

**Kolkata Port Trust,
Haldia Dock Complex
Plant & Equipment Division**

TENDER No. : SDM (P&E)/T-58/2019-20

Date: 11.12.2019

Dear Sirs,

Sub : "Repairing, painting and shifting of Office furniture of Central Garage under Plant & Equipment (P&E) Division of Haldia Dock Complex (HDC), Kolkata Port Trust (KoPT)."

Please submit your Single Part Bid tender enquiry for "Repairing, painting and shifting of Office furniture" indicating the price taxes, duties, GST etc. in accordance with the attached terms and conditions of tender, scope of work and detailed Bill of Quantities. Please sign and submit the enclosures containing details with price as mentioned in Bid Document as **Annexure- A** consisting of Nine (09) pages.

TIME OF COMPLETION	:	90 (Ninety) days
LAST DATE OF SUBMISSION OF TENDER	:	06/01/2020 upto 1500 Hrs.
OPENING OF THE TENDER	:	06/01/2020 at 1530 Hrs.
TENDER TO BE SUBMITTED AT THE ADDRESS	:	Sr. Dy. Manager (P&E), Operational Administrative Building (1st Floor), Haldia Dock Complex, chirinjibpur, P.O. – Haldia Dist – Purba Medinipur; PIN : 721604; West Bengal

Important instructions

1. Tenderers are requested to read the Bill of Quantity and terms & conditions of this tender before submission of tender.
2. No tender will be accepted after the due date and time mentioned in tender.
3. No deviation to the technical and commercial terms & conditions is allowed.
4. HDC has the right to cancel this tender without assigning any reason thereof.
5. The tender should be submitted with Signature and Official Seal on every page strictly as per the terms and conditions and laid down procedures only.
6. In case there is an unscheduled HOLIDAY / BANDH / STRIKE on the prescribed last date of submission and opening of Bid, the next working day will be treated as the scheduled prescribed day for the same.
7. Due date of submission of tender will not be extended under any situation.

You may depute your representative to attend the Tender Opening on the aforesaid time and date.

Thanking you,

Yours faithfully,

Encl: As above.

(S. Chakraborty)
Sr. Dy. Manager (P&E)
Haldia Dock Complex
Kolkata Port Trust

ANNEXURE-A

TERMS AND CONDITIONS OF TENDER FOR REPAIRING, PAINTING & SHIFTING OF OFFICE FURNITURES**Commercial Terms & Conditions**

Important Instructions: Tenderers are requested to read the terms & conditions, Scope of Work and Bill of Quantity of this tender before submission of tender.

1.	<p><u>Price basis:</u></p> <p>1.1 The quoted price shall be based on “Repairing, painting and shifting of Office furniture of Central Garage under Plant & Equipment (P&E) Division of Haldia Dock Complex (HDC), Kolkata Port Trust (KoPT).” i.e. the quoted price shall be inclusive of all charges to & fro transportation between HDC and your works, handling, delivery & guarantee support (as per contractual conditions) and all other incidental charges for the execution of the contract.</p> <p>1.2 Please submit your sealed offer for “Repairing, painting and shifting of Office furniture of Central Garage under Plant & Equipment (P&E) Division of Haldia Dock Complex (HDC), Kolkata Port Trust (KoPT).” under the terms and conditions as mentioned below.</p> <p>1.3 The tenderer shall fill in ‘Unit Rate’ and ‘Amount’ for the item, as described in the ‘Bill of Quantities’, as per the required break-up.</p> <p>1.4 The prices quoted shall be exclusive of GST as well as 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. As such, details thereof, as applicable, are to be furnished clearly in the offer.</p> <p>1.5 The prices should be firm and no variation, except towards statutory duties, levies and taxes, shall be payable.</p> <p>1.6 Any new statutory levies, taxes, duties, cess, etc. imposed by the Central/State/local authorities, by way of fresh notifications, subsequent to the issue of Work Order/Purchase Order, but within the stipulated delivery period, shall be paid extra.</p>
2.	<p><u>2. General terms & conditions related to GST:</u></p> <p>2.1 Supplier to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.</p> <p>2.2 The Supplier agrees to comply with all applicable GST laws, including GST acts, rules, regulations, procedures, circulars & instructions thereunder applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier 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 and details available with Kolkata Port Trust, then payments to Supplier 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.</p> <p>2.3 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. 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.</p>

Signature of the tenderer
(with name, designation, date and office seal)

	<p>2.4 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.</p> <p>2.5 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.</p>
3.	<p>Payment terms: 95% payment will be made within 30 (thirty) days from the date of successful “Repairing, painting and shifting of Office furniture of Central Garage under Plant & Equipment (P&E) Division of Haldia Dock Complex (HDC), Kolkata Port Trust (KoPT).” in good condition at the site of HDC, KoPT and acceptance of the same by Sr. Dy. Manager (P&E) or his authorised representative or from the date of submission of clear and unambiguous bills, whichever is later. Balance 5% would be retained as Security Deposit, during the warranty period, and would be returned thereafter, without any interest.</p> <p>The bills should be submitted, in quadruplicate, to the office of the Sr. Dy. Manager (P&E), along with all relevant documents like Guarantee Certificate, etc.</p> <p>Payment will be made in Indian Rupees through the banker of the contractor i.e. through ECS. During submission of bill(s), the following information must be submitted by the Contractor regarding their banker:</p> <ol style="list-style-type: none"> Savings/Current Account Number: Name of the Bank: Name of the Branch and address thereof: RTGS Code of the Branch:
4.	<p>Completion period: The “Repairing, painting and shifting of Office furniture at Central Garage under Plant & Equipment (P&E) Division of Haldia Dock Complex (HDC), Kolkata Port Trust (KoPT).” to be completed in all respect within 90 (Ninety) days from the date of receipt of order.</p>
5.	<p>Inspection at site: Inspection will be carried out at HDC site after completion of repairing and painting of the office furniture.</p>
6.	<p>Guarantee:</p> <ol style="list-style-type: none"> The material(s) to be supplied and the job carried out shall have to be guaranteed by the Contractor for a period of 12 (twelve) months from the date of commissioning against poor material and bad workmanship. Guarantee Certificate is to be furnished by the Contractor, in this regard. If any defect, whatsoever, develops during the guarantee period, the defective material(s) will have to be replaced/rectified by the Contractor at his/their own cost and arrangement.
7.	<p>Mere participation in tender will not mean that a particular bidder will automatically be considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.</p>
8.	<p>The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Calcutta.</p>

Signature of the tenderer
(with name, designation, date and office seal)

9.	<p><u>Scope of Work:</u></p> <p>1) <u>Surface Preparation:</u> Scraping and cleaning of old paint, rust etc. to be carried out by Wire brushing and use of glass papers etc.</p> <p>2) <u>Primer painting:</u> One coat red- oxide zinc chromate primer to be applied. Thickness of primer should be minimum 25 micron.</p> <p>3) <u>Finish Painting:</u> Two coats of synthetic enamel paints to be applied. Thickness of finish paints should be not less than 40 micron. Colour of finish paint should be smoke gray.</p> <p><u>Note:</u> All painting to be done by spray painting procedure. Minimum total paint thickness should be 65 micron.</p> <p>4) <u>Shifting:</u> Almirahs to be shifted from Central Garage & Workshop to other sections within Haldia Dock Complex.</p> <p>5) <u>Working:</u> For carrying out the work, furniture's will be given in a lot (6 to 7 furniture will be given in a lot), after competition of work of one lot another lot will be provided.</p> <p>6) <u>Repairing:</u> Repairing to carried out as per the BOQ of the Tender Document.</p>
10.	<p><u>Evaluation Criteria :-</u> Evaluation would be made on the overall lowest (L1) rate basis among the techno-commercially qualified bids subject to the fulfillment of necessary Tender conditions.</p>
11.	<p><u>Packing of Materials :</u> The contractor shall be responsible for proper packing of Office Furniture for shifting to other places in HDC. The materials should be packed by the Contractor at their own cost and arrangement for protection against any damage, loss or breakage etc.</p>
12.	<p><u>Workmen Compensation :</u> The successful bidder must cover his employees / workers, who will be engaged for repairing, painting & shifting of Office Furniture 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.</p>
13.	<p><u>Security Deposit:</u> 5% of the bill value will be kept as Security Deposit. The Security Deposit will be refunded, without interest, after the successful execution of the order and completion of the guarantee period.</p>
14.	<p><u>Liquidated Damage clause:</u> In the event of your failure to execute the contract within the stipulated dates or such extension(s) thereof, as may be allowed by Sr. Dy. Manager (P&E) in writing, you will be required to pay as compensation to the Trustees and not as penalty @ ½ % for every week or part thereof of the total value of work (contract price), provided always the entire amount of compensation to be paid under the provision of this clause shall not exceed 10% of the said value of work. The Trustees may, without prejudice to any other method of recovery, deduct the amount of such damages from any money which is due or which may become due to you. The payment or deduction of such damages shall not relieve you from your obligation to complete the supply of spare(s) or from any other of your obligation or liabilities under the contract. GST will be applicable on L.D amount.</p>

Signature of the tenderer
(with name, designation, date and office seal)

15. **Force Majeure:** In the event of either party being rendered unable by Force Majeure to perform any obligations 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 such Force Majeure event lasts. The cost and loss sustained by either party shall be borne by the respective parties. The term 'FORCE MAJEURE', as employed herein, shall mean acts of God, Earthquake, Tsunami (caused by earthquake at the ocean bed), War, Revolt, Riot, Fire, Floods, Sabotage and Hurricane/Cyclone, Strike {excluding that of the contractor's supplier(s) or the sub-contractor's employees}. Upon the occurrence of such case and upon its termination, the party alleging that it has been rendered unable, as aforesaid, shall notify the other party in writing immediately, but not later than 48 (forty-eight) hours of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of its claim.
16. **Earnest Money:** Earnest Money of Rs 2,237/- should be submitted along with your offer in the form of Banker's Cheque or by Demand Draft of any Nationalized Bank of India drawn in favour of Kolkata Port Trust, payable at Haldia.
- Earnest Money Receipt / Banker's Cheque/ Demand Draft shall be submitted in a separate sealed envelope marked "EARNEST MONEY" and superscribed with the title of the work, Enquiry No., Bidder's identity, etc. Tenders submitted 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. Documentary evidence i.e. copy of Valid NSIC Purchase Enlistment Certificate under single point registration scheme are required to be submitted (if applicable).
- Earnest Money may be liable to forfeiture at the option of the Trustees, if the Tenderer withdraws his offer within the validity period of the offer and / or alters / amends any terms and / or condition and / or quoted rate(s), within the validity period of the offer (excepting when option to do the same has been specifically granted by the Kolkata Port Trust in writing) making it unacceptable to the KoPT; For the purpose of this provision, the validity period shall include any / all extension thereof agreed by the Tenderer in writing. The Trustees shall also be at liberty to deduct any of their dues from Earnest Money.
17. **Validity:** The validity of your offer should not be less than 90 (Ninety) days from the date of opening of techno-commercial bid.
18. **You shall have to furnish your GST Registration Certificate along with offer.**
19. **Permit:** For entering into the Dock Area in case of repairing / Shifting of office furniture inside dock , gate passes would be issued for the personnel, equipment, machineries, materials etc of Contractor for execution of the work, on chargeable basis, as per rules then prevailing, on the basis of written request from Contractor.

Sl. No.	Description	Rate in Rs.
i.	Dock Permit per person	8.50 per daily permit (Maximum 12 hrs. validity). 229.50 per monthly permit 690.25 per quarterly permit 2295.00 per annual permit 3672.00 per biennial permit

Signature of the tenderer
(with name, designation, date and office seal)

ii.	Dock Permit per vehicle and circular permit for vehicle carrying ship's gear and stores (inclusive of overnight stayal).	42.53 per daily permit 1148.31 per monthly permit 2296.62 per quarterly permit 4593.24 per annual permit
iii.	Dock Permit for mobile crane/ Reach Stacker/ Toplifter (inclusive of overnight stayal)/ Dumper / Payloader	170.10 per daily permit 4592.70 per monthly permit 9184.40 per quarterly permit 18370.80 per annual permit
iv.	Dock Permit for cart (inclusive of overnight stayal).	17.00 per daily permit 459.99 per monthly permit 1239.30 per quarterly permit 4461.68 per annual permit

DECLARATION BY THE TENDERER: -

I / We have carefully read and understood the terms and conditions and specifications of materials and other details set out in the enclosed Annexures. I/We confirm that all laid down terms and conditions have been accepted by me/us and I/We agree that I /We shall be bound by the said terms and conditions.

I/We also hereby confirm that I/We am/are not blacklisted or debarred from participating tender, by any Govt. Agency .I would be held responsible for any incorrect declaration or suppression of facts by me and I am aware that this may lead to rejection of the Offer.

Date: _____

Signature of the Tenderer with seal

Signature of the tenderer
(with name, designation, date and office seal)

SCOPE OF WORK

Sl. No.	Item description	Required Work.	Total No.
1.	Big Size Steel Almirah (6 feet)	Old paint scraping, cleaning and painting with one coat primer, 2 coats good quality paint (Asian/Berger).	28 nos
2.	Small Size Steel Almirah (4 feet)		02 nos
3.	File cabinet (Size 4.6 feet)		01 no
4.	Big Size Steel Almirah	(Door, Hinge etc repair)	03 Nos.
5.	Big Size Steel Almirah	Leg Change	03 Nos.
6.	Steel Almirah	Lock Change	06 nos
7.	Steel Almirah	Lock Repair	02 Nos.
8.	Steel Almirah	Shifting of Steel Almirah to other sections from Central Garage & Workshop, within Haldia Dock Complex.	10 Nos.

Signature of the tenderer
(with name, designation, date and office seal)

BILL OF QUANTITY (BOQ)

Sl. No.	Item particulars.	Required Work.	Quantity	Unit rate Exclusive GST (In Rs.)	Total Amount Exclusive GST (In Rs.)	% of GST
1.	Big Size Steel Almirah (6 feet)	Old paint scraping, cleaning and painting with one coat primer, 2 coats good quality paint (Asian/Berger).	28 nos	INR (in figures) Indian Rupees (in words)	INR (in figures) Indian Rupees (in words)	
2.	Small Size Steel Almirah (4 feet)	Old paint scraping, cleaning and painting with one coat primer, 2 coats good quality paint (Asian/Berger).	02 nos	INR (in figures) Indian Rupees (in words)	INR (in figures) Indian Rupees (in words)	
3.	File cabinet (Size 4.6 feet)	Old paint scraping, cleaning and painting with one coat primer, 2 coats good quality paint (Asian/Berger).	01 no	INR (in figures) Indian Rupees (in words)	INR (in figures) Indian Rupees (in words)	

Signature of the tenderer
(with name, designation, date and office seal)

4.	Big Size Steel Almirah	(Door, Hinge etc repair)	03 Nos.	INR (in figures) Indian Rupees (in words)	INR (in figures) Indian Rupees (in words)	
5.	Big Size Steel Almirah	Leg Change	03 Nos.	INR (in figures) Indian Rupees (in words)	INR (in figures) Indian Rupees (in words)	
6.	Steel Almirah	Lock Change	06 Nos.	INR (in figures) Indian Rupees (in words)	INR (in figures) Indian Rupees (in words)	
7.	Steel Almirah	Lock Repair	02 Nos.	INR (in figures) Indian Rupees (in words)	INR (in figures) Indian Rupees (in words)	

 Signature of the tenderer
 (with name, designation, date and office seal)

8.	Steel Almirah	Shifting of Steel Almirah from Central Garage & Workshop to other sections, within Haldia Dock Complex.	10 Nos.	INR (in figures) Indian Rupees (in words)	INR (in figures) Indian Rupees (in words)	
Total Amount Exclusive of GST :						
Total GST Amount :						
Total Amount Including GST :						

 Signature of the tenderer
 (with name, designation, date and office seal)