

**KOLKATA PORT TRUST
MATERIALS MANAGEMENT DIVISION
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
6, GARDEN REACH ROAD, KOLKATA-700 023**

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e- TENDER FOR PROCURMENT OF DRY PROVISION FOR KOLKATA DOCK SYSTEM
NOTICE INVITING TENDER No: Str/13463/19-20/DRY Dated: 09.04.2019 Opened on 22.08.2019
TENDER NOTICE:

Materials Management Division under Mechanical & Electrical Engineering Department of Kolkata Port Trust invites e-Tender under Materials Management Division for supply of **DRY PROVISION** for Marine Crew of Vessels, Shore Points and for patients of Centenary Hospital of Kolkata Dock System **for the period of One Year** as per the details specified herein the tender documents from established suppliers having valid credentials for supplies of Dry Provision.

1. This is a **Single Part e-Tender**.
2. **SCOPE OF WORK:** Supply of **DRY PROVISION** as per the details specified here in the tender documents.
3. **Date of Document download & Date of Opening:** Documents download of Tender will start from 31.07.2019 and the same will be closed on 21.08.2019 at 14:00 hrs. The tender will be opened on 22.08.2019 at 15.00 hrs. For any and all amendments, if any, of the instant tender, such amendments will be hoisted in KoPT's website & CPP Portal only. Accordingly interested bidders are advised to keep close watch on KoPT website, www.kolkataporttrust.gov.in / CPP Portal i.e. eprocure.gov.in in their own interest. It is also to be noted that any such amendment will be a part of the instant tender document and will be binding on the bidder and it will be presumed that the bidder has satisfied himself about such amendments hoisted in website, & CPP Portal.
4. **Eligibility Criteria:** For this purpose, offers are invited from **established suppliers of Dry Provisions**. Further, in order to participate in the instant tender following conditions are required to be fulfilled:
 - i) The bidder must have experience in successfully executing supply of similar items during **last 2 years ending 30th June 2019** for which documentary evidence must be submitted.
 - ii) All bidders must have Permanent I.T. A/c No. etc. / GST Registration Certificate, PAN, Trade License in case of authorized dealer, Agents and Factory License in case of Manufacturer.
5. **Procedure of Procurement/Download of Tender Document:**

Tenderers can download the Tender Documents from KoPT website www.kolkataporttrust.gov.in or from CPP Portal at eprocure.gov.in. The tenderer shall bear all costs associated with the preparation and delivery of its tender and the Materials Manager will in no case be responsible or liable for those costs. (**"The MSEs who are registered with District Industries Centre (DICs)/ NSIC (under Single Point Registration Scheme) are eligible for availing benefits under Public Procurement Policy. The firms registered with DGSD or MM divisions are also not required to pay the EMD.**
6. **Submission of Tender:** This is an e-procurement event of *Kolkata Port Trust*. The e-procurement service provider is CPP Portal. You are requested to read the terms & conditions (Annexure- B) of this tender before submitting your online tender on **14:00 hrs. of 21.08.2019**. The Techno-commercial bids as well as Price Bid will be opened on **22.08.2019 at 15:00 hrs.** in presence of such interested tenderers who may wish to remain present during the opening of offers.

7. **Critical Dates & Time:**

Publish Date	31.07.2019 14:00 Hrs.	Bid Opening Date	22.08.2019 15:00 Hrs.
Document Download Start Date	31.07.2019 14:00 Hrs.	Document Download End Date	21.08.2019 14:00 Hrs.
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	31.07.2019 14:00 Hrs.	Bid submission End Date	21.08.2019 14:00 Hrs.

In the event of any unforeseen closure of work/holiday on any of the above days the same will be opened/held on the next working day without any further notice.

8. **Earnest & Security Deposit:** The tender is subject to Bid Security (**Earnest Money**) of **Rs. 1,14,374.00 (Rupees One Lakh Fourteen Thousand Three Hundred Seventy Four only)** for details; please see the relevant clauses at **Annexure-B. Under no circumstances, earnest money deposit would be accepted in cash at Materials Management Division.**
9. The Materials Manager reserves the right of accepting or rejecting any offer partially or wholly without assigning any reason thereto.

Sd/-
Materials Manager

SCHEDULE OF TENDER (SOT)

a TENDER NO.	<u>Str/13463/19-20/DRY Dated 09.04.2019</u>	
b. MODE OF TENDER	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through CPP Portal i.e. eprocure.gov.in The intending bidders are required to submit their offer electronically through e-tendering portal. No physical tender is acceptable by Kolkata Dock System	
c. Date of NIT available to parties to download	31.07.2019 at 14:00 hrs.	
d. Pre-Bid Meeting starting date & Time	N.A	
e. Pre –Bid Meeting closing date & Time	N.A	
e. i) Earnest Money Deposit		<p>“(Earnest Money) of Rs. 1,14,374.00 (Rupees One Lakh Fourteen Thousand Three Hundred Seventy Four only) in the form of Banker’s cheque or Pay Order or Demand Draft from any of the Nationalized/Scheduled Banks in India having branch in Kolkata drawn in favour of “Kolkata Port Trust” or Treasury Receipt of the deposit issued by the Treasurer, Kolkata Port Trust, as the case may be.</p> <p>For Exemption of Earnest money Deposit please refer to Annexure B clause 7 page 7.</p>
ii) Tender Cost		N.A

f. Last date of submission of EMD fee at KDS	21.08.2019 up to 14:00 hrs.
g. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at eprocure.gov.in	31.07.2019 at 14:00hrs.
h. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	21.08.2019 at 14:00 hrs.
i. Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately	22.08.2019 at 15:00 hrs.

List of Annexure

Important Instructions to Bidders	Annexure - A
Commercial Terms & Condition	Annexure - B
Schedule of Requirement	Annexure - C
Contract forms	Annexure - D
Price Bid	Annexure - E
List of documents to be signed, stamped and uploaded	Annexure - F

Important instructions for E-procurement

Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.

Further, bidders are requested to go through the following information and instructions available on the CPP Portal **<https://eprocure.gov.in/eprocure/app>** before responding to this e-tender :

- Bidders Manual Kit
- Help for Contractors
- FAQ

Contact Persons (Kolkata Port Trust):

1. **Indrajit Ghosh**
Materials Manager
Mob No. 9674720053

2. **G. Chowdhury**
Sr. Dy. Materials Manager
Mobile No. 9051811004

3. **D.K. Patel**
Executive Engineer
Mob No. 8447976022

ighosh@kolkataporttrust.gov.in gchowdhury@kolkataporttrust.gov.in dkpatel@kolkataporttrust.gov.in

Contact persons (CPP Portal):

1. Shri Nazmush – Mob: 9563251950 email: webhelpdesk@gmail.com
See CPP Portal for contact details.

COMMERCIAL TERMS & CONDITION

Concurrence and remarks for all commercial terms & conditions will be taken online. No hardcopy for the same needs to be submitted.

1. Eligibility Criteria of the Bidders

Established suppliers of Dry Provisions:

Following documents (Photocopy) for meeting the pre-qualification criteria should be uploaded along with offer otherwise their offer may be rejected:-

- i) Having experience in successfully executing supply of similar items to Govt., PSU or Public / Private Organization during last 2 years ending 30th June 2019 for which documentary evidence must be substantiated by uploading any one or more of the following set of documents:
 - a. **Purchase Order along with respective GRN/Receipted Challan.**
 - b. **Purchase Order along with respective Supply Challan duly accepted inspected and passed.**
 - c. **Purchase Order along with respective Certificate of Execution by the purchaser in their letter head with signature and seal of the issuer.**
- ii) Must have valid Permanent I.T. A/c No, GST Registration Certificate , Trade Licence and Factory registration Certificate(In case of bidder is manufacturer , if applicable) issued by a competent authority.(Certificate to be uploaded).

2. PRICE BID

Price quoted by the tenderer shall remain fixed and valid until completion of the contract and will not be subject to variation on any account, except statutory levies for which documentary evidence is to be submitted.

3. EVALUATION CRITERIA:

- i. Evaluation will be made on the lowest (L1) landed price quoted against the individual tendered item among the techno commercially qualified bids subject to the fulfillment of necessary Tender conditions and benefits will be extended to MSEs registered with NSIC as per New Public Procurement Policy as notified by the Government of India, Ministry of Micro, Small & Medium Enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012. When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy. It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.
- ii. In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid, tender terms and conditions shall also remain unaltered. Irrespective of whether order is placed on part or, on the whole of the BOQ no plea for subsequent withdrawal or the amendment will be entertained.
- iii. Bidders quoting must have to quote against all items of the groups otherwise their offer will not be considered.
- iv. It is, however, not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept or reject a Tender without assigning any reason thereof.
- v. **For the purpose of evaluation, which will be done on the basis of item wise lowest rate and where identical items exist in both Group "A" and in Group "B", the lower rate for the said common item/s will be considered.**

4. PERIOD OF VALIDITY OF OFFERS

Prices offered in BOQ shall remain valid for evaluation for **120 days** from the actual date of opening of the Tender.

5. **SAMPLES:** Samples for all items under Dry Provisions except Ghee, Mustard Oil, Atta, Chillies (powdered), Jeera (powdered), Turmeric (powdered), & Cream Cracker Biscuit must be submitted in SEALED PACKING under cover of a Challan before opening of the Tender failing which the offer for the same will not be considered. For Ghee, Mustard Oil, Chillies (powdered), Jeera (powdered), Turmeric (powdered), Atta, & Cream Cracker biscuits, **the brands of the respective items to be indicated.**

i) Samples are to be marked and labeled so as to correspond with the items in the tender and to be sent to the Office of the Materials Manager so as to reach before opening of the tender.

ii) Full particulars as to specification, brand and makers name as must be applicable and delivery schedule, etc. should be stated, failing which the tender may not be considered.

6. REJECTION OF TENDER DOCUMENTS

Tenderer is expected to examine the Tender documents including all instruction forms, terms, and specifications in Tender documents. Failure to furnish the information required as per the Tender Documents or submission of e-tender not substantially responsive to the tender Documents in every respect may result in the rejection of the tender.

7. EXEMPTION FROM PAYMENT OF EARNEST MONEY

- 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.
- II. The MSEs who are registered with District Industries Centre (DICs)/ NSIC (under single point Registration Scheme) are eligible for availing benefits under Public Procurement Policy
- III. Copy of valid NSIC Certificate for MSEs or DIC's (DISTRICT INDUSTRIES CENTRE) Certificate / Udyog Aadhaar certificate has to be submitted along with the bid.
- IV. The firms registered with DGSD or MM division are also not required to pay the EMD. Supporting documents in support of registration should be uploaded.

8. BIDDERS RESPONSIBILITY TO SATISFY HIS QUERIES

The tenderer may visit and inspect the site on his own responsibility and obtain all information that may be necessary for the purpose of his tender offer. No excuse of ignorance as to site conditions and local information will be accepted in the event of his not visiting the site/other equipments. All costs, charges and expenses that may be incurred by the tenderer in connection with the preparation of his tender shall be borne by him and the Trustees accept no liability whatsoever in this regard.

9. CLARIFICATION OF TENDER DOCUMENTS

Prospective bidder requiring further information or clarification of the Tender Documents may notify the Materials Manager in writing by Fax at the Materials Manager's mailing address indicated in the invitation for tenders within a reasonable time prior to the time of submission of tender.

10. AMENDMENT OF TENDER DOCUMENTS

- a). At any time prior to the deadline for submission of tenders, the Materials Manager for any reason whether at his own initiative or in response to a clarification required by a prospective tenderer may modify the Tender Documents.
- b). The amendment, if any shall be part of the Tender Documents and will be notified by publication in the KoPT website and CPP Portal and MSTC website as corrigendum and will be binding on the prospective bidder .
- c). In order to allow prospective tenderers reasonable time for taking the amendment, if any into account & preparing the tenders, the Materials Manager may at his discretion, extend the deadline for the submission as well as opening of the tenders.

11. SPECIAL INSTRUCTION:

- i. In a tender, either the Indian agent on behalf of the principal/ O.E.M or Principal/ O.E.M itself can bid but both can't bid simultaneously for the same item / product in the same tender.
- ii. If any agent submits bid on behalf of the Principal/O.E.M the same agent shall not submit a bid on behalf of another Principal/ O.E.M in the same tender for the same item /product.

12. OPENING OF TENDERS

- i. The Tender will be opened online. Tenderer can see the technical and price in their login once in opened.
- ii. To assist in the examination, evaluation and comparison of tenders, Materials Manager may, at his discretion, ask the tenderer for a clarification of their offer. All responses to requests for clarification shall be in writing and **no change** in the price or substance of the tender shall be permitted.
- iii. The Tenders will be evaluated by Kolkata Port Trust and only those offers which are substantially responsive to the specifications will be short listed. Further processing, discussion, etc. will be held only with the short listed tenderers.

13. The Earnest Money Deposits of all tenders will be retained by Kolkata Port Trust and will be returned after finalization of the tender.

14. The Earnest Money Deposit of only the successful bidder will be refunded only on receipt of requisite security money by Kolkata Port Trust.

15. A bidder may be disqualified if the bidder provides misleading or false information in the statements and documents submitted.

16. NON-RESPONSIVE BIDDER:

An offer shall be considered non-responsive if the offer is: -

- a. Received after the date and time specified in the tender.
- b. Not accompanied with E. M. Deposit & cost of tender in case of down loading of tender from website.
- c. Not valid for 120 (One hundred and Twenty) days from the opening date of Techno Commercial Bid.
- d. Not accompanied with bid documents not signed, sealed and submitted in the manner indicated in the bid document.
- e. Not in accordance with / deviation from the tender documents.
- f. **In addition to above, a bidder may be disqualified if the bidder provides misleading or false information in the statements and documents submitted.**
- g. **Corrections if required to be made in tender papers to be uploaded should be made without using white ink.**
- h. **Offers non-conforming to the instructions as stated above shall be treated as non responsive and hence such offer/offers may be liable for disqualification.**

17. WITHDRAWAL OF TENDERS

Withdrawal of tender/offer in the interval between the closing date for submission of tender and the expiry of the period of its validity specified in the tender will result in forfeiture of Earnest Money.

18. RIGHT TO ACCEPT ANY TENDER OR REJECT ANY OR ALL OFFERS:

KoPT reserves the right to accept or reject any tender and/or part thereof, without assigning any reason. KoPT reserves the right to annul the tendering process and reject all the tenders at any time prior to award of contract, without thereby incurring any liability to the affected tenderers or any obligations to inform the affected tenderers the reason for such actions.

19. NOTIFICATION OF AWARD:

The Materials Manager shall notify the successful tenderer in writing or by fax or by email to be confirmed in writing that their offer has been accepted.

20. INDEMNITY: The contractor shall indemnify the KoPT during the various stages of execution of the contract, regarding damages, losses of or injury to, death of-

- i. Third parties
- ii. Contractor's facilities and equipment
- iii. Contractor's personnel
- iv. KoPT's facilities and equipment, including the goods supplied under the contract
- v. KoPT's personnel

KoPT shall not be liable for any claims for damage to property, injury or death of personnel of the contractor including his casual workmen etc.

21. BID SECURITY (EARNEST MONEY):

- a) The tender is subject to Bid Security **i.e. (Earnest Money) of Rs. 1,14,374.00 (Rupees One Lakh Fourteen Thousand Three Hundred Seventy Four only)** to be submitted in the form of Banker's cheque

or Pay Order or Demand Draft drawn on any Nationalized / Scheduled Bank having branch in Kolkata payable at Kolkata in favour of “**Kolkata Port Trust**” and the same is to be submitted along with the offer.

- b) Bid securities of the unsuccessful bidders will be refunded to them without interest at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract without any interest.
- c) Bid security will be refunded to the successful bidder on receipt of Performance Security.
- d) Bid security shall be forfeited if a tenderer withdraws his offer during the period of tender validity specified by the tenderer or if the successful tenderer fails to furnish the performance security deposit on being advised to deposit the same within a specified time frame.
- e) Transfer of Bid Security from any deposits may be lying with KoPT shall not be considered.
- f) **Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012. When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.**
- g) **The MSEs who are registered with District Industries Centre (DICs)/ NSIC (under Single Point Registration Scheme) are eligible for availing benefits under Public Procurement Policy. The firms registered with DGSD or MM division are also not required to pay the EMD.**
- h) **Copy of valid NSIC Certificate for MSEs or DIC's (DISTRICT INDUSTRIES CENTRE) Certificate/ Udyog Adhar certificate has to be submitted along with the bid.**

22. PERFORMANCE SECURITY:

- a) The tender is subject to Performance Security for an amount of five per cent (5%) of the value of the contract - which is to be submitted by the successful bidder/s in the form of cash/Bank Draft/Pay Order drawn on Nationalized/Schedule Banks having branch at Kolkata in favour of “**Kolkata Port Trust**” to the Treasurer, Kolkata Port Trust, 15, Strand Road, Kolkata-700 001 and the copy of Treasury receipt is to be submitted to MM division by the successful Bidder within 30 days from the date of placement of order.
 - b) The proceeds of the security deposit shall be payable to the Kolkata Port Trust as compensation for any loss resulting out of the tenderer's failure to execute the contract.
 - c) Kolkata Port Trust will return the security deposit without any interest as expeditiously as possible after the date of completion of Warranty period(s).
 - d) 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.
- 23. Exemption: No Exemption from submission of Performance Security is allowed.**
- 24. GST & other applicable taxes will be paid extra on actual basis as applicable.**
- 25. When the price is ruled by weight or measurements, net weight and net measurement should be quoted.**
- 26. The Materials Manager does not bind himself to accept lowest of any tender or assign any reason for non-acceptance. He also reserves to himself the right to accept any tender in part or in whole. KoPT reserves the right to take up to 10% beyond the tendered quantity at the L1 quoted rate.**
- 27. The Trustees will not recognize any assignment or endorsement in favor of third parties of any order arising out of this tender other than the authorized dealer/distributor /accredited agents in respect of any payment due by the Trustees against any such order.**
- 28. If delivery of material is not made within the time undertaken, the order may be cancelled without notice and procurement of materials will be made from market at the **risk and cost of the defaulting supplier/s.****
- 29. Unaccepted samples should be collected back from this office within 5 weeks from the due date of tender, failing which it will be deemed that they have been abandoned and will be disposed of. The representative who is deputed to collect samples must bring with him a letter of authority.**
- 30. Any default in the supply or failure to deliver an approved quality within the time stipulated shall involve purchase of the whole or any portion of the supply remaining undelivered or unapproved from another source at the risk and expenses of the supplier.**
- 31. All parties quoting should state clearly in bold letters the % of GST and/or other statutory levies etc. that will be charged against any item as guidance at the time of placing order.**

32. L. D. Clause –

- i. If the supplier fails to complete the supply within the scheduled delivery period or such extension thereof, the supplier shall pay, as compensation and not as a penalty, Liquidated Damages to the Trustees @ ½% of the basic value of the delayed portion of supply, for every week or part thereof, (part of the week being treated as a full week) provided always that the amount of such compensation shall not exceed 5% of the basic value of contract. GST on L.D. amount at the prevailing rate (presently @18%) will be levied.
- ii. Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damage from money due or, likely to become due to the supplier. The payment or, deduction of such damages shall not relieve the supplier from his obligations to complete any other liabilities and obligations under the contract.

33. Conditional discount: Evaluation of tenders will not be made on conditional discount if any offered by the firm/s.

34. JURISDICTION: The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.

35. INSPECTION AND TESTING: Inspection of materials shall be done by Trustees' authorized officer of MM Division after delivery of material at the Central Store. The materials to be supplied by the supplier should strictly conform to the laid down specification of tender / order. If and when necessary, samples from the supplies may be drawn and the same will be tested by Trustees' authorized person either at the trustees own arrangement or by Government Test House and if found to be inferior to the laid down specifications of tender / order, the materials will be rejected in whole or in part and supplier shall be debited with the cost of test and rejected materials shall be replaced by the supplier at his own cost and arrangement.

36. ARBITRATION: For the instant tender no Arbitration will be permissible. In case of disputes the decision of the Materials Manager will be final and binding.

37. PAYMENTS TERMS: Payment will be made within 30 days from the date of submission of clear bill along with Bank A/C particulars supported with, where applicable, clear acknowledged receipted copy containing inspection / acceptance note of the material by the representative of user department along with other documents as required for processing the bill for payment through ECS.

38. In the event of any unforeseen closure of work/holiday on any of the above days the same will be opened/held on the next working day without any further notice.

39. THE TENDER WILL NOT BE EXTENDED UNDER ANY SITUATION AFTER DUE DATE.

40. BID CURRENCY: Price shall be quoted in I.N.R. only.

41. DELIVERY TERMS:

- I. Delivery immediate on ex-stock basis.
- II. Materials are to be delivered at Centenary Hospital & Vessel/Shore Stations of KoPT. Supply is to be made within the date mentioned in the order.
- III. Supplies must be packed in new bags and / or in new sealed Tins/Containers etc. as specified in the Tender.
- IV. Delivery of all items to be made as per requirements directly to the KoPT Vessels and Shore points in the Port Area and Centenary Hospital at the specified intervals of time as will be indicated at the time of placement of order and from time to time within the contract period.
- V. After the contract is awarded, details of orders for supply should be collected / verified from the concerned Group at the Materials Management Division within 4 P.M. on week days. Once the formal order is placed on the party, the onus is on the supplier to get and verify details of ordered quantities of different items in time so as to effect supply of requisite items in requisite quantities at the requisite point in the requisite time.
- VI. Provisions must always be free from dust or any foreign impurities.

- VII. Generally the items listed are to be supplied monthly or in some case half monthly instalments packed and arranged vessel wise according to vessels name and will continue at regular intervals throughout the contract period. **The supplier must be prepared to effect supply at 12 hours notice. Quantity in each case is only approx. and may be reduced or cancelled in any month.**
- VIII. Supplies are to be made strictly in time and to the satisfaction of the Officer-in-Charge of Vessels / Shore points/Hospital. In case of any complaint, the supplier should take up the matter directly with the Officer-in-Charge for satisfactory solution of the complaint. In case of any impasse, the matter could be referred from both ends to Materials Manager whose decision on the matter should binding.
- IX. The supplier must bring their scales and weigh out the commodities in their scale to the satisfaction of the receiving authority. The supplies are to be made on net weight basis
- X. Supplies of provision must always be fresh and good quality

- 42. **LICENCES AND PERMITS:** The contractor shall be liable for obtaining all licenses and permits with respect to the goods supplied by him. Arrangements for Dock Permit etc. as necessary for direct delivery to the consuming points is to be made by the supplier at their own initiative following existing rules for which necessary assistance will be extended. **The Dock Permit will be provided by KoPT free of cost.**
- 43. If conditions above are not strictly complied with, the tender may not be considered.
- 44. Rates quoted should be on net weight basis and not on gross weight basis.
- 45. Rates quoted must be exclusive of GST, if applicable the rate of GST must be stated clearly as extra.
- 46. **Rates quoted by the firm must remain firm during contract period of 1 year from date of placement of contract and under no circumstances change in rate quoted by the firm will be entertained. The rate quoted should be on free delivery basis and under no circumstances, on Ex-godown basis.**
- 47. Tenderers must quote a single rate for a particular quality irrespective of the delivery schedule of materials either in one or more installments.
- 48. Any condition printed on the reverse of the bidder's offer will be ignored and will not be accepted.
- 49. No counter conditions/terms stipulated by the Tenderers' are acceptable and the offers from the bidders quoting such terms/conditions are liable to outright rejection.
- 50. **If conditions above are not strictly complied with, the tender may not be considered.**
- 51. **Bidders while submitting their bid must fully read and understood the entire Tender Documents, GCC, Special conditions and Addenda, if any, downloaded from under the instant e-tender and no other source and will comply to the said documents, GCC, Special conditions and Addenda. The bidders must register his unconditional acceptance while submitting his/her bid online using his/her Digital Signature.**

53. SPECIAL CONDITIONS OF TENDER

- 1. **Supplies of Provisions must always be fresh and of good quality and as per samples/brands approved.** Provisions must always be free from dust or any impurities/ foreign particles.
- 2. **Supplies not conforming to above in the case of supply to KoPT Hospital will be rejected by the Chief Medical Officer or his authorized representatives, Suppliers not confirming to the above in the case of supplies to Marine Department will be rejected by Officer-in-charge of Vessel/Shore Stations and arrangements must be made to replace the said items within 24 hours from receipt of communication over phone followed by formal written intimation, failing which KoPT will purchase the items concerned and recover any extra cost incurred for the said items from the Contractor's Bill.**
- 3. Supplies must be packed in New Bags and/ or in Tins/sealed Containers.
- 4. The quantities are only approximate and may be increased /decreased or cancelled at any time.
- 5. **The Tenderers should undertake to submit copy of necessary License/Certificate issued by the AG Mark Authority to the manufacturer of the product in support of the quality of the following items before Materials Management Division within 15 days, if asked for:**
 - Ghee**
 - Mustard Oil**
- 6. **In case of failure to supply any provision, Risk purchase will be made thereof and the extra cost incurred will be debited to the firm.**

7. No reason will be assigned for rejection of any Tender.
8. **In case of packaged item with MRP having brands, the Order price as per quotation or the MRP as shown in the package supplied – whichever is less would be considered for processing of supply bills.**
9. **The quantity is approximates and there is no guarantee that the full tendered quantity will be drawn. Only the actual quantity as when required during the currency of contract, will be drawn. The Trustees' reserve their right to drawn up 10% of tender quantity.**

SPECIAL INSTRUCTION:

a) In case of packaged item with MRP having brands, the Order price as per quotation or the MRP as shown in the package supplied – whichever is less would be considered for processing of supply bills.

b) For items where brand/packages are not available hence no M.R.P is there, a committee of officers will visit the market and obtain the rates once in every quarter (w.e.f. 2nd quarter) at the beginning and the rates between contract rates average market rate whichever is lower will be paid to the bidder for the supply of said quarter.

54. Tax Clause

For Tax inclusive contracts

- Prices or fees quoted in the offer by the bidder shall be inclusive of GST and/or other statutory Levies, taxes, cess imposed by Competent Authorities unless otherwise provided.

For Tax exclusive contracts

- The prices quoted above shall be exclusive of any statutory levies and or other charges levied by any Central/State/local authorities which shall be paid extra at applicable rates at the time of supply of goods / services.

Change in law clause

- Any new statutory levies, taxes, duties, cess, etc. imposed by the Central / State / local authorities by way of fresh notification subsequent to the issue of work Order / Purchase Order, but within the stipulated delivery period shall be paid extra.
- Any additional cost or benefit impacting the contract price resulting from introduction of any new law, towards liveable taxes, including eligible credits, in respect of goods and services to be supplied under the Contract, then the Parties agree to an adjustment to the contract price to reflect the financial impact of such "Change in law".

General Terms & Conditions

- Supplier/service provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- 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 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 invoice/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.
- Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to any non-compliance 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.
- 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 you 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 you are found to be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

Sd-
Materials Manager

Schedule of Requirement**Specifications and Technical Details****Tender No. : Str/13463/19-20/DRY_dated 09.04.2019. Opening on 22.08.2019**

Sl. No.	Unit No.	Item no.	Description	Quantity for Vessels and other Shore points of Marine Dept. (In Kg.)	Unit	
A. Dry Provision for DMD						
1	02	1550040	Sugar	4738	Kg	No price to be quoted here
2	02	1550050	Salt	1185	Kg	
3	02	1550070	Dal Rahar	2877	Kg	
4	02	1550080	Dal Kari Musuri	2877	Kg	
5	02	1550100	Chillies	526	Kg	
6	02	1550110	Pepper	263	Kg	
7	02	1550120	Jeera	263	Kg	
8	02	1550130	Turmeric	790	Kg	
9	02	1550150	Ghee A.G. Mark(Brands Like Amul, Anik etc.) (Please see note below) Shelf life not less than 6 (six) months.	1083	Kg	
10	02	1550160	Mustard Oil. A.G. Mark Grade - 1, Brand & Makers' name to be indicated. Shelf life not less than 6 (six) months.	2744	Kg	
11	02	1550200	Tea Leaf CTC	678	Kg.	
12	02	1550020	Rice	40834	Kg.	
13	02	1550030	Atta (Good quality). In 5/10 kgs. Pack, like Ganesh, Ashirbad, Nature Fresh, etc. Shelf life is not less than 6 (six) months.	4806	Kg.	

Sl. No.	Unit No.	Item no.	Description	Quantity for Hospital (in Kg.)	Unit	
B. Dry Provision for Hospital						
1	02	1550040	Sugar	800	Kg	No price to
2	02	1550050	Salt (Iodised, 1 Kg. pack)	500	Kg	
3	02	1550070	Dal Rahar	600	Kg	
4	02	1550080	Dal Kari Musuri	350	Kg	
5	02	1550090	Dal Moog	350	Kg	
6	02	1550100	Chillies (powdered), standard brand	30	Kg	
7	02	1550110	Pepper (good quality)	2.5	Kg	
8	02	1550120	Jeera (powdered), standard brand	65	Kg	
9	02	1550130	Turmeric (powdered), standard brand	60	Kg	

10	02	1550150	Ghee A.G. Mark (Brands Like Amul, Anik etc.) Shelf life not less than 6 (six) months.	65	Kg
11	02	1550160	Mustard Oil. A.G. Mark Grade - 1, in 5 ltrs Jar. Brand & Makers' name to be indicated. Shelf life not less than 6 (six) months. (Please see note below)	800	Kg
12	02	1550030	Atta (Good quality). In 5/10 kgs. Pack, like Ganesh, Ashirbad,, Nature Fresh, etc. Shelf life is not less than 6 (six) months.	1200	Kg
13	14	1550170	Cream Cracker Biscuits (standard size, weight & good quality in tin container to be supplied twice in a month) Brand and makers' name to be indicated.	75000	Nos
14	02	1550200	Tea Leaf CTC (good quality)	400	Kg
15	02	1550010	Rice (good quality)	4000	Kg
16	02	1550280	Soya Bean (Chunk)	200	Kg

1. For Ghee, Atta, Mustard oil, Chillies, Jeera, Turmeric & Cream Cracker Biscuits Brand and Makers' name as may be applicable should be stated.
2. Supply of Mustard oil to Hospital is to be made in new sealed non-returnable 5 litre containers.
3. Supply of Mustard Oil is to be made to Marine Crew in new sealed non returnable containers.
4. Supply of Atta to Hospital is to be made in 5/10 Kgs. Sealed Packs.
5. Supply of Ghee of brands like Amul etc. to both Hospital and Marine Crew is to be made in 1, 2, 4, 5, 15 & 16 Kgs new sealed non-returnable containers.
6. **Supply of Jeera, Turmeric & Chilies should be of standard brand and is to be supplied in sealed pack. Brand and makers name to be stated.**

Contract Form**TENDER No Str/13463/19-20/DRY dated 09.04.2019. Opening on 22.08.2019****(To be filled up and uploaded online)****MATERIALS MANAGER
KOLKATA PORT TRUST**

Sir,

1. I/We the undersigned hereby tender to supply the Trustees with such of the several articles or items enumerated in the accompanying list as you may select at the price stated therein and on terms as specified in the prescribed agreement.
2. A sum of **Rs.1,14,374.00 (Rupees One Lakh Fourteen Thousand Three Hundred Seventy Four only)** either in the form of Banker's cheque or Pay Order or Demand Draft drawn from a Nationalized/Scheduled Bank in India having branches in Kolkata in favour of "Kolkata Port Trust" is to be furnished with the details viz. Banker's cheque or Pay Order or Demand Draft no. dated Bank Branch
3. If my/our tender or any portion of it is accepted I/We agree within 10 days of receiving notice of acceptance to execute an agreement, in the prescribed form, and to deposit with the Trustees' Financial Adviser and Chief Accounts Officer, 5% of the value of the accepted Tender, this deposit to be at my/our option either in Cash or in Government of Kolkata Port Trust Securities or in National Savings Certificates to an equivalent market value. I/We understand that no interest will be payable on such deposit.
4. I/We agree that if I/We withdraw my/our tender before the receipt of advice of the Trustees decision or if after my/our tender has been accepted in Whole or in part. I/We fail to execute the Prescribed Agreement within ten days after such acceptance the earnest money deposited by me/us may be forfeited, and in the later case the Tender may be cancelled.
5. Notwithstanding anything hereinbefore contained and without prejudice any of the rights of the Trustees' and without in any way effecting any of my/our liabilities. I/We hereby agree and confirm that I/We have pursued and understood the terms and conditions and import of all the causes in the prescribed agreement, a copy whereof has been duly initialed by me/us for identification and submitted with the tender and I/We agree that the terms and conditions contained in the said prescribed agreement shall be deemed to form part of the terms and conditions of the tenders and I/We shall be bound by same.
6. I/We agree not to sub let or assign the Contract for supplies or any part thereof at any benefit there under.
7. I/We bind myself/ourselves to supply, if required to do so up to 10% beyond the tendered quantities at rate quoted by me/us in the instant tender.
8. I/We agree to bear the cost of stamping the agreement.
9. I/We agree that delivery of articles will not be completed until such articles are inspected and passed at destination by an officer of the Trustees whose decision shall be final until such inspection and passing the articles shall remain and or will continue to remain at my/our sole risk. The rates quoted include delivery at Garden Reach.
10. Unless otherwise specified in the order I/We undertake to deliver supplies not later than 24 hours from the receipt of the order if received by noon on a week day or the case of an order received later than noon, 48 hours after such receipt failing which a purchase may be made against me/us in the open market on my/our account and risk and additional cost incurred thereby may be received from the 5 per cent deposit made by me/us in terms of clause 3 or any other way that the Trustees may think fit and proper
11. I/We agree to all bills for articles supplied being prepared in and paid at the Trustees' Head Office by the existing mode which will absolve the Trustees from all liabilities whatsoever
12. Samples where called for have been marked and labeled so as to correspond with items in the tender.
13. The articles supplied will be in strict accordance with the specification and or description in the Schedule.
14. The price quoted for net weight or net measurement but the prices include cost of containers and delivery to Kolkata Port Trust as stated in Tender document.
15. Rate unit have not been altered in the Tender and quotations have been entered in both figures and words.
16. The total value of each item has been shown in the column provided for that purpose.
17. Country of manufacturer has been stated.
18. Charge for work necessary for completion of Contract: - I/We agree to pay all charges for handling, stamping, painting, marking, protecting and preserving patent rights drawings, templates, models and gauges and for all such measures as may be deemed necessary for the proper completion of the Contract even although special provision thereof has not been made in the specification or drawings.
19. Indemnity Clause: - I/We agree to all times to indemnify the Trustees against all claims which may be made in respect of the several articles or items enumerated in the list attached hereto under any patent or other rights and accept responsibilities for all risk or accidents or damage from whatever cause arising; PROVIDED Always that

in the Trustees shall notify me /us of same and I/We shall be at liberty at my/our own expense to take steps in the matter that I/We may think fit.

20. REMOVAL OF REJECTED STORES: - I/We agree to remove within a fortnight from the date of rejection of any stores delivered by me/us and such rejected stores shall lie at my/our risk and rent may be charged at the Trustees' option. If I/We fail to remove such stores within a fortnight of rejection the Trustees shall have the right to dispose of the same and I/We shall have no claim against the Trustees in respect of the said (rejected) stores.
21. For non-observance of any of the terms of the tender and/or Agreement or otherwise the Trustees have absolute right without assigning any reasons to cancel the tender and /or the agreement and I/We shall be liable for all losses and damages arising there under and this is without prejudice to all other rights and remedies of the Trustees.
22. It is distinctly understood by and between the parties that notwithstanding anything hereinbefore contained the Trustees without prejudice to any of their rights shall be at liberty to deduct set off or adjust out of any money that may become refundable or payable by the Trustees to the tenderer in respect of the present tender or out of the security deposit in respect of the present tender any sum of sums that may be payable or has become payable by the tenderer to the Trustees or recoverable from the tenderer in respect of any other tender or contract between the tenderer and Trustees in these respect, the decision of the Trustees' Materials Manager shall be final and binding on both the parties.
23. I/we further confirm that I/we have carefully gone through the whole of the tender documents and understood the same.
24. It is also confirmed that no part of the tender document has been changed/modified by me/us.
25. Further, I/we confirm that statement of facts/figures information incorporated in my/our Offer is correct.

Dated2019

yours faithfully

Signature

Address.....

Seal:

Form-1
Expressed undertaking by the Bidder
(To be filled up and uploaded online)

Code No: 1223740
S – 10 (a)

TENDER No Str/13463/19-20/DRY dated 09.04.2019. Opening on 22.08.2019

TENDER FOR PROCURMENT OF DRY PROVISION FOR KOLKATA DOCK SYSTEM

To,
The Materials Manager
KOLKATA PORT TRUST
6, Garden Reach Road, Kolkata – 700023

I /We hereby tender to supply and deliver the articles noted below to your General Stores at Kidderpore on a one delivery contract basis (unless otherwise stated) at the rate quoted in Price schedule & subject to the conditions of Tender.

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

1. I/We hereby declare that I/We have not been banned or, de-listed by any Government Agency or Quasi-Government Agency or Public Sector Unit.
2. I /We hereby enclose the details of any banned/de-listed imposed on my/our agency by any Govt./Quasi - Govt. Agency or, PSU.
3. I/we hereby confirmed the acceptance of all the technical & commercial terms of the tender.
4. I/We hereby confirm, that we have fully read and understood the entire Tender Document, GCC, Special Conditions and Addenda, if any, downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Special Conditions and Addenda to ***which I/WE unconditional agree and submit my/our bid online using my/our Digital Signature***

Date:

Place:

Full Name in Block Letters:

Signature of Tenderer with Official Seal

Address:

Telephone:

Fax

E MAIL ID:

Form-2

General Particulars of the Tenderer

TENDER No. Str/13463/19-20/DRY dated 09.04.2019. Opening on 22.08.2019

GENERAL PARTICULARS OF THE TENDERER

(To be filled up and uploaded online)

- I. Name of the Bidder :
- II. Official Address for communication :
- III. a) Telephone :
Cell Phone :
b) Fax :

c) E-mail address
- IV. Status of the bidder i.e. whether the bidder is a manufacturer or their authorized dealers /Agents/Distributor/Stockiest.
- V. Valid Factory Registration Certificate in case of manufacturer.
(Please upload photocopy) :
- VI. Valid Trade License
(Please upload photocopy) :
- VII. PAN (upload photocopy) :
- VIII. GST Registration no. :
(Upload Photocopy of certificate)
- VII. Particulars of EMD deposited :
(Upload Photocopy of TR/Certificate of Registration if any for tendered item/s with DGS &D/NSIC Ltd /MM division, KoPT)
- VIII. Particulars of Tender cost deposited :
(Upload Photocopy of TR/Certificate of Registration if any for tendered item/s with DGS &D/NSIC Ltd /MM division, KoPT)
- IX. Have you ever been debarred by any Govt. department or Govt. Undertaking to carry out any work. :
- X. Please upload copies of execution Certificate(s) issued by PSU/Public Limited Companies to whom similar items have been supplied by you within last 2 years. :

Date:

(Signature & the Seal of the Bidder)

Form 3

**TENDER No. Str/13463/19-20/DRY dated 09.04.2019. Opening on 22.08.2019
(To be filled up and uploaded online)**

Kolkata Port Trust
15, Strand Road, Kolkata-700001
Format for payment through ECS / RTGS

1. Party names :
2. Bank Name :
3. Branch name :
4. Type of Account :
5. Account Number :
6. MICR CODE OF KOLKATA R.B.I. :
AND
7. IFS Code No. :
8. PAN No. :
9. GST No. :

(Signature with official seal)

NB: A Xerox copy of a cancelled cheque is to be enclosed.

Form-4
Application for deposited of earnest money
TENDER No. Str/13463/19-20/DRY Dated: 09.04.2019 Opening on 22.08.2019
(To be filled up and uploaded online)

(To be filled in with permanent ink by firms not registered with MM Division Kolkata Port Trust or DGS&D or
NSIC LTD for product tendered out)

To,
The Treasurer,
Kolkata Port Trust,
15, Strand Road,
Kolkata – 700001

Dear Sir,

Sub: Deposit of Earnest Money

Kindly accept a sum of **Rs. 1,14,374.00 (Rupees One Lakh Fourteen Thousand Three hundred Seventy Four only)** by Banker's Cheque/Demand Draft drawn on..... (Bank) dated _____, in favour of Kolkata Port Trust payable at Kolkata , as Earnest Money Deposit in respect of **e-Tender no. Str/13463/19-20/DRY Dt.09.04.2019 of Materials Management Division** due to be opened on **22.08.2019 at 15:00 hrs.**

Date:

Yours faithfully

Signature:

PRICE BID**TENDER No. STR/13463/19-20/DRY Dated: 09.04.2019 Opening on 22.08.2019****KOLKATA PORT TRUST, KOLKATA DOCK SYSTEM****Group - A**

Sl. No.	Unit No.	Item no.	Description	Qty.	Per	Rate (Rs. in Figure)	Rate (Rs. in Words)
A.	Dry Provision for DMD						
1	02	1550040	Sugar	4738	Kg		
2	02	1550050	Salt	1185	Kg		
3	02	1550070	Dal Rahar	2877	Kg		
4	02	1550080	Dal Kari Musuri	2877	Kg		
5	02	1550100	Chillies	526	Kg		
6	02	1550110	Pepper	263	Kg		
7	02	1550120	Jeera	263	Kg		
8	02	1550130	Turmeric	790	Kg		
9	02	1550150	Ghee A.G. Mark. Shelf life not less than 6 (six) months.	1083	Kg		
10	02	1550160	Mustard Oil. A.G. Mark Grade - 1, Shelf life not less than 6 (six) months.	2744	Kg		
11	02	1550200	Tea Leaf CTC	678	Kg		
12	02	1550020	Rice	40834	Kg		
13	02	1550030	Atta (Good quality). In 5/10 kgs. Pack, like Ganesh, Ashirbad, Nature Fresh, etc. Shelf life is not less than 6 (six) months.	4806	Kg		

To be supplied as per instruction contained in tender document**Group - B**

Sl. No.	Unit No.	Item no.	Description	Qty.	Per	Rate (Rs. in Figure)	Rate (Rs. in Words)
B.	Dry Provision for Hospital						
1	02	1550040	Sugar	800	Kg		
2	02	1550050	Salt (Iodised, 1 Kg. pack)	500	Kg		
3	02	1550070	Dal Rahar	600	Kg		
4	02	1550080	Dal Kari Musuri	350	Kg		
5	02	1550090	Dal Moog	350	Kg		
6	02	1550100	Chillies (powdered), standard brand	30	Kg		
7	02	1550110	Pepper (good quality)	2.5	Kg		
8	02	1550120	Jeera (powdered), standard brand	65	Kg		
9	02	1550130	Turmeric (powdered), standard brand	60	Kg		

10	02	1550150	Ghee A.G. Mark like Amul, Anik brand (Please see note below) Shelf life not less than 6 (six) months.	65	Kg		
11	02	1550160	Mustard Oil. A.G. Mark Grade - 1, in 5 ltrs Jar Brand & Makers' name to be indicated. Shelf life not less than 6 (six) months. (Please see note below)	800	Kg		
12	02	1550030	Atta (Good quality). In 5/10 kgs. Pack, like Ganesh, Ashirbad, Nature Fresh etc. Shelf life is not less than 6 (six) months. (Please see note below)	1200	Kg		
13	14	1550170	Cream Cracker Biscuits (standard size, weight & good quality in tin container to be supplied twice in a month) Brand and makers' name to be indicated.	75000	No.		
14	02	1550200	Tea Leaf CTC (good quality)	400	Kg		
15	02	1550010	Rice (good quality)	4000	Kg.		
16	02	1550280	Soya Bean (Chunk)	200	Kg.		

1. For Ghee, Atta, Mustard Oil, Chillies, Jeera, Turmeric & Cream Cracker Biscuits; Brand and Makers' name as may be applicable should be stated.
2. Supply of Mustard Oil to Hospital is to be made in new sealed non-returnable 5 litre containers.
3. Supply of Mustard Oil is to be made to Marine Crew in new sealed non returnable containers.
4. Supply of Atta to Hospital is to be made in 5/10 Kgs. Sealed Packs.
5. Supply of Ghee of brands like Amul etc. to both Hospital and Marine Crew is to be made in 1, 2, 4, 5, 15 & 16 Kgs new sealed non-returnable containers.
6. **Supply of Jeera, Turmeric & Chilies should be of standard brand and is to be supplied in sealed pack. Brand and makers name to be stated.**

To be supplied as per instruction contained in tender document

PRICE NOT TO BE QUOTED HERE

PRICE TO BE SUBMITTED ON LINE ONLY

Sd/-

Materials Manager

List of Documents to be uploaded

- a) GST Registration Certificate.
- b) Copy of PAN Card.
- c) Credential of having experience in successfully executing supply of similar item (similar to items tendered out) during last 2 years ending 31.06.2019, i.e. Order copy & Goods receipt note, Supply challans duly materials approved by purchaser, receipt of payment, etc.
- d) Valid Authorization letter from the principal, in case of authorized Dealers/Agents/Distributor/Stockiest.
- e) Trade License in case of authorized Dealers/Agents/Distributor/Stockiest.
- f) Trade License and Factory Registration Certificate in case of Manufacturer
- g) Copy of Treasury Receipt/D.D. towards deposit of EMD & Tender cost.
- h) Form -1 (Expressed undertaking by the bidder)
- i) Form – 2 (General Particulars of the Tenderer)
- j) Form – 3 (Bank details of the bidder to be filled up given format)
- k) Form – 4 (Application for deposit of earnest money)