg	599	10.40	6224.40
Vendi	kg	1069	18.20	19451.25
Jhinga	kg	855	26.00	22230.00
Patal	kg	1112	26.00	28899.00
Karala	kg	86	32.24	2756.52
Begun	kg	257	26.00	6669.00
Kudri	kg	86	31.20	2667.60
Chichinga	kg	855	28.60	24453.00
Amra	kg	86	45.76	3912.48
Green Mango	kg	257	39.00	10003.50
Kumra	kg	2052	18.20	37346.40
Notesak	kg	214	33.80	7224.75
Puisak	kg	171	18.20	3112.20
Patilebu	pc	10260	3.38	34678.80
Green Banana	pc	3762	3.64	13693.68
Green Chilly	kg	9	72.80	622.44
TOTAL ESTIMATED AMOUNT ₹ 2,23,945.02				

Signature of Bidder with Office Seal_____

Name and Description	Unit	Approximate annual requirement (round up to nearest unit)	Estimated unit rate on F.O.R basis upto H.D.C.'s Canteens at Haldia (in ₹)	Amount (in ₹)
A	B	C	D	E= C X D
JULY / AUGUST				
Chalkumra	kg	86	15.60	1,333.80
Lau	kg	684	11.44	7,824.96
Vendi	kg	1026	26.00	26,676.00
Jhinga	kg	599	31.20	18,673.20
Tomato	kg	43	62.40	2,667.60
Barbati	kg	428	36.40	15,561.00
Chichinga	kg	1026	20.80	21,340.80
Amra	kg	214	52.00	11,115.00
Karala	kg	68	41.60	2,845.44
Pepe	kg	855	26.00	22,230.00
Ol	kg	599	46.80	28,009.80
Begun	kg	257	31.20	8,002.80
Kumra	kg	1710	19.76	33,789.60
Puisak	kg	171	18.20	3,112.20
Patilebu	Pc	10688	2.34	25,008.75
Green Banana	Pc	3591	3.12	11,203.92
Green Chilly	kg	9	88.40	755.82
TOTAL ESTIMATED AMOUNT ₹ 2,40,150.69				

Signature of Bidder with Office Seal_____

Name and Description	Unit	Approximate annual requirement (round up to nearest unit)	Estimated unit rate on F.O.R basis upto H.D.C.'s Canteens at Haldia (in ₹)	Amount (in ₹)
A	B	C	D	E= C X D
SEPTEMBER / OCTOBER				
Chalkumra	kg	86	10.40	889.20
Lau	kg	855	10.40	8892.00
Vendi	kg	684	41.60	28454.40
Jhinga	kg	770	26.00	20007.00
Barbati	kg	599	26.00	15561.00
Amra	kg	86	52.00	4446.00
Karala	kg	86	31.20	2667.60
Pepe	kg	855	18.20	15561.00
Ol	kg	770	36.40	28009.80
Tomato	kg	171	41.60	7113.60
Begun	kg	257	31.20	8002.80
Kumra	kg	855	17.68	15116.40
Bandhakapi	kg	855	28.60	24453.00
Patilebu	pc	10260	2.08	21340.80
Green Banana	pc	3420	3.12	10670.40
Green Chilly	kg	9	72.80	622.44
TOTAL ESTIMATED AMOUNT ₹ 2,11,807.44				

Signature of Bidder with Office Seal_____

Name and Description	Unit	Approximate annual requirement (round up to nearest unit)	Estimated unit rate on F.O.R basis upto H.D.C.'s Canteens at Haldia (in ₹)	Amount (in ₹)
A	B	C	D	E= C X D
NOVEMBER / DECEMBER				
Begun	kg	428	27.04	11559.60
Bandhakapi	kg	1283	15.60	20007.00
Phoolkapi	kg	1539	27.56	42414.84
Tomato	kg	428	28.60	12226.50
Kachu	kg	171	28.60	4890.60
Palangsak	kg	684	36.40	24897.60
Bens	kg	855	33.80	28899.00
Karala	kg	68	30.16	2062.94
Notesak	kg	171	26.00	4446.00
Mula	kg	171	15.08	2578.68
Pepe	kg	684	15.60	10670.40
Lau	kg	428	10.40	4446.00
Barbati	kg	513	24.44	12537.72
Kumra	kg	684	18.72	12804.48
Patilebu	pc.	10688	3.12	33345.00
Green Banana	pc.	3591	3.12	11203.92
Green Chilly	kg	31	52.00	1600.56
TOTAL ESTIMATED AMOUNT ₹ 2,40,590.84				

Grand Total Estimated value of Seasonal Vegetable items = ₹ 14,97,986.33/-

Rate Tendered by me / us is _____% ABOVE / BELOW / AT PAR with the Estimated Amount.

(Strike out which are not applicable)

Total quoted amount = ₹ _____

Signature of Bidder with Office seal _____

GROUP-IV (SWEETS ITEMS)

Tender for supply & delivery of sweets to the canteens of Haldia Dock Complex as per terms & conditions of the tender:-

S L . N O .	DESCRIP- TION	UNIT	Approx imate annual require ment	WEIGHT PER UNIT - NOT LESS THAN	QUOTED RATE Per Unit (excluding Taxes, duties etc. on FOR basis) (in ₹)	Rate (%) of GST, if applicable	Any other levies if applicable	Calculatio n of Landed Cost
A	B	C	D	E	F	F	G	$H=E+E*F/100$ + G
1.	Pantua	Pc	6000	40 gm				
2.	Langcha	Pc	5500	35 gm.				
3.	Laddu	Pc	3500	35 gm				
4.	Chamcham	Pc	4500	30 gm				
5.	Rasagolla	Pc	30000	35 gm				
6.	Mihidana	Kg	400	..				
7.	Bonde	Kg	300	..				
Total ₹:								

NOTE:

- Rates should be quoted against each of the seven items and the price bid of the tender will be evaluated on the total quoted amount of the all seven items taken together. The Tender thereafter shall be evaluated on overall lowest basis.
- Do not mention any term and condition in this part.