

TENDER NO: ADMN/T/161 Dated 06/03/2019
Sub:-Tender for washing/Laundry service

KOLKATA PORT TRUST
(Kolkata Dock System)
General Administration Department

Sealed tenders in prescribed form are invited for washing and ironing of towels, curtains, sofa covers, bed sheets, handle covers, apron, hand towels etc of Kolkata Port Trust (Head Office) and related offices.

i.	Tender Document Fee	Rs. 100/- per set.
ii.	Earnest Money	Rs. 5000/-
iii.	Security Deposit	10% of the annual contract value of the contract
iv.	Sale of Tender Document	During 11.3.2019 to 25.3.19 from 10:00 to 14:30 hrs (except Saturdays, Sundays & holidays)
v.	Last date of submission of Tender	Upto 14-30 hours on 26.3.2019
vi.	Date & time of opening of Tender	At 15-00 hours on 26.3.2019 in the Conference Room, KoPT Head Office.

Tender document may be obtained from the office of Administration Department at 15, Strand Road, Kolkata – 700 001 on deposition of Rs.100/- in cash, towards the cost of tender document, against application.

Alternatively, the prospective tenderers may download the complete tender document from Kolkata Port Trust's (KoPT's) website ww.kolkataporttrust.govt.in and in this case, the prospective tenderers would be required to deposit Rs.100/- in form of Bank draft/Banker's cheque/pay order (in favour of Kolkata Port Trust from any scheduled bank, payable at Kolkata). The tender will not be accepted, if it is not accompanied by the requisite draft/banker's cheque towards cost of tender document, in case the same is downloaded from KoPT's website.

KoPT will not be responsible for any cost or expense incurred by the Tenderer in connection with preparation or submission of the tenders.

KoPT is not bound to accept the lowest tender(s) in part or in full and / or may distribute the contract between two or more tenderers without assigning and reason. A panel of supplier will be formed, in case the situation so warrants.

KoPT also reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.

Secretary; KoPT

TENDER NO: ADMN/T/161 Dated 06/03/2019
Sub:-Tender for washing/Laundry service

(I) GENERAL INSTRUCTIONS TO TENDERERS

1. Sealed tenders are invited from Proprietorship/Partnership Firms and Registered Companies for providing laundry services to Kolkata Port Trust (Head Office and related offices), for 12 months initially with a provision for further extension for another 6 months with mutual consent.
2. The intending bidder should have previous experience in providing such services to any office/Guest House/Hotel/Club for at least 1 year during the last 3 years ending on 28-02-2019 and have an office at Kolkata.
3. The estimated annual value of the contract is approximately Rs. 1,00,000/- + taxes.
4. An amount of Rs. 5000.00/- (Rupees Five Thousand only) shall be submitted as Earnest Money Deposit (EMD) by Bank draft / Banker's Cheque / pay order from any Nationalized/ Scheduled Indian Bank, drawn in favour of 'Kolkata Port Trust', payable at Kolkata, which should be submitted alongwith the tender without which no tender will be accepted. EMD of all bidders will be kept in safe custody and the instrument as EMD will be refunded to the unsuccessful tenderer(s) without interest, after issuance of work order to the successful tenderer. EMD of L1 bidder(s) only will be en-cashed and will be returned without any interest after submission of security deposit.
5. Successful Tenderer will submit Security Deposit (SD) @10% of the Basic Annual Contract Value (excluding GST) within 15 days from date of placement of letter of Award, by Cash or by Demand Draft in favour of 'Kolkata Port Trust', payable at Kolkata, from a Nationalized/Scheduled Indian Bank having office at Kolkata. If the successful tenderer(s) fail to deposit the SD within the scheduled time, the EMD of successful tenderer(s) will be forfeited.
6. The SD will be retained by KoPT till expiry of the contractual period. In the event of the contractor failing to execute the contract without sufficient reasons acceptable to KoPT, the SD will be forfeited along with cancellation of the contract.
7. On due and satisfactory performance of the Contract and on completion of all obligations by the contractor under the contract, the SD will be refunded to the contractor, subject to the following conditions:
 - a) After deducting the amount from the SD, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by KoPT.
 - b) The contractor shall have to apply for the refund of SD. Before releasing the SD, the contractor shall also have to submit a certificate to the effect that they have no claim(s) against KoPT under this contract. If any Bill(s) for the job done under this contract is/are left pending at the time of releasing the SD, the contractor may furnish the certificate in the following format:

"I/We hereby certify that there are no claims against KoPT under contract No.....
for the jobexcept to the extent of the claims preferred by me/us as per the bills already submitted to you, details of which are given as under."
8. The tender shall remain valid for acceptance for a period of 120 days from the date of opening of the tender. If any tenderer withdraws his tender before the aforesaid 120 days, the Earnest Money deposit will be liable to be forfeited.

TENDER NO: ADMN/T/161 Dated 06/03/2019
Sub:-Tender for washing/Laundry service

9. The tenderer is required to unequivocally accept all terms and conditions of the tender and shall not stipulate his own terms and conditions in deviation thereof. Any deviation will render such tender liable to rejection/cancellation.

10. The intending bidders shall submit the tender as per the following instructions :-

- a) The tender shall be submitted in a sealed cover superscribed with Tender name and tender No. and deposited in the Tender box bearing the same name and no. in the Main Administration Department, 1st Floor, 15, Strand Road, Kolkata-700001 within the stipulated date and time.
- b) The sealed cover tender should contain self-attested, legible copies of the following:
 - i. Completion certificate indicating experience in providing such similar services to any office/Guest House/Hotel/Club for at least 1 year during the last 3 years ending on 28-02-19
 - ii. Valid & relevant Trade Licence (Valid for current period & also for type of work),
 - iii. Partnership deed, in case the tenderer is a partnership firm OR Certified copy of Memorandum of Association, in case the tenderer is a company, OR Statement indicating that the tenderer is a proprietorship firm.
 - iv. GST registration certificate, if applicable. If the same is not applicable, the tenderer will provide an undertaking to this effect.
 - v. Copy of Income Tax Permanent Account Number Card.
 - vi. Duly signed, stamped and completely filled-in Rate Schedule (Appendix "A"). No condition or conditional rebate should at all be indicated in the Rate Schedule.
 - vii. A forwarding letter in the letterhead of the tenderer indicating unconditional acceptance of KoPT's Terms & Conditions in full (Appendix-"B"). This letter should also provide an undertaking that the tenderer was not blacklisted/banned/delisted/de-barred earlier by Central/State Govt. Or Central/State PSUs or Central/State Autonomous Bodies.
 - viii. The full address of the contractor's Kolkata Office with the name of the contact officials alongwith the contact telephone Nos., fax Nos, mobile phone Nos. E-mail ID etc. should be furnished in (Appendix – "C") so that they may be contacted by the KoPT officials/users, as and when required. [In case they have no office in Kolkata, an undertaking to open such office within a month of placement of order to be furnished.]

11. Tenderers, are advised to make themselves fully aware of the work conditions. In respect of any tenders/bids submitted and received by KoPT, it would be presumed that the tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer/contractor in this regard would be entertained in future.

12. The contractor(s) shall strictly adhere to all rules and regulations as laid down by the Central/State Government and Kolkata Port Trust or any other statutory body in respect of execution of the contract.

13. In the event of any dispute, question of difference arising during the contract period or during any other time, as to any matter, connected with or arising out of the contract, the decision of the Chairman, KoPT/Deputy Chairman, KoPT, shall be final and binding upon all parties.

14. TAXES & DUTIES: -

- a) The prices quoted shall be including all statutory levies excluding GST, which shall be paid extra. Supplier/service provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- b) The Supplier/ Service Provider agrees to comply with all applicable GST laws, including GST acts rules, regulations, procedures, circulars & instructions there under applicable in India from time

TENDER NO: ADMN/T/161 Dated 06/03/2019
Sub:-Tender for washing/Laundry service

to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier/Service Provider should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN. In case there is any mismatch between the details so uploaded in GSTN by Supplier/ Service Provider and details available with Kolkata Port Trust, then payments to Supplier/Service Provider to the extent of GST relating to the invoices/s under mismatch may be retained from due payments till such time Kolkata Port Trust is not sure that accurate tax amount is finally reflected in the GSTN to KoPT's Account and is finally available to Kolkata Port Trust in terms of GST laws and that the credit of GST so taken by Kolkata Port Trust is not required to be reversed at a later date along with applicable interest.

c) Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to any noncompliance of tax laws by the supplier/service provider. Any loss of input tax credit to Kolkata Port Trust for the fault of supplier shall be recovered by Kolkata Port Trust by way of adjustment in the consideration payable.

d) Supplementary invoices/Debit note/credit note for price revisions to enable Kolkata Port Trust to claim tax benefit on the same shall be issued by bidder for a particular year before September of the succeeding Financial Year. The purchase order/work order shall be void, if at any point of time bidder is found to be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

(II) SPECIAL CONDITIONS OF CONTRACT

1. Scope of work

The work comprises washing and ironing of approximately 225 Nos. Items per month of towels, Washing and ironing of Selected curtains, seat & handle covers of chairs, towels & hand towels & Seat covers of two cars of KoPT Head Office on weekly basis. In Exigencies, urgent washing may be required which may be about 10-12 occasions (maximum) in a year.

2. Escalation of the rate quoted by the contractor

During the period of contract, the contractor shall not be entitled to receive any escalation for any increase in the price of labour, materials or any other items. Taxes will be paid by KoPT at actual.

3. Income Tax

The income tax will be recovered from the contractor at source, at the appropriate rate, as per relevant provision of Income Tax Act, 1961 or any amendment thereof.

4. Terms of Payment

The contractor will raise monthly invoices (GST invoice, if applicable) for services provided in the previous month with certification for service provided bearing signature of the Caretaker, KoPT. For ECS payment, the successful tender shall furnish the following information immediately after receipt of intimation in this regard:

- i) Bank Account No. of the contractor
- ii) Type of Account – Savings/Current/Cash Credit
- iii) Name of the Bank with Code No.
- iv) Name of the branch with IFS Code No. along with location
- v) MICR No.
- vi) PAN

Accordingly, the successful contractor would be required to open their Bank Account within the ECS Zone prescribed by the RBI, if not already done, to ensure receipt of payment from KoPT.

TENDER NO: ADMN/T/161 Dated 06/03/2019
Sub:-Tender for washing/Laundry service

5. The contractor shall not assign the contract or any part thereof to anyone else.
6. The successful tenderer must have cleared all duties and have complied with all Statutory rules and regulations of the Central & the State Government.
7. The contract may be terminated anytime within the currency period of the contract by KoPT at its sole discretion for any of the following factors. For such cancellation. KoPT will, under no circumstances, be obliged for any financial repercussion. KoPT's decision to this effect shall be final:
 - a) Failure on the part of the contractor to attend the job of washing/laundry service etc. for more than two consecutive occasions or if washing is not satisfactory.
 - b) Breach of any terms and conditions of contract.
 - c) Any unlawful act of contract on any third party of behalf of the contractor entailing any damage' / loss to the property/material of the Trustees or any inconvenience to the Trustees.
8. In case the contractor fails to do the job of washing/laundry service once in week then the monthly charges quoted by the contractor, will be deducted proportionately from his running bill for each such week.

TENDER NO: ADMN/T/161 Dated 06/03/2019
Sub:-Tender for washing/Laundry service

Appendix-"A"

KOLKATA PORT TRUST
RATE SCHEDULE

DESCRIPTION

RATE (RS) [Lumpsum]

Monthly rate for Washing and ironing of approximately 225 Nos. Items per month of towels, Washing and ironing of Selected curtains, seat & handle covers of chairs, towels & hand towels & Seat covers of two cars of KoPT Head Office on weekly bass.

Amount in words:

(Rupees.....)

.....

.....

.....

{Note:-

The prices quoted shall be including all statutory levies excluding GST, which shall be paid extra.}

{In case of any dispute, discrepancy amount given in words will be considered}

.....
(Signature of the tenderer)

.....
(official Stamp of the tenderer)

.....

.....

Address of the tenderer

TENDER NO: ADMN/T/161 Dated 06/03/2019
Sub:-Tender for washing/Laundry service

Appendix-"B"

(To be submitted in letterhead of the tenderer, duly signed with seal)

The Secretary
Kolkata Port Trust
15, Strand Road
Kolkata-700 001

Sub:- **Unqualified acceptance of the terms & conditions and required undertakings as per Tender No. Admn/T/161 dated 06.03.2019**

I/we hereby unequivocally accept all the terms & conditions as enumerated in the tender document bearing No. Admn/T/161 dated 06.03.2019.

I/we hereby declare that I/we have not been blacklisted/banned/delisted/de-barred earlier by Central/State Govt. Or Central/State PSUs or Central/State Autonomous Bodies.

.....
(Signature of the tenderer)

.....
(official Stamp of the tenderer)

.....
.....

Address of the tenderer

TENDER NO: ADMN/T/161 Dated 06/03/2019
Sub:-Tender for washing/Laundry service

Appendix "C"

To be filled up by the Tenderer

1.	Name of the Tenderer	:	
2.	Address of the Tenderer	:	
3.	Address of the Kolkata office of the Tenderer	:	
4.	Telephone No. of the Kolkata office of the Tenderer	:	
5.	Fax no. of the Kolkata office of the Tenderer	:	

6 Name, Telephone Nos. of the contact persons of the aforesaid office at Kolkata:-

Name	Cellular Phone No.	Office Tel No.	Email ID
a)			
b)			
c)			

.....
Signature of the Tenderer

.....
(official Stamp of the tenderer)