

KOLKATA PORT TRUST
Office of Senior Executive Engineer, N.S. Dock
Civil Engineering Department

NIQ No. 202/NSD/40

dt. 31.03.2015

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Dear Sir(s),

Re.: Tender for Erection of a three sides open stage, providing cloth walling, chairs, flowering plants with tubs, floral decoration, etc., in connection with the inauguration of the Suriname Memorial for Indian Emigrants near Suriname Jetty, N.S. Dock.

Sealed quotations are invited from experienced and bonafide registered Contractors of KoPT for the subject work on **Item Rate basis** as shown in the Bill of Quantities in accordance with the **Notice Inviting Quotation, General Conditions of Contract, Special Conditions of Contract, Specifications for the Materials and Workmanship and the Bill of Quantities** for this particular contract.

2. The Trustees' General Conditions of Contract may be inspected at this office during office hours. The remaining documents like Special Conditions of Contract, B.O.Q., etc., are attached herewith.
3. In case of a Quotationer who has already deposited a Permanent Security with the KoPT under the new rules, he shall be bound by the Clauses of the General Conditions of Contract pertaining to Earnest Money and Security Deposits for Registered Contractors.
4. The Quotationers (Registered contractors of KoPT) may also submit the quotation by downloading the tender document from KoPT website before 12 noon on **07.04.2015**. In that case, the quotationer shall have to deposit an amount of **Rs. 300.00 (non-refundable)** towards the cost of quotation document by **Demand Draft** or **Banker's Cheque** drawn in favour of **"Kolkata Port Trust"** at the time of submission of the quotation documents.
5. The rate quoted by the Quotationer should be complete in all respects and should include all taxes, octroi, surcharge, etc., and no extra payment whatsoever will be entertained by the Trustees' under any circumstances.
6. While quoting the rate, it should be noted that the Quotationer should on no account overwrite the figures. Any correction necessary, should be made by cancelling the original figures and writing the corrected figures on the top. All such corrections should be initialled by the tenderer. If the figures are tampered with, the quotation shall be liable to be rejected.
7. If there is any disparity between the quoted rate in percentage and the Quotation Amount, the rate quoted shall prevail. Similarly, in case of disparity between the rate quoted in figures and the rate quoted in words, the rate quoted in words shall prevail.
8. The quotation duly filled in, totalled and signed along with the following documents shall be submitted in a sealed cover superscribed with the above name of work so as to reach this office within 3 P.M. on **08.04.2015**. The quotation will be opened shortly after 3 P.M. on the same day and the intending quotationers or their authorised representatives may attend. In the event of any unforeseen circumstances such as holidays, bandhs, strikes, etc., on that day, the tenders may be submitted by 3 P.M. on the next working day, and will be opened shortly after 3 P.M. on the same day. All other conditions shall remain the same.
 - a. Copy of ESI Regn. Certificate or copy of documents as mentioned in Clause 11 of the Special Conditions of Contract.
 - b. Copy of PAN Card.
 - c. Copy of VAT
 - d. Copy of Trade Licence.

The undersigned does not bind himself to accept the lowest or any tender or to assign any reason there for and also reserve the right to accept or reject any or all the tenders in part or whole.

Enclo: All papers as stated above.

Yours faithfully,

Senior Executive Engineer, N.S. Dock

Tender for Erection of a three sides open stage, providing cloth walling, chairs, flowering plants with tube, floral decoration etc. in connection with the inauguration of the Suriname Memorial for Indian Emigrants near Suriname Jetty , N.S. Dock.

Scope of the Work:

The scope of the work is as follows:

1. Walling with necessary bamboo, battens etc. and covering with good quality cloth to cover the road side structures as directed.
2. Necessary seating arrangement with approved quality garden chairs with cover, sofa with cover, wooden throne chair as directed.
3. Erecting a 3 side open stage with sal ballah, bamboo, good cloth and shamiana.
4. Laying a jute carpet as directed.
5. Providing and placing required nos. Of flowering plants with tubs for beautification of the area.
6. Providing floral decoration as directed.

SPECIAL CONDITIONS OF CONTRACT

1. General :

These conditions are part of the quotation documents, which must be read as a whole, the various sections being complimentary to one another, and are to be taken as mutually explanatory. These conditions shall be read in conjunction with the other parts of the quotation documents, viz., Trustees' General Conditions of Contract and other documents forming part of the Contract.

Unless otherwise specified the work to be provided for by the contractor shall include but not be limited to the following:

- a) Provide all materials, consumable, supervision, testing services, scaffolding, plants and equipments, hoisting arrangements and temporary lighting as required for safe and successful execution of the work.
- b) To take all the safety measures like using safety belt, helmet, etc., required for such type of work and if required, insure the labourers against any accident, which may occur in the course of execution of the job.
- c) Making good any damage done to any property during execution of work.
- d) The contractor shall at all times carry out work in a manner creating least interference to existing services.

2. Work Site :

The Work site is located near the Suriname Jetty at N.S. Dock area.

3. Working Period :

Normally the work will be carried out between 8 A.M. to 5 P.M. on the Trustees' working days only. In case of any deviation from this the contractor shall have to take prior permission from the Engineer-in-Charge. However, the quotationer should note that he might be required to carry out the job on Sundays, holidays and after normal working hours and at night in addition to the normal working hours to expedite the progress of the work. The quotationer should include in his rates the cost, if any, involved on these accounts.

4. Time of Completion :

The work is urgent in nature and will have to be completed within 5 (five) days from the date of placement of order.

5. Protection of existing services:

The contractor must pay full attention to the fact that the existing service facilities for users are not distributed at any time due to storing of materials and rubbish and take every precaution to keep the entrance passage clear if the same are being used by the labourers.

The contractor shall be held liable for all damage and interference to the existing service, caused by him in execution of works, Should any damage be done to the existing services, in general, the contractor shall make good the same and do any further work considered necessary by the Engineer's representative without any delay otherwise the cost of such repairing shall be recovered for his running bill for which Engineer's decision shall be final and binding.

6. Cleaning during execution and after completion:

On completion of the works the contractor shall reinstate and make good at his own expense any property or land which might have been disturbed and/or damaged by his works. He should also clean the site as required during execution and fully clear the site after completion of all the works.

The contractor shall clean out all part of the work and leave everything clean and tidy to the entire satisfaction of the Engineer.

7. Dock Permit:

The Contractor will be issued permits, if required, free of cost for their men, materials carrying transport, equipment, etc. When they are executing work awarded by KoPT inside the prohibited areas. Such free permits will be issued to the contractors on the basis of application indicating the specific number of free permits to be required, for men, materials carrying transport, equipment etc. However, token charge of **Rs. 5.00 per Person per occasion** will be levied for creation of new I.D. in the Permit system.

8. Water:

Water required for drinking and other purposes and for works will have to be arranged by the Tenderer at their own cost. However, KoPT will arrange to provide a source of supply for drinking water at one point free of charge from where the Contractor may draw a line for the purpose of drinking water only.

9. Power Supply:

If possible, a supply of power shall be made available at required points free of cost. However, it is to be noted that in the event of KoPT fails to make available supply of power, the Contractor shall have to make his own arrangement for the supply of power at no extra cost to the Trustees'.

10. Compliance to the Labour Laws and Contract Labour Regulation and Abolition Act, 1970:

The contractor shall be required to comply with the Minimum wages Acts 1948, Employees Liability Act, 1938, Industrial Disputes Act, 1938, Industrial Dispute Act, 1940 and The Contract Labour (Regulation and Abolition) Act, 1970, or statutory amendments and the modifications thereof, any other laws relating thereto and the rules made there under from time to time.

It will be the duty of the contractor to abide by the provisions of the Act. Ordinances, Rules, Regulations, Byelaws and Procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible for any delay/damage etc. and keep the Engineer indemnified against all penalties and liabilities of any kind for noncompliance or infringement of such Acts, Ordinances, Rules, Regulations By-laws and Procedures.

The contractor shall indemnify the KoPT against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his subcontractor.

The aforesaid regulations shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a Breach of Contract. It will be obligatory on the part of Contractor to obtain necessary Labour License from the Competent Authority for deploying requisite Nos. of labours in the work and submit to the Engineer-In-Charge prior to commencement of the work.

11. Compliance of ESI Act – 1948:

- i) All intending tenderer at the time of tender shall disclose all necessary documents as to whether they are covered under ESI Act or not.
- ii) In case they are covered under ESI Act, they have to furnish the details of registration, failing which their tender would be liable to be cancelled.
- iii) In case they are not covered under ESI Act or exempted, they would furnish necessary documents along with an affidavit affirmed before a first class Judicial Magistrate to that effect as per enclosed Proforma **(Marked Annexure – A)**.
- iv) In case they are not covered under ESI Act, they must additionally indemnify KoPT against all damages and accident occurring to his labour in a Non – Judicial Stamp Paper worth Rs. 50.00. The same should be submitted by the L -1 tenderer after opening of the tender. The Proforma Indemnity Bond shall have to be collected by the L – 1 tenderer from the office of the Senior Executive Engineer, N.S. Dock after opening of the tender.
- v) The stamp paper for Affidavit & Indemnity Bond may be purchased before the date of N.I.T. but the affidavit should be sworn after the date of N.I.T. The same should be purchased in the name of tenderer or with the name of Advocate who has signed in the affidavit.

12. Compliance of Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and Other Construction Workers' Welfare Cess Act, 1996:

- i) The successful quotationer will be required to comply with the relevant provisions of Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 2004 as well as Building and Other Construction Workers' Welfare Cess Act, 1996 and the rules framed thereunder.
- ii) An amount of Cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the Contractor for onward transmission of the same to the appropriate authority.

13. Programme and Progress:

The contractor shall submit a detailed programme of work within 2 (two) days from the date of work order / L.O.I. showing the commencement, duration and completion time of all major items of work including procurement of all materials, etc., The sequence of work shown in the programme must be practicable and compatible and compatible with technical specifications and conditions prevailing at site.

The contractor shall maintain the progress of work as per the approved programme. In case of any slippage of programme, the engineer may require the contractor to augment the input of materials & labour for any item as he may deem fit. The contractor shall comply with the engineer's directive in this regard, without any extra charge whatsoever.

In case of delays caused due to conditions or circumstance beyond the control of the contractor, the delays must individually be informed to the Engineer forthwith in writing and his acceptance in writing obtained.

14. Quotationers attention is drawn to Clause 3.4, 3.5 and 3.6 of the General Conditions of Contract regarding Earnest Money and Security Deposit and Clause 8.0 regarding Delay / Extension of Time / Liquidated Damage / Termination of Contract.
15. Income Tax and other Taxes as applicable will be deducted as per rule.
16. Terms of payment will be guided by **Clause No. 6** of the G.C.C.
17. The received valid quotations would be evaluated on the basis of the total amount quoted for all the works. However, the undersigned does not bind himself to accept the lowest or any quotation or to assign any reason therefor and also reserves the right to accept or reject any or all the quotations in part or as a whole.



कोलकाता पत्तन न्यास

KOLKATA PORT TRUST

सिविल इंजीनियरिंग विभाग / Civil Engineering Department

वरिष्ठ कार्यकारी अभियंता, एन. एस. डॉक

Office of the Senior Executive Engineer, N.S. Dock

51, स.ि. जी. आर. रोड , कोलकाता - 700043

दूरभाष/ Phone: 2439-7912, विस्तार/ Extension: 354, 356



BILL OF QUANTITIES

It. No.	Description of work	Qty.	Rate.		Unit	Amount	
			Rs.	P.		Rs.	P.
1.	Supply including erection / fixing on hire basis for 24 (twenty-four) hours good cloth walling with pleats on necessary bamboo staging, battens with necessary fastening arrangements as required including cost for transportation, labour at site, etc. as per approved design with saffron, white and green colour cloth (Payment will be made as per actual measurement).	5000.00			Sq. ft.		
2.	Supply including placement on hire basis for 24 (twenty-four) hours good quality PVC Chair with cover of white colour cloth and sash of saffron / white / green colour at site including transporting, loading and unloading, etc., at site (Payment will be made as per the actual number of chairs with cover and sash supplied).	300			Each		
3.	Supply including placement on hire basis for 24 (twenty-four) hours good quality Table of size 5 ft. X 3 ft. At site with good cover & frills of white colour including transporting, loading and unloading, etc., at site (Payment will be made as per the actual number of tables with cover cloth & frills supplied).	7			Each		
4.	Supply including placement on hire basis for 24 (twenty-four) hours good quality Banquet Chair with cover of white colour cloth and sash of saffron / white / green colour at site including transporting, loading and unloading etc., at site (Payment will be made as per the actual number of chairs with cover as sash supplied).	7			Each		
5.	Supply including placement on hire basis for 24 (twenty-four) hours good quality Sofa with cover (3 seater) at site including transporting, loading and unloading etc. at site (Payment will be made as per actual number of sofas with cover supplied).	12			Each		

6.	Supply including placement on hire basis for 24 (twenty-four) hours good quality Jute Carpet at site including transporting, loading and unloading etc. at site (Payment will be made as per the actual area of Jute Carpet supplied).	2000.00		Sq. Ft.	
7.	Hire and labour charges for erecting a stage with top covered and three sides open with necessary height as required. The stage will be made with good quality cloth on necessary fittings including transportation of all materials and removal after conclusion of function and including cost of all materials and labour complete. (Payment will be made as per the actual area covered).	300.00		Sq. Ft.	
8.	Supply including placement on hire basis for 24 (twenty-four) hours seasonal flowering plant with tub as per approval of the Engineer-in-Charge including transporting, loading and unloading etc. at site.	50		Each	
9.	Provide and supply floral decoration:				
i)	Wall hanging baskets made of at least 10 pcs. of Jarberia, 5 pcs of white Orchids and green leaves (other than Kamini or Ghora Pam) of required quantity in each basket as per approved design.	50		Each	
ii)	Festoon made of Marigold, Rajani Gandha and leaves (other than Kamini or Ghora Pam) of at least 450 mm height of approved design.	1000.00		Ft.	
iii)	Table tops made of Orchids, Gardenia, Jarberia and leaves (other than Kamini or Ghora Pam) etc. in each top as per approved design.	5		Each	
iv)	Flower bouquet made of at least 50 pcs. of red Bangalore roses, required nos. of white gypsies and leaves (other than Kamini of Ghora Pam) etc. in each bouquet as per approved design.	10		Each	
10.	Supply including operation on hire basis for 24 (twenty-four) hours good quality sound system with CD player, 2 nos. Sound Box, 1 Nos. Cordless microphone and 4 No. Microphones with stand and all cables and other necessary accessories complete.	1		Per Set	
11.	Supply one good quality podium of standard size for 24 hours.	1		Each	
12.	Supply and erection for 24 (twenty-four) hours good quality roofing with tarpaulin sheet, good quality cloth of saffron, white and green colour and bamboo structure as necessary including all fittings, transportation of materials, labour and removing the same after conclusion of the programme all complete.	500.00		Sq. Ft.	
TOTAL Rs.:					

Total amount in words: Rupees

Signature of the Quotationer:

Address:

Date:

T.R. No. & Date:

Permanent Income Tax A/C. No. :

VAT Clearance Certificate No.:

Signature of the Opening Officers:

1. _____.

2. _____.

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA
FORM OF QUOTATION

CONTRACT NO.

To

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I/We

.....of
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having examined the site of works, inspected the Drawings and read the Specifications, General & Special Conditions of Contract and Conditions of Quotation, hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specification, Bill of Quantities, General & Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates & prices set out in the annexed Bill of Quantities within **05 (five) days** from the date of order to commence the work and in the event of our tender being accepted in full or in part, I/We also undertake to enter into a Contract Agreement in the Form hereto annexed with such alterations or additions there to which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of Quantities, Drawings and Special & General Conditions of Contract and I/We hereby agree that until such Contract Agreement is executed the said Specifications, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the contract.

THE TOTAL AMOUNT OF Quotation Rs......

(Rupees in words)

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I/We require..... days/months preliminary time to arrange and procure the materials required by the work from date of acceptance of tender before I/We could commence the work.

I/We have deposited with the Trustees' Financial Adviser & Chief Accounts Officer, a sum of Rs.....vide Receipt No.....of.....as Earnest Money.

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

Signature of Quotationer:

(Seal of the Quotationer:

Witness:

Signature _____

Name _____
(In Block Letters)

Name of the
Quotationer: _____

Address: _____

Dated: _____

Occupation: _____

Address: _____

On the Rs. 10/- (Rupees Ten) Non Judicial Stamp Paper

BEFORE THE 1ST CLASS JUDICIAL MAGISTRATE AT _____

AFFIDAVIT

I _____ son of _____ aged about _____ years, by faith _____ by occupation _____, residing at _____, do hereby solemnly affirm and declare as follows:-

1. THAT I am the Proprietor / Partner of _____ having office at _____ and carrying on business on the same name and style.

(In case the above Deponent is an enlisted Contractor at Kolkata Port Trust, the same should be mentioned in the affidavit).

2. THAT my aforesaid Firm is exempted from E.S.I. Act and the said Firm has no valid E.S.I. Registration.
3. THAT the present affidavit is to be filed before the Kolkata Port Trust as per the **Clause No.** _____ of the Quotation **No.** _____ issued by the Kolkata Port Trust in respect of the work (the work is to be mentioned).

THAT the statements made above are all true to the best of my knowledge and belief.

Deponent

Identified by

No.:

Dated:

**The Senior Executive Engineer
N.S. Dock
51, Karl Marx Sarani
Kolkata – 700 043**

Dear Sir,

Re: NIT No. 202/NSD/40 dated 31.03.15

The following documents are enclosed in the sealed envelope containing our tender in connection with the above NIT. The original of the documents would be shown for verification as and when requested.

1. Treasury Receipt in original for Earnest Money / Bankers cheque for Earnest Money.
2. Copy of ESI registration Certificate, if applicable.

OR

3. An affidavit in original affirmed before a first class Magistrate indicating that ESI Act is not applicable on Non – Judicial Stamp paper worth Rs. 10/- as per your given proforma.
4. Copy of the VAT registration certificate.
5. Copy of IT PAN Card.
6. Copy of Labour Licence (if applicable).
7. Copy of Trade Licence (if applicable).

Encl: As above.

Yours faithfully,

Signature of the Quotationer