

कलकत्ता पत्तन न्यास
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
MM DIVISION

BIDDING DOCUMENTS
(e-Tender)

[Tender No.: HDC/MM/OT-29/18/51]

FOR

**SUPPLY AND DELIVERY OF "SAND (MEDIUM GRADE) AND
DIFFERENT SIZES OF STONE CHIPS" TO HALDIA DOCK COMPLEX.**



Dec. - 2018

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[Tender No. : HDC/MM/OT-29/18/51]

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SCHEDULE OF TENDER (SOT)

E-Tender under single cover two part system (Techno-Commercial Bid and Price Bid) are invited from reliable, bonafide & experienced suppliers for supply and delivery of Sand (Medium grade) and different sizes of stone chips as per Bill of Quantities to Haldia Dock Complex. Bid Document may be seen from MSTC's website. Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only.

Bidders will have to participate in bidding process through website www.mstcecommerce.com only.

SCHEDULE OF TENDER (SOT)

(Tender No. HDC/MM/OT-29/18/51)

1.1	Work Title	::	Supply and Delivery of " Sand (Medium grade) and different sizes of stone chips " (as per Bill Of Quantities) to Haldia Dock Complex.
1.2	E-Tender No.	::	KoPT/Haldia Dock Complex/MM Div/14/18-19/ET/338
1.3	Tender Authority	::	Senior Deputy Manager (MM), Haldia Dock Complex ; Kolkata Port Trust. Address: Office of the M.M. Division, Jawahar Tower (2 nd floor) ; P.O.: - Haldia Township; Dist.: - Purba Medinipur ; PIN:-721607 West Bengal, India. Telephone no. : + 91-3224-263266 Mobile no. : +91-9434063649 Fax no. : +91-3224 -263255 E. mail : spb.hdc@nic.in
1.4	Mode of Tender	::	e-Procurement System Online (Part I: <i>Pre-qualification & Techno-commercial Bid</i> and Part II: <i>Price Bid</i>) through http://www.mstcecommerce.com/ ... of MSTC Ltd. The intending bidders can only submit their offer electronically, through the above-mentioned e-tendering portal of MSTC Ltd. <i>No physical tender is acceptable by Haldia Dock Complex, Kolkata Port Trust.</i>
1.5	Date and time from which bidding documents are available for downloading by the intending bidders.	::	20.12.2018, from 10:00 Hrs. (IST).

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1.6	Pre-Bid Meeting starting date & Time.	::	N.A.
1.7	Pre-Bid Meeting closing date & Time.	::	N.A.
1.8	Venue of Pre-Bid Meeting	::	N.A.
1.9	i) Transaction Fee	::	<p>The intending bidders should deposit Rs.431.00 (Rupees four hundred thirty one only) [Including GST @18%] as "Transaction Fee" (non-refundable), in favour of MSTC LIMITED by NEFT or Online Payment, as per the procedure given in the instant bidding documents. The intending bidders will be activated for bid submission only after receipt of aforesaid "Transaction Fee" by MSTC LIMITED.</p> <p>The intending 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>
	ii) Bid Document Fee (Cost of bidding document)	::	<p>The intending bidders should deposit Rs. 590.00 (Rupees five hundred ninety only) [including GST @ 18%], as Bid document Fee (non-refundable), to Haldia Dock Complex, along with their offer. In case the said Bid Document Fee is not deposited by the bidder, the respective bid will be summarily rejected, treating the same as non-responsive.</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 login 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 from Axis Bank Easy Pay website (https://easypay.axisbank.co.in → Others → Haldia Dock Complex).</p>
		::	<p>For making payment of Bid Document Fee through the Gateway, the bidders will be required to provide the User ID (the ID used by the bidders for submitting e-tender of HDC) and Bid ID (the e-Tender number of the tender for which the payment is to be made).</p> <p>Details of Bid Document Fee remitted must be entered by the participating bidder in the space provided in the e-Tender, as indicated hereunder:</p>

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		::	a) Name of remitting bidder: b) E-Tender No.: KoPT/Haldia Dock Complex/MM Div/14/18-19/ET/338 c) Amount remitted: d) Remittance Bank Details: e) URN No.: f) Date of remittance:
		::	<p>In case the aforesaid Bid Document fee [non-refundable] is not deposited by the Bidder, the respective bid will be summarily rejected, treating the same as non-responsive.</p> <p>* NOTE: The bidders, who are not registered with MSTC, are advised to get themselves registered with MSTC, at least 72 (seventy-two) hours prior to making payment of Bid Document Fee.</p>
	iii) Earnest Money Deposit (EMD)	::	<p>The intending bidders must deposit Rs. 3,650.00 (Rupees three thousand six hundred fifty only), as Earnest Money, to Haldia Dock Complex, along with their offer. In case the said Earnest Money is not deposited by the bidder, the respective bid will be summarily rejected, treating the same as non-responsive.</p> <p>The bidders are advised to deposit Earnest Money using the Axis Bank Payment Gateway only. No other method of payment of Earnest Money shall be accepted.</p> <p>The bidders would be able to access the payment gateway from the Vendor login 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</p>
		::	<p>Gateway. Alternatively, the bidders can also access the Gateway from Axis Bank Easy Pay website (https://easypay.axisbank.co.in → Others → Haldia Dock Complex).</p> <p>For making payment of Earnest Money through the Gateway, the bidders will be required to provide the User ID (the ID used by the bidders for submitting e-tender of HDC) and Bid ID (the e-Tender number of the tender for which the payment is to be made).</p> <p>Details of Earnest Money remitted must be entered by the participating bidder in the space provided in the e-Tender, as indicated hereunder:</p> <p>a) Name of remitting bidder: b) E-Tender No.: KoPT/Haldia Dock Complex/MM Div/14/18-19/ET/338 c) Amount remitted: d) Remittance Bank Details: e) URN No.: f) Date of remittance:</p>

			In case the aforesaid Earnest Money is not deposited by the Bidder, the respective bid will be summarily rejected, treating the same as non-responsive.
2.0	Last date and time for deposition of Earnest Money and Bid Document Fee to the designated bank account of Kolkata Port Trust, Haldia Dock Complex.	::	16.01.2019, up to 11:00 AM (IST). (The intending bidder has to ensure submission of URN No. in respect of EMD & Bid Document Fee during submission of the bid on line).
2.1	Last date for deposition of Transaction Fee through RTGS / NEFT in favour of MSTC Limited.	::	Three (3) working days before the closing date of online bidding for the e-tender.
2.2	i) Starting date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at www.mstcecommerce.com/eprochome/	::	20.12.2018 from 11:00 AM (IST)
	ii) Closing date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at www.mstcecommerce.com/eprochome/	::	16.01.2019 up to 3.00 PM
	iii) Date & time of opening of Tender	::	16.01.2019, 3.30 PM (IST) onwards.

SHORT TENDER NOTICE

E-Tender under single cover two part system (Techno-Commercial Bid and Price Bid) are invited as per Prequalification criteria stipulated in Tender Document for the following work at Haldia Dock Complex.

Name of work	::	Supply and delivery of "Sand (Medium grade) and different sizes of stone chips" (as per Bill Of Quantities) to Haldia Dock Complex.
E-Tender No	::	KoPT/Haldia Dock Complex/MM Div/14/18-19/ET/338
Last date of submission of e-tender and opening of Techno Commercial Part	::	On 16.01.2019 Submission Up to 3:00 PM. Opening after 3:30 PM.
Details of the Tender & Tender Documents are available in web site of MSTC and have to participate in bidding process through their website www.mstcecommerce.com only. Interested bidders may contact at spb.hdc@nic.in		

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NOTICE INVITING TENDER (NIT)

<u>WORK TITLE :-</u>	Supply and delivery of "Sand (Medium grade) and different sizes of stone chips" (as per Bill of Quantities) to Haldia Dock Complex.
3.1 <u>E-TENDER NO:-</u>	KoPT/Haldia Dock Complex/MM Div/14/18-19/ET/338
E-Tender under single cover two part system (Techno-Commercial Bid and Price Bid) are invited from reliable, bonafide & experienced suppliers for supply and delivery of Sand (Medium grade) and different sizes of stone chips having financial capabilities on fulfilling the following Pre-qualification Criteria;	
3.2	<u>PRE-QUALIFICATION CRITERIA FOR BIDDERS: -</u>
i)	Average Annual Financial Turnover during the last three years, ending on 31-03-2018 , should be at least 30% of the estimated cost.
ii)	Experience of having successfully completed similar works (supply) during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following: -
a.	Three similar completed works (supply) costing not less than the amount equal to 40 % of the estimated cost. Or
b.	Two similar completed works (supply) costing not less than the amount equal to 50 % of the estimated cost. Or
c.	One similar completed works (supply) costing not less than the amount equal to 80 % of the estimated cost.
iii)	Similar works (supply) means: - Supply and delivery of building materials any civil contractors in various supply contract(s) to Govt., PSU or Public / Private organization, which should be substantiated by producing Purchase Order copy along with any one or more of the following documents: Certificate of execution / Goods Receipt Note / Excise Invoice / Tax Invoice / Receipted challan copy / Payment receipted documents or any other documents substantiating the proof of supply of materials to the satisfaction of the tender issuing authority.
3.3	<u>TENDER AUTHORITY :-</u> Sr. Dy. Manager (MM), Haldia Dock Complex, Jawahar Tower [2 nd Floor], P.O.- Haldia, Dist.- Purba Medinipur – 721 607, Tele-Fax: - [03224]-263266.

Due Date	16 .01.2019	Time	UPTO 15:00 hrs.	Date of Opening of Techno Commercial Bid of the Tender	16.01.2019	Time	15:30 hrs. onwards.
Bid document will be available on MSTC, Website. Bidders will have to participate in bidding process through website www.mstcecommerce.com only							
Date and Time for pre-bid meeting & site visit	N / A.						
Cost of Tender document (Non-refundable)	Rs.590.00 (Rupees five hundred ninety only) including 18% GST.						
Earnest Money Deposit	Rs. 3,650.00 (Rupees three thousand six hundred fifty only),						
Time Of Completion	Within 60 days after placement of Part Order.						
Estimated Cost Of Work	Rs.7,30,000.00 [Rupees seven lakhs thirty thousand only]						

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3.4 OTHER INSTRUCTIONS:-	
3.4.1	E-Tender under single cover two part system (Techno-Commercial Bid and Price Bid) are invited from reliable, bonafide & experienced suppliers for supply and delivery of sand (Medium grade) and different sizes of stone chips having financial capabilities for supply the BOQ items at Haldia Dock Complex.
3.4.2	Details of the Tender Documents and Notification of any Addendum / Corrigendum to the tender documents are available in web site of MSTC and have to participate in bidding process through their website www.mstcecommerce.com only.
3.4.3	E-Tender Document shall neither be issued by post nor sold.
3.4.4	E-Tenderers are not permitted to alter/change/delete/modify any clause of the tender document down loaded from the website. If any deviation / discrepancy is found after submission of tender, the submitted offer will be summarily rejected.
3.4.5	Bidders shall submit the Bid Document as stipulated in the "Instructions To Bidders" of the e-tender document. Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents.
3.4.6	E-Tenderers will be received through MSTC up to 3:00 PM on the last date of submission and opening of tender specified above.
3.4.7	E-Tender will be opened shortly after 3.30 p.m. on the stipulated date of opening.
3.4.8	In case of unscheduled Holiday / Bandh on the date of opening of E-Tender, the same will be opened on the next working day.
3.4.9	It is stated here that the subject tender may not be extended further.
3.4.10	Kolkata Port Trust reserves the right to reject any or all offers or to accept the offer in whole or in part without assigning any reason whatsoever thereof.

**General Manager (Engg.)
Haldia Dock Complex**

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**PROCEDURE OF PAYMENT OF 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 Captha mentioned in the web page and then 'SUBMIT'. In case of Bid Document Fee payment, Bank Account Number would not be required. An URN Number will be generated. Bidders may keep note of this URN Number for all future reference.
7.	Another webpage will come up and the Bidder will have the option to select payment methods from – (i) Internet Banking and (ii) NEFT/RTGS after agreeing with the terms and conditions by clicking the dialogue box appearing in the webpage.
8.	In case of selection of Internet Banking, the bidder will be required to select any Bank of their choice and depending on the selection the bidder will then be guided to the webpage of the respective Bank. After validating the payment in the respective bank, the system will return to the Axis Bank Payment gateway.
9.	In case of selection of RTGS/NEFT, the webpage will generate a payment advice. The Bank Account Number, IFSC Code of the Bank, Name of the payee i.e Haldia Dock Complex and the amount to be paid will be indicated in the said payment advice. The Bidders will also get an SMS and Email detailing the same. The Bidder will be required to mention the same correctly in the Bank challan which is required to be filled up for payment by RTGS/NEFT in the bank from where they intend to make the payment. The Bidders should note that Bank A/C number of HDC mentioned in the Payment advice will change for each and every transaction and hence for each and every payment the entire process from the beginning will have to be followed for generation of a URN Number.
10.	For payment of Bid Document fee, identical process is to be followed.
11.	The Bidders will be able to know the status of their payment by using the 'Enquire URN' facility by mentioning the URN Number in the Axis Bank login page. Until such time the payment is credited to HDC's A/C the system will show the status as 'Pending'.
12.	The Bidders should note that until such time the status remains 'Pending', the payment is not made to HDC and mere generation of URN Number will not signify payment of EM or Bid Document Fee. Hence, if the status remains 'Pending' after some time of submitting the RTGS/NEFT payment request at their Bank, then the bidder should contact their Bank to enquire about the status of RTGS/NEFT request.
13.	In case of any problem relating to use of the payment gateway the bidder should contact the tender inviting authorities whose phone number and email address is mentioned in the e-tender.

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Important instructions for E-procurement

Bidders are requested to read the terms & conditions of this tender before submitting your online tender.

1	<p><u>Process of E-tender :</u></p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprchome/.....</p> <p>1). Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt depts → Select Logo → Register as Vendor -- Filling up details and creating own user id and password → Submit.</p> <p>2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact/MSTC, (before the scheduled time of the e-tender).</p> <p>Contact person (Haldia Dock Complex):</p> <table><tbody><tr><td>1. Sri S. P. Bhattacharjee Sr. Dy. Manager (MM) Haldia Dock Complex Ph. No. 03224 263266 Mb. No. 9434063649 spb.hdc@nic.in</td><td>2. Sri T. Sarkar Asstt. Manager (MM) Haldia Dock Complex Pn. No. 03224 264167 Mb. No. 9434031196 tsarkar.hdc@nic.in</td></tr></tbody></table> <p>Contact person (MSTC Ltd):</p> <ol style="list-style-type: none">1. Sri Pritam Biswas, AM (ERO) – pbiswas@mstcindia.co.in Mb. No. 99032487552. Sri Mayank Jain, AM (ERO) – mhjain@mstcindia.co.in Mb. No. 97212779693. Sri Vikash Kumar Jaiswal, RM (ERO) - vikash@mstcindia.co.in Mb. No. 9903042449 <p>Google hangout ID- (for text chat)- mstceproc@gmail.com</p> <p>B) System Requirement:</p> <ol style="list-style-type: none">i) Windows 7 or above Operating Systemii) IE-7 and above Internet browser.iii) Signing type digital signatureiv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system. <p>To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.</p> <ul style="list-style-type: none">• Tools => Internet Options => Security => Disable protected Mode If enabled- i.e., Remove the tick from the tick box mentioning "Enable Protected Mode".• Other Settings: <p>Tools => Internet Options => General => Click On Settings under "browsing history/ Delete Browsing History" => Temporary Internet Files => Activate "Every time I Visit the Webpage".</p> <p>To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>	1. Sri S. P. Bhattacharjee Sr. Dy. Manager (MM) Haldia Dock Complex Ph. No. 03224 263266 Mb. No. 9434063649 spb.hdc@nic.in	2. Sri T. Sarkar Asstt. Manager (MM) Haldia Dock Complex Pn. No. 03224 264167 Mb. No. 9434031196 tsarkar.hdc@nic.in
1. Sri S. P. Bhattacharjee Sr. Dy. Manager (MM) Haldia Dock Complex Ph. No. 03224 263266 Mb. No. 9434063649 spb.hdc@nic.in	2. Sri T. Sarkar Asstt. Manager (MM) Haldia Dock Complex Pn. No. 03224 264167 Mb. No. 9434031196 tsarkar.hdc@nic.in		

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2	The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/..... Tenders will be opened electronically on specified date and time as given in the Tender.
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	<p><u>Special Note towards Transaction fee:</u></p> <p>The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><u>NOTE</u></p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	E-tender cannot be accessed after the due date and time mentioned in NIT.
7	<p><u>Bidding in e-tender :</u></p> <p>a) 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.</p> <p>b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.</p> <p>c) 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→My menu→ Auction Floor Manager→ live event →Selection of the live event</p> <p>d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.</p> <p>e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid</p> <p>f) Vendors are instructed to use <i>Attach Doc button</i> to upload documents. Multiple documents can be uploaded.</p>

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	g)	In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
	h)	During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
	i)	The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
	j)	All electronic bids submitted during the e-tender process shall be legally binding on the 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.
	k)	It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
	l)	Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
	m)	No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.	
9	No deviation to the technical and commercial terms & conditions are allowed.	
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.	
11	Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.	
12	<u>Bidding in e-tender & Reverse auction:</u>	
	a.	Bidder(s) need to submit necessary EMD, Tender fees (if any) and Transaction fees 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 bidder(s) will be refunded by HDC. Bank details i.e. name of bank & address, Current a/c no, IFS Code to be mentioned by the tenderer for refund.
	b.	The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
	c.	The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → Psu/Govt depts → Login → My menu → Auction Floor Manager → live event → Selection of the live event → Techno Commercial Bid.
	d.	The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application is not run then the bidder will not be able to save/submit his bid.
	e.	After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Submit" button to register their bid.

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	NOTE: - The Techno-Commercial Bid & price bid cannot be revised once the submit button has been clicked by the bidder.
f.	In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
g.	During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
h.	The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
i.	All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter SUPPLIER.
j.	It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
k.	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.
l.	No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
m.	Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
13	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
14	No deviation to the technical and commercial terms & conditions are allowed.
15	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
16	HDC has the right to cancel this e-tender without assigning any reason thereof.
17	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com / eprochome / mstc of MSTC Ltd.
18	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.
19	The bid will be evaluated based on the filled-in technical & commercial formats.
20	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
21	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of M.S.T.C.
22	Due date of submission of tender will not be extended under any situation.

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INSTRUCTIONS TO BIDDER

E-TENDER FOR SUPPLY AND DELIVERY OF "SAND (MEDIUM GRADE) AND DIFFERENT SIZES OF STONE CHIPS" (AS PER BILL OF QUANTITIES) TO HALDIA DOCK COMPLEX.											
E-TENDER NO:	KoPT/Haldia Dock Complex/MM Div/14/18-19/ET/338										
5.0	<p><u>PREFACE:</u> The Supply and Delivery work as described in the tender shall be executed in Haldia and in accordance with the attached General Conditions of Contract, Special Conditions of Contract, Particular Specifications & detailed Bill Of Quantities.</p>										
5.1	<p><u>EARNEST MONEY:</u> Earnest money and cost of tender paper are to be deposited by vendors as per "PROCEDURE OF PAYMENT OF EARNEST MONEY AND BID DOCUMENT FEE THROUGH AXIS BANK GATEWAY" (at page 10).</p>										
5.1.1	<p>Details of cost of e-tender paper remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder:</p> <table border="1"> <tr><td>a)</td><td>Name of remitting vendor/contractor :</td></tr> <tr><td>b)</td><td>Tender No. :</td></tr> <tr><td>c)</td><td>Amount remitted :</td></tr> <tr><td>d)</td><td>Date of remittance :</td></tr> <tr><td>e)</td><td>U.R.N. No. :</td></tr> </table>	a)	Name of remitting vendor/contractor :	b)	Tender No. :	c)	Amount remitted :	d)	Date of remittance :	e)	U.R.N. No. :
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b)	Tender No. :										
c)	Amount remitted :										
d)	Date of remittance :										
e)	U.R.N. No. :										
5.1.2	<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> <table border="1"> <tr><td>a)</td><td>Name of remitting vendor/contractor :</td></tr> <tr><td>b)</td><td>Tender No. :</td></tr> <tr><td>c)</td><td>Amount remitted :</td></tr> <tr><td>d)</td><td>Date of remittance :</td></tr> <tr><td>e)</td><td>U.R.N. No. :</td></tr> </table>	a)	Name of remitting vendor/contractor :	b)	Tender No. :	c)	Amount remitted :	d)	Date of remittance :	e)	U.R.N. No. :
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b)	Tender No. :										
c)	Amount remitted :										
d)	Date of remittance :										
e)	U.R.N. No. :										
Tender submitted without requisite Earnest Money and tender paper will be liable for rejection.											
5.2	<u>MODE OF SUBMISSION OF BID :</u>										
5.2.1	All bidders must submit their offers through e- tendering in accordance with the terms and conditions set out in the bid documents and no deviation will be accepted.										
5.2.2	<p>Techno commercial part shall contain the following which are to be uploaded: -</p> <table border="1"> <tr><td>a)</td><td>That the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.</td></tr> <tr><td>b)</td><td>The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work.</td></tr> <tr><td>c)</td><td>The un-priced "Abstract Form Of Tender" & "Form Of Tender" (without price quoted) shall not only be signed and stamped by the Bidder, but must also be duly witnessed and scan copy to be uploaded.</td></tr> </table>	a)	That the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.	b)	The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work.	c)	The un-priced "Abstract Form Of Tender" & "Form Of Tender" (without price quoted) shall not only be signed and stamped by the Bidder, but must also be duly witnessed and scan copy to be uploaded.				
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c)	The un-priced "Abstract Form Of Tender" & "Form Of Tender" (without price quoted) shall not only be signed and stamped by the Bidder, but must also be duly witnessed and scan copy to be uploaded.										

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	d)	A list of works (supply) which are in hand at the time of submitting the offer as per the enclosed Proforma titled 'Concurrent Commitments of The Bidder' vide ' Annexure-II ' of the tender document.
	e)	A Declaration as per ' Annexure – I ' that no conditions / deviations have been added in the price part of the Bid.
	f)	Scan copy of the following documents to be uploaded: -
	i)	GSTIN / Provisional GST registration certificate.
	ii)	Valid Trade Licence.
	iii)	Valid Professional Tax Clearance Certificate / Up to date tax payment.
	iv)	Proof of possessing valid Employees' Provident Fund (EPF) Account if required.
	v)	Proof of being registered with Employees' State Insurance Corporation (ESIC) if required.
	g)	Details of the firm as per Schedule-O of the tender document.
	h)	Credentials in the form of copies of Letters of Award of Supply (Works) along with corresponding Completion Certificates from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
	i)	Certified copies of audited balance sheet and Profit and Loss account / Trading account for the last 3 (three) financial years (i.e. 2015-2016, 2016-2017, 2017-2018).
	j)	Addendum/Corrigendum / Notice / Extension Notice issued and drawings (if any) duly signed by the Bidder under office seal. The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities.
5.2.3	All the bidders should submit the e-tender in accordance with the Mode of submission of Bid as aforesaid.	
5.3	<u>OPENING OF BIDS:</u>	
5.3.1	e-Tender will be opened on the date and time as fixed in the e-tender document on line.	
5.3.2	Price Part of only those bidders will be considered for evaluation who qualifies techno commercially.	
5.4	<u>SECURITY DEPOSIT:</u>	
5.4.1	For the successful Bidder, the Security Deposit shall be recovered from the Earnest Money deposit in accordance with clause 3.4 (f) and (g) of the General Conditions of Contract.	
5.4.2	Refund of S.D. and forfeiture S.D. shall be guided by Cl. 3.5 (i) & (ii) of the G.C.C.	
5.5	<u>REFUND OF EARNEST MONEY:</u> The Earnest Money received, will be refunded or released as the case may be to the unsuccessful Bidders without any interest within 15 (Fifteen) days after opening of Price bid of the e-Tender document.	
5.6	<u>VALIDITY OF OFFER:</u> The e-tender shall remain valid for a period of 120 [One Hundred Twenty] Days from the date of opening the same. If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his e-tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees/ Sanctioning Authority/Engineer.	

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5.7	<u>DETAILED SCRUTINY OF E-TENDERERS:</u>	
5.7.1	During the course of examination of Techno Commercial Part of the bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his / their bids. The price bids of those bidders who meet the qualifying criteria of NIT shall be considered for further evaluation.	
5.7.2	During techno-Commercial Evaluation of tender, an offer shall be considered non-responsive in case :-	
	i)	is not accompanied by requisite earnest money,
	ii)	is not accompanied by requisite tender paper cost,
	iii)	validity of the offer is less than tender stipulation,
	iv)	It does not meet the Qualification Criteria as stipulated in the NIT.
	v)	The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely.
In addition to above, a bidder may be disqualified if –		
a)	The bidder provides misleading or false information in the statements and documents submitted.	
b)	Record of unsatisfactory performance during the last seven years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy etc. The decision of Kolkata Port Trust in this regard shall be final and binding on the Bidder.	
5.8	<u>For Micro & Small Enterprises (MSEs) registered with NSIC:-</u>	
5.8.1	Micro & Small Enterprises (MSEs) shall submit the following documents for availing themselves waiver of EMD and cost of tender documents :-	
5.8.2	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 / Udyog Aadhaar certificate. 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.	
5.9	Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs should have documentary evidences, to get benefit in this regard. [Note: -Bidders shall upload scanned copy of necessary document in this regard]	
5.10	<u>For Micro & Small Enterprises (MSEs) registered with NSIC:</u> If eligible for this kind of job, the benefits as per prevailing norms will be extended to MSEs registered with Authorities 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. It is not obligatory on the part of the Trustees to accept 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.	

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5.11	<u>ACCEPTANCE OF TENDER:</u>
5.11.1	Kolkata Port Trust reserves the right to accept / reject any / all offer(s) without assigning any reason thereof and also reserve the right to accept the tender in part or as a whole.
5.11.2	Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his tender liable to rejection.
5.11.3	The successful Tenderer will be notified in writing of the acceptance of his tender.
5.11.4	Work experience, as a sub-supplier or supply contractor shall not be considered as the requisite qualification
5.12	<u>MISCELLANEOUS:</u>
i)	Bidder shall submit his offer for complete scope of work, strictly in accordance with the tender documents. Any deviation from the tender documents and / or any incomplete tender shall not be considered.
ii)	The bidder shall not impose his own terms & conditions in his offer or quote his rates based on his own terms and conditions, such E-Tenders are liable to rejection at the option of the Trustees without further reference to the bidder.
iii)	All materials shall have to be procured by the successful Bidder and shall be of the best and approved quality conforming to relevant specifications. The successful Bidder shall also arrange for the supply of all labour, tools and plants as stipulated in the Special Conditions of Contract, required for efficient execution of the work.
iv)	All measuring units are in Metric System and rates and sums in the tender are in Indian Currency. The language used throughout shall be in English.
v)	The Tender Documents with all the enclosures, appendices, Abstract Form of Tender and Form of Tender shall be required to be completed, duly filled in and signed and uploaded.
vi)	The Bidder shall give a declaration about the names of their relations employed in Kolkata Port Trust. It is not the intention to debar the Contractors from working if their relatives are working in Ko.P.T, but such a declaration is necessary in the interest of Trustees against any possible lapses.

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COMMERCIAL TERMS & CONDITIONS:

Sl. No.	Terms & Conditions	
1.	Mere submission of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be Considered after evaluation of bids.	AGREE
2.	5.3.2 Price Part of only those bidders will be considered for evaluation who qualifies techno commercially.	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)/Udyog Aadhaar 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, 4% sub-target for MSE owned by SC or ST Entrepreneurs 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 registered with NSIC, then they will not have to deposit cost of Tender Document and Earnest Money as per NIT.</p>	AGREE
5.	Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE)/Udyog Aadhaar 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.	AGREE
8.	<p><u>SCOPE OF WORK :-</u></p> <p>The work comprises of providing supplying, unloading, carrying within a lead of 50 meters and stacking by successful bidder at the various stores attached to the I&CF division of Haldia Dock complex as specified in the bill of quantity or as per the direction of officer-in-charge of I&CF division.</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.	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 Engineer/Engineer's Representative of HDC thereon shall be final.	AGREE
11.	The Engineer/Engineer's Representative also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.	AGREE
12.	The Engineer/Engineer's Representative 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

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13. The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata. AGREE
14. 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
15. Bidders are advised to visit the site of Haldia Dock Complex prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, for carrying materials etc. before submission of the tender. AGREE
16. **VALIDITY :-** AGREE
- The tender shall remain open for acceptance for a period of 120 days from the date of opening of the same. If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his tender, the Earnest Money deposited shall be liable to forfeiture by Authority.
17. **NON- RESPONSIVE BIDDER :-** AGREE
- The bid is non-responsive, if :
- i) Non acceptance of 120 days validity from the date of opening of techno-commercial bid.
 - ii) Any deviation from the tender terms & conditions.
18. **EARNEST MONEY AND SECURITY DEPOSIT :-** AGREE
- i) The Earnest Money Deposit shall be released to the unsuccessful Bidder without any interest after finalization of Successful bidder. The Earnest Money of the successful Bidder shall be released after receiving Security Deposit.
 - ii) The EMD shall be adjusted towards Security Deposit equal to 5% of the basic contract value. The successful bidder shall pay Balance Security Deposit by Banker's Cheque or by Demand Draft of any Scheduled/ Nationalized Bank of India drawn in favour of Haldia Dock Complex and payable at Halide, within 30 days from the date of placement of order. Failing which, the HDC reserves the right to cancel the acceptance and forfeit the Earnest Money.
- The Security Deposit shall be refunded without interest after the successful execution of the order and completion of guarantee period.
- iii) If the contract value of Rupees one Lakh and above, the supplier shall be offered a DD or Bank Guarantee in the form of Security Deposit by any nationalized/scheduled bank payable at Haldia. The Bank Guarantee shall be submitted in the form shown in Annexure-A with the claim period of one month over the validity of 120 days .
 - IV) In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled at the option of the Trustees'.
 - V) The security deposit converted into performance bank Guarantee for the period of 12 months.
19. **PRICING OF BIDS:-**
- i) Price should be quoted on F. O. R. (including charges for packing, forwarding, loading, transportation, unloading, stacking, transit risk etc.) HDC's site / store at Haldia, excluding of GST as applicable. AGREE
 - ii) The Bidder shall state clearly the percentage of GST as applicable quoted in the price BOQ in Annexure-V. AGREE
 - iii) Each bidder shall keep in mind while quoting his rate, in the event of order being placed, his quoted rate shall remain firm of the subject order till the entire supply of goods is completed. AGREE
 - iv) **No Price escalation is admissible other than statutory taxes as applicable and vice –versa.** AGREE

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20. EVALUATION CRITERIA :-

- i) During evaluation of Price Part, provided that the bidder submits his offer following e-tender stipulations & specifications, **the Item wise lowest offer received** shall be considered for acceptance by the Trustees.
- ii) Evaluation will be made on unit lowest (L1) landed price excluding GST as applicable quoted against individual items of the BOQ. However, 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 to extend the benefit to MSEs registered with NSIC and same shall be evaluated as mentioned above. AGREE
- iii) In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid remain unaltered. Tender terms and conditions shall also remain unaltered. Irrespective of whether order is placed on part or, on the whole of the BOQ no plea for subsequent withdrawal or the amendment will be entertained. AGREE

21. GST :-

The suppliers shall comply with all requirements of the GST to enable KoPT to avail full credit on buyer's GST. The payment of GST element shall be subject to compliance of the same. AGREE

22. PAYMENT :-

Payment will be made within 30 days of acceptance of materials at HDC's Store against bill. Payments shall be made through RTGS/NEFT mechanism at all centers where such facilities are available in the bank. Payment may be made in maximum two installment. The bills should be submitted in triplicate to Sr. Dy. Manager (MM) with receipted Challan in duplicate along with relevant documents. Accordingly, bidders are requested to submit their bank Account no. with the name and address of the bank along with the branch name and IFS code number in the bill. AGREE

23. TIME OF DELIVERY :-

- i) **Delivery of the materials must be completed within 60 days from the date of receipt of Order by the supplier.** AGREE
- ii) The successful Bidder must make their own arrangements for delivery of all materials, as well as for careful and proper unloading and stacking at HDC's Store/Site. The responsibility for preventing damage / deterioration to the materials during transit, delivery, unloading and stacking at the designated point shall rest with the Supplier. All transit risk will be to supplier's account. The Bidder must send advance intimation to the concerned Officer as to the proposed dates of delivery of each and every installment of supply together with a list showing quantity and particulars of the material in the consignment. Materials will not be accepted if not accompanied by the authorized representative along with proper Delivery Challan, Inspection / Test Certificate, Guarantee Certificate and other related documents. Delivery of materials will not be accepted on Sundays and Holidays. No lorry shall be permitted into the protected area during night-time. Detention of lorries, if any, will be on supplier's account. The authorized representative of the Bidder should be present at the time of delivery.

24. DESPATCH ARRANGEMENTS:-

Supplier can deliver materials from Monday to Friday except on Port Holidays and during night time. During the delivery time Authorized Representative should be present along with the HDC's Representative for carrying out joint inspection based on relevant document. AGREE

In case **e-way bill** is required to deliver the materials, suppliers need to arrange themselves for the same through latest online portal.

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25. INSPECTION & QUALITY OF STORES :

- i) Inspection of materials will be done by authorized representative of Sr. Dy. Manager (IZ&R SPL. RT), I&CF Division, after delivery of materials at HDC's store. AGREE
- ii) The stores supplied should strictly conform to the specifications (e.g. IS, etc.) laid down. If and when necessary, samples from the supplies may be drawn by HDC, KoPT and the same will be tested by HDC'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 supplier will be debited with the cost of test. The result of such test shall be binding on the supplier. The supplier will have to replace the rejected stores at his own cost and / or refund the cost of materials to HDC including the cost of testing within seven days of such intimation by HDC. AGREE
- iii) Material shall be supplied from the fresh lot only. If not, should be able to satisfy the inspecting authority at the time of inspection at the HDC's store(s) for acceptance.

26. TECHNICAL SPECIFICATION :

- i) **TECHNICAL SPECIFICATION MEASUREMENT OF SAND:** Sand should be medium grained. The grading zone of sand, as determined by sieve analysis carried out in accordance with recommendation of IS: 383 (Table given below) with standard sieves confirming to the relevant BIS standard, should be as stated in the bill of quantities.

IS Sieve Designation	Percentage Passing For Grading Zone -II
10 mm	100
4.75 mm	90-100
2.36mm	75-100
1.18mm	55-90
600 microns	35-59
300 microns	8-30
150 microns	0-10

- ii) Where the grading falls outside the limit of any particular grading zone of sieves other than the 600 microns IS sieves by a total amount not exceeding 5%, it shall be regarded as falling within that grading zone. This tolerance shall not apply to percentage passing the 600-microns IS sieves.
- iii) The sand shall be reasonably clean and free of clay, organic matter and other foreign materials. Percentage of silt and other finer particles as determined by silt content test shall not exceed 10%.
- iv) Measurement shall be made on the basis of the accepted stack volume from which 16% is to be deducted on account of voids to arrive at the net payable volume. For the purpose of this tender, "accepted stacked volume" shall mean the actual volume computed on the basis of the physical dimensions of the stacked measured jointly by the bidder's authorized representative and the HDC's authorized representative. No deductions other than those stated in this clause are to be made.

27. TECHNICAL SPECIFICATION MEASUREMENT OF STONE CHIPS :

- i) Stone chips of 20 mm, 12.5 mm & 6 mm sizes categories shall be hard and durable and of Baharagura / Local Black variety. The stones should be generally cuboids in shapes and free from excess of flaky, angular, soft and disintegrated particles, dirt and other deleterious materials.
- ii) Measurement shall be on the basis of the accepted stack volume from which 7.5 % is to be deducted on account of voids to arrive at the net payable volume.

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- iii) The stone chips should confirm to the grading limits of coarse aggregate as per IS : 383 and as shown in the following Tables :-

TABLE I : Grading requirement of 20 mm stone chips (Baharagura / Local Black variety)

IS Sieve Designation	Percentage Passing by weight
40 mm	100
20 mm	85 - 100
10 mm	0 - 20
4.75 mm	0 - 5

TABLE II : Grading requirement of 12.5 mm stone chips (Baharagura / Local Black variety)

IS Sieve Designation	Percentage Passing by weight
16 mm	100
12.5 mm	85 - 100
10 mm	0 - 20
4.75 mm	0 - 5

TABLE III : Grading requirement of 6 mm stone chips (Baharagura / Local Black variety)

IS Sieve Designation	Percentage Passing by weight
10 MM	100
4.75 MM	0-20
2.36 MM	0-5

28. REJECTION OF MATERIALS :-

Notwithstanding the inspection and passing of materials by Trustees' authorized person, any material found to be defective in quality and not conforming to the relevant specification, shall liable to be rejected and the supplier shall replace the same at his cost and arrangement at the earliest. AGREE

The supplier shall at his own arrangement and cost replace within a period of 1 (one) month all such dispatched materials that have either been rejected by Trustees' authorized person, or have been found in defective / broken / damaged condition after unloading. AGREE

Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Stores, H.D.C. within a fortnight from the date of rejection on observing usual procedure on the matter. If the contractor fails to remove such materials within a reasonable time, the Trustees shall have the right to dispose of the same and the supplier shall have no claim against the Trustees in respect of the said rejected materials. AGREE

29. GUARANTEE PERIOD :-

The materials shall have to be guaranteed against defects by the supplier for a period of 6 (Six) months from the date of final acceptance. If any defects develop during the guarantee period, the same will be rectified /replaced by the party at their own cost. Delay in honoring the guarantee would cause the guarantee period to be extended for similar period. **Guarantee certificate of the supplier is to be submitted at the time of supply of materials.**

AGREE

30. TRANSIT RISK :-

Transit risk will be on supplier's account since the delivery is to be made on **F. O. R.** Destination basis.

AGREE

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31. **PERMITS :-** AGREE
The Supplier shall take necessary pass to allow the man, material and vehicle to HDC's Site stores through Main Gate which requires necessary RFID pass issued by Shipping office / Administration / CISF with necessary charges as applicable.
32. **LIQUIDATED DAMAGES:-** AGREE
If the successful bidder (supplier) failed to supply materials during the delivery period, the supplier shall impose liquidated damage @ ½ percent of the total landed cost excluding GST as applicable for every week delay on materials out of schedule of delivery which should not exceed 10 per cent of the total basic value of the contract. Applicable GST will be imposed on LD amount.
33. **PACKING:-** AGREE
Supplier(s) shall be responsible for proper packing and delivery of materials in good condition. Materials shall be packed in proper way by the supplier at his own cost for protection against damage, loss, leakage etc.
34. **CERTIFICATES :-** AGREE
Guarantee Certificate inline with the tender clause is to be submitted by the bidder. Manufacturer's Test Certificate must be produced at the time of inspection of the materials and along with the supply.
35. **TEST CERTIFICATE :-** AGREE
The successful bidder should provide necessary test certificate either from manufacturer or from govt. approved test house / laboratory in respect of conforming specification of material wherever applicable.
36. **RISK PURCHASE :-** AGREE
In case of supplier's failure and at the absolute discretion of the Sr. Dy. Manager (MM), the work may be ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the Sr. Dy. Manager (MM) or, his representative. In case of risk purchase extra cost will be borne by the supplier (successful tenderer).
37. **BANNED OR DE-LISTED CONTRACTORS :-** AGREE
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-Government Agency or PSU, the details of any such ban must be clearly stated along with relevant documents which the Bidder is to enclose together with Techno-Commercial Bid. Incorrect declaration or suppression of facts will lead to rejection of the Offer.
38. **FORCE MAJEURE :-** AGREE
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 respective parties The Term 'FORCE MAJEURE' as employed herein shall mean acts of God, Earthquake, Floods and Hurricane / Cyclone, War, Revolution, Riot, Fire, Strike excluding strike by the employees of the Supplier or their Sub-contractors. Upon the occurrence of such cause the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing immediately but not later than 7 (seven) days of the alleged beginning thereof giving full particulars and the satisfactory evidence in support of its claim.

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39. **JURISDICTION OF COURT :-** AGREE
The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.
40. **WORKMEN COMPENSATION :-** AGREE
The successful bidders must cover his employees / workers, who will be engaged for delivery, unloading & stacking job at HDC's site, under 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.
41. **PERSONAL PROTECTIVE EQUIPMENT (PPE):-** AGREE
Suppliers and his workmen including driver & helper must use PPE i.e. Safety Helmet etc. at the time of supply of materials inside the Dock premises.

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PREAMBLE TO THE BILL OF QUANTITIES

E-TENDER FOR SUPPLY AND DELIVERY OF "SAND (MEDIUM GRADE) AND DIFFERENT SIZES OF STONE CHIPS" (AS PER BILL OF QUANTITIES) TO HALDIA DOCK COMPLEX.

E -TENDER NO : KoPT/Haldia Dock Complex/MM Div/14/18-19/ET/338

8.1 The Bill of Quantities must be read with the General Conditions of Contract, the Special Conditions of Contract and the Particular Specifications of Work and the Bidder is deemed to have examined the above documents and to have thoroughly familiarise himself with the total scope of work and its mode of execution.

8.2 The quantities given in the Bill of Quantities are approximate only and are given to provide a common basis for tendering. Payment will be made according to the quantities of each item of work actually carried out at the accepted rates as per Order Letter.

8.3 This being an **item wise tender**, the Bidder shall quote his **rates against individual item on line** based on his own analysis.

The Tender Price thus established would be taken for comparative evaluation, subject to the relevant provisions of the tender.

BILL OF QUANTITIES (UN-PRICED BID)

(To be printed on the bidder's Letter Head dully filled scanned and uploaded after seal and signature)

[BIDDERS NOT TO QUOTE HERE]

Sl. No.	Description	Qty.	Unit	Offered Specification (If specification is same please write "Yes" with the name of make/brand) No other specification will be accepted.
1	Sand Medium conforming to IS-383/1970 (Grading Zone-II (measurement after deduction of 16% voids).	100	Cu. M.	
2	Stone Chips (20 mm Down) Baharagura / Local Black variety (measurement after deduction 7.5% for voids).	10	Cu. M.	
3	Stone Chips 12.5 mm Baharagura / Local Black variety (measurement after deduction 7.5% for voids).	100	Cu. M.	
4	Stone Chips 6 mm Baharagura / Local Black variety (measurement after deduction 7.5% for voids).	40	Cu. M.	

Signature of Tenderer with Office Seal

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DECLARATION OF THE BIDDER

FORMAT FOR SUBMITTING DECLARATION REGARDING BANNING / DELISTING, BIDDING DOCUMENTS DOWNLOADED FROM WEBSITE, PRICE SCHEDULE, ETC.

[To be printed on the bidder's Letter Head duly filled and uploaded after seal & signing]

To,
Sr. Dy. Manager (MM)
Haldia Dock Complex ;
Kolkata Port Trust.

Name of Work:

PROCUREMENT OF "SAND (MEDIUM GRADE) AND DIFFERENT SIZES OF STONE CHIPS" (as per the Bill of Quantities) to Haldia Dock Complex, Haldia.

Tender No. : HDC/MM/OT-29/18/51

E-Tender No.: KoPT/Haldia Dock Complex/MM Div/14/18-19/ET/338

**I, the authorized signatory of the
.....(Name of the Company /Firm) do hereby declare / confirm that :**

*** I / We have not been debarred or de-listed by any Government or Quasi-Government Agencies or Public Sector Undertaking in India.**

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 not made any addition / modification / alteration in the Bidding Documents hosted in the websites.

I / We have deposited Requisite Earnest Money.

OR

I / We have submitted documentary evidences for Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) as per tender condition. The offered prices would be given in the "Price Bid (Part-II)" electronically, through the website of MSTC Ltd. only.

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

I/We have not made any addition/ modifications/alteration in the Bidding Documents hosted in the websites.

I/We have submitted all the documents applicable as per Annexure-II.

The offered prices would be given in the "Price Bid (section)" electronically, through the Website of MSTC Ltd. only.

**Signature of authorized person of the bidder
(With office seal)**

*** In case the firm has been debarred or de-listed by any Government or Quasi-Government Agencies or Public Sector Undertaking in India, then the same should be declared properly, after modifying the sentence, suitably.**

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ANNEXURE-II**BIDDER'S INFORMATION**

(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature)

GENERAL INFORMATION OF THE BIDDER

The bidder must submit the information in this format.

1.	Information regarding bidder's authorized representative(s) / contact person(s)		
	a)	Name(s)	
	b)	Address(es)	
	c)	Telephone number(s)	
	d)	Facsimile number(s)	
	e)	Electronic mail address	
2.	a)	Address of the branch office, if any	
	b)	Name of the contact person at branch office	
	c)	Telephone number(s)	
	d)	Facsimile number(s)	
	e)	Electronic mail address	
3.	Whether the bidder is a Proprietorship Firm or Partnership Firm or Limited Company		
4.	Details of the Banker(s):		
	a)	Name of the Banker(s) in full.	
	b)	Address(es) of the Banker(s)	
	c)	Telephone number(s)	

Contd next page

Annexure-II

d)	Facsimile number(s)	
e)	Electronic mail address	
f)	Name(s) of the contact person(s)	
5.	Bank details for ECS payment :	
	a) Bank Account number	
	b) Name of the bank	
	c) Name of the branch	
	d) Address of the branch	
	e) IFSC	
6.	GST Registration Number	

Signature of Tenderer with Office Seal

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ANNEXURE-III**TO INDICATE THE FOLLOWING DETAILS OF GST:**

(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature)

Sl. No.	Description	HSN Code	GST Rate (In %)		
			CGST Rate	CGST Rate	CGST Rate
1	Sand Medium conforming to IS-383/1970 (Grading Zone-II (measurement after deduction of 16% voids).				
2	Stone Chips (20 mm Down) Baharagura / Local Black variety (measurement after deduction 7.5% for voids).				
3	Stone Chips 12.5 mm Baharagura / Local Black variety (measurement after deduction 7.5% for voids).				
4	Stone Chips 6 mm Baharagura / Local Black variety (measurement after deduction 7.5% for voids).				

Signature of Tenderer with Office Seal

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ANNEXURE-IV**Bidder's Bank Details**

(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature)

A/c No.	
A/c holder Name:	
Bank Name & Bank Address:	
Branch Name:	
IFSC:	

Signature of Tenderer with Office Seal

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ANNEXURE-V**TENDER No. - HDC/MM/OT-29/18/51****PRICED BILL OF QUANTITIES****[BIDDERS NOT TO QUOTE HERE]**

Sl. No.	Description	Qty	Unit	Unit Rate On F.O.R. upto HDC's Store	GST	Calculation of Landed Cost
				a	(%)	(Rs /unit)
					b	$c=a+(a*b)/100$
1	Sand Medium conforming to IS-383/ 1970 (Grading Zone-II (measurement after deduction of 16% voids).	100	Cu. M.			
2	Stone Chips (20 mm Down) Baharagura/Local Black variety (measurement after deduction 7.5% for voids).	10	Cu. M.			
3	Stone Chips 12.5 mm Baharagura /Local Black variety (measurement after deduction 7.5% for voids).	100	Cu. M.			
4	Stone Chips 6 mm Baharagura / Local Black variety (measurement after deduction 7.5% for voids).	40	Cu. M.			

Signature of Tenderer with Office Seal

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CHECKLIST

(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature):-

Sl No.	DOCUMENTS TO BE UPLOADED (IF APPLICABLE)	YES /NO/NA (as the case may be)
1.	Details of Bid Document Fee submission :	
2.	Details of Earnest Money Deposit (EMD) submission :	
3.	Goods and services tax registration certificate :	
4.	Certificate for allotment of Employees Provident Fund (EPF) code no. :	
5.	Registration certificate of Employees State Insurance (ESI) :	
6.	PAN card :	
7.	Valid Trade license or Trade certificate of enlistment or certificate of incorporation or certificate of registration or certificate of proof nationality of any country. :	
8.	Valid NSIC certificate and DIC certificate :	
9.	Audited balance sheet and profit and loss accounts for the last three financial years. :	
10.	Credential for supply of similar work to Government /PSU/ Public or Private organization for the last five year along with any one or more of the documents. :	
	A) Receipted challans.	
	B) Certificate of execution, goods receipt note, excise invoice, tax invoice, consignment note or any other document as a proof of supply	
11.	Certificate of Equivalence of Grad and Technical Literature. :	
12.	Any Other Document(s) Deemed Necessary as per Tender. :	