

कलकत्ता पत्तन न्यास

KOLKATA PORT TRUST

हल्दिया गोदी परिसर

HALDIA DOCK COMPLEX

MM DIVISION

BIDDING DOCUMENTS

(e-Tender)

[Tender No.: HDC/MM/ EOT-02/38/80]

E – Tender No. 2020 KoPT 550611 1

FOR

E-Tender for supply and delivery of “stationary items and printed Books & Forms on Annual rate contract basis” (As per Bill Of Quantities) to Haldia Dock Complex.



March - 2020

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Tender No. HDC/MM/ EOT-02/38/80

1. SCHEDULE OF TENDER (SOT)

E-Tender in two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable Manufacturers, Dealers, bonafide & experienced general order suppliers for supply and delivery of stationary items and printed Books & Forms on Annual rate contract basis (as per Bill of Quantity) to Haldia Dock Complex.

The Bid Document may be seen from the Central Public Procurement Portal (CPPP). Corrigendum or clarifications, if any, shall be hosted on the above mentioned website only. Bidders will have to participate in bidding process through website <https://eprocure.gov.in/eprocure/app> only. The tender is also published on KoPT website (www.kolkataporttrust.gov.in).

SCHEDULE OF TENDER (SOT)

(Tender No. HDC/MM/ EOT-02/38/80)

1.1	<u>Work Title</u>	::	Supply and delivery of "stationary items and printed Books & Forms on Annual rate contract basis" as per Bill of Quantities to Haldia Dock Complex.
1.2	<u>E-Tender No.</u>	::	. 2020 _KoPT_550611_1
1.3	<u>Tender Authority</u>	::	Sr. Dy. Manager (MM), Haldia Dock Complex ; Kolkata Port Trust_ <u>Address:</u> Office of the M.M. Division, Jawahar Tower (2nd floor) ; P.O.:- Haldia Township; Dist.:- Purba Medinipur ; PIN:-721607 West Bengal, India. Telephone no. : + 91-3224-26 3266 Mobile no. : +91-9434063649 E. mail : spb.hdc@kolkataporttrust.gov.in
1.4	<u>Mode of Tender</u>	::	<u>e-Procurement System</u> (Online one part Techno-Commercial Bid and Price Bid through CPP Portal https://eprocure.gov.in/eprocure/app) The intending bidders are required to submit their offers electronically through e-tendering portal. <u>No physical tender is acceptable by Haldia Dock Complex, Kolkata Port Trust.</u>
1.5	Date and time from which bidding documents are available for downloading by the intending bidders.	::	06/03/2020, from 15:00 Hrs. (IST).
1.6	Pre-Bid Meeting starting date & Time.	::	NA
1.7	Pre-Bid Meeting closing date & Time.	::	NA

1.8	Venue of Pre-Bid Meeting	::	<u>NA</u>
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1.9	i) Bid Document Fee (Cost of bidding document)	::	The intending bidders should deposit Rs. 590.00 (Indian Rupees: five hundred ninety only) [including GST @ 18%], as Bid document Fee (non-refundable), to Haldia Dock Complex, through DD/Banker Cheque in favour of Kolkata Port Trust on any Scheduled/Nationalized Bank payable at Haldia, otherwise their offer will be summarily rejected. Copy of the DD/Banker's Cheque should be uploaded. 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.
1.10	ii) Earnest Money Deposit (EMD)	::	The intending bidders must deposit Rs. 5,900.00 (Indian Rupees: five thousand nine hundred only) as Earnest Money to Haldia Dock Complex, through DD/Banker Cheque in favour of Kolkata Port Trust on any Scheduled/Nationalized Bank payable at Haldia, otherwise their offer will be summarily rejected. Copy of the DD/Banker's Cheque should be uploaded. 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.
2.0	Last date and time for deposition of Earnest Money and Bid Document Fee to the office of Tender Authority of Kolkata Port Trust, Haldia Dock Complex.	::	24/03/2020, up to 15:00 Hrs. (IST). (Copy of the DD/Banker's Cheque should be uploaded on line).
2.2	i) Starting date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at https://eprocure.gov.in/eprocure/app	::	06 /03/2020, from 15:30 Hrs(IST)
	ii) Closing date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at https://eprocure.gov.in/eprocure/app	::	24/03/2020 from 15:00 Hrs(IST)
	iii) Date & time of opening of Tender (Techno-commercial Bid and Price Bid)	::	25 /03/2020, 15:30 Hrs. (IST) onwards.
	iv) Date & time of opening Price Bids (Part-II)		Only those eligible bidders whose Part-I Bids are complete and in order shall be opened on time and date to be intimated later separately

2. SHORT TENDER NOTICE

E-Tender in one part system are invited from reliable, Manufacturers, Dealers, bonafide & experienced suppliers for supply and delivery of stationary items and printed Books & Forms on Annual rate contract basis" to Haldia Dock Complex, as per Prequalification criteria stipulated in Tender Document for the following work at Haldia Dock Complex.

➤ Name of work	::	Supply and delivery of "stationary items and printed Books & Forms on Annual rate contract_basis" to Haldia Dock Complex,
➤ E-Tender No	::	. 2020 _KoPT_550611_1
➤ Date and Time for pre-bid meeting & site visit	::	NA
➤ Last date of submission of e-tender and opening of Techno Commercial Part	::	Submission Up to 15:00 hrs. on 24/03/2020 Opening After 15:30 hrs. on 25 /03/2020

Details of the Tender & Tender Documents are available in web site of CPPP and have to participate in bidding process through their website <https://eprocure.gov.in/eprocure/apponly>.

3. NOTICE INVITING TENDER

WORK TITLE: - **Supply and delivery of “stationary items and printed Books & Forms on Annual rate contract basis” (As per Bill Of Quantities) to Haldia Dock Complex.**

3.1 E-TENDER NO: . 2020 _KoPT_550611_1

E-Tender in one part system are invited from reliable, bonafied & experienced suppliers with sound technical and financial capabilities on fulfilling the following Pre-qualification Criteria;

3.2 PRE-QUALIFICATION CRITERIA FOR BIDDERS: -

- I) 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) Various supply contract(s) during the last five (5) years of total cumulative amount not less than Rs.7,10,000.00

iii) **Similar works means:** Supply and delivery of **PHOTOCOPY PAPER/Computer Paper/ consumable items/Printed Forms/Papers/ Stationary, Hardware items, Plumbing & Sanitary Items, Miscellaneous items** and general order supply materials to State Govt./Central 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.

IV) Copy of **GST** Registration Certificate.

V) Copy of Valid **Professional Tax Payment Challan**, if applicable.

3.3 TENDER AUTHORITY:-

Sr. Dy. Manager (MM), Haldia Dock Complex, Jawahar Tower [2nd Floor], P.O.- Haldia, Dist. Purba Medinipur – 721 607, Tele-Fax: - [03224]-263266.

Due Date Of submission	24 /03/2020	Time	UPTO 15:00 hrs.	Date of Opening of Techno Commercial Bid of the Tender	25 /03/2020	Time	15:30 hrs. onwards.
Bid document will be available on CPP portal. Bidders will have to participate in bidding process through website https://eprocure.gov.in/eprocure/app only							
<u>Date and Time for pre-bid meeting & site visit</u>			NA				
Cost of Tender document (Non-refundable)		Rs. 590.00 (Rupees five Hundred ninety only) including 18% GST.					
Earnest Money Deposit		Rs. 5,900.00 (Indian Rupees: five thousand nine hundred only)					
Time of Completion		60 days (sixty days) from the date of receipt of part order by the supplier.					

3.4 :	<u>OTHER INSTRUCTIONS:-</u>
3.4.1:	E-Tender in two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, Manufacturers, Dealers, bonafide & experienced suppliers for supply and delivery of stationary items and printed Books & Forms on Annual rate contract basis (As per Bill Of Quantities) to 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 CPPP and have to participate in bidding process through their website https://eprocure.gov.in/eprocure/app only.
3.4.3 :	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.
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- 3.4.4:** 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.
- 3.4.5 : E-Tenderers will be received through CPPP up to 15:00 hrs. on the last date of submission and opening of tender specified above.
- 3.4.6 :** Techno Commercial Part of the e-Tender will be opened shortly after 3.30 p.m. on the stipulated date.
- 3.4.7: Price Part only those eligible bidders whose Part-I Bids are complete and in order shall be opened on time and date to be intimated later separately.
- 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.

Sr. Dy. Manager (MM)
Haldia Dock Complex

4. 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, Haldia Dock Complex):

1. S. P. Bhattacharjee, Sr. Dy. Manager(MM), Mob: 9434063649,
2. email: spb.hdc@kolkataporttrust.gov.in
3. N.C.Maji, Store Purchase Officer (MM), Mob: 8101854123,
4. email: ncmaji.hdc@kolkataporttrust.gov.in

Contact persons (CPP Portal):

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

1	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
2	E-tender cannot be accessed after the due date and time mentioned in NIT.
3	KoPT 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.
4	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
5	No deviation to the technical and commercial terms & conditions are allowed.
6	The bidders must upload all the documents required as per terms of tender. Any other document uploaded which is not required as per the terms of the tender shall not be considered.
7	The bid will be evaluated based on the filled-in technical & commercial formats.
8	Bidder has fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda". A declaration in this regard is to be made by the bidder.
9	(A) Tender will be opened electronically on specified date and time as mentioned in the NIT. Bidder's can witness electronic opening of Bid. (B) Necessary addendum/corrigendum (if any) of the tender would only be hoisted in the CPP portal

5. INSTRUCTION TO BIDDER	
	E-TENDER FOR SUPPLY AND DELIVERY OF "STATIONARY ITEMS AND PRINTED BOOKS & FORMS ON ANNUAL RATE CONTRACT BASIS " (AS PER BILL OF QUANTITIES) TO HALDIA DOCK COMPLEX.
E –TENDER	2020 _KoPT_550611_1
5.0 PREFACE:	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. Location Plan of the place of work might be inspected at the office of the SR. DY. MANAGER (MM) on any working day before quoting for the tender.
5.1 EARNEST MONEY:	Earnest money and cost of tender document are to be physically deposited at the office of Tendering Authority (Sr. Dy. Manager [Materials Management], 2 nd floor Jawahar Tower, Haldia Dock Complex, Haldia, PIN 721607), separately in a single sealed envelope, mentioning Tender no. with proper marking. Demand Draft /Banker's Cheque /Pay Order etc. against Earnest money and cost of tender document, should be submitted/deposited on any scheduled/ nationalized Bank, by the bidder in favour of Kolkata Port Trust, payable at Haldia before opening of the tender, as specified in the Tender Document.
5.1.1	Details of cost of e-tender paper remitted should be entered by the participating bidder in the space provided in the e-tender as indicated hereunder: <ul style="list-style-type: none"> a) Name of remitting bidder : b) Tender No.: c) Amount remitted : d) Date of remittance: e) DD/BC No.:
5.1.2	Details of Earnest money remitted should be entered by the participating endor/contractor in the space provided in the e-tender as indicated hereunder: <ul style="list-style-type: none"> a) Name of remitting bidder : b) Tender No. : c) Amount remitted : d) Date of remittance: e) DD/BC No.: <p>Tender submitted without requisite Earnest Money and tender paper will be liable for rejection.</p>
5.2	MODE OF SUBMISSION OF BID :
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	<u>Techno commercial part shall contain the following which are to be uploaded: -</u>
	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.
	d) Bidder's information to be submitted as per enclosed format marked as Annexure-II.

	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: -

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	i) GSTIN / Provisional GST registration certificate.
	iii) Valid Professional Tax Clearance Certificate / Up to date tax payment, if applicable.
	iv) Proof of possessing valid Employees' Provident Fund (EPF) Account, if applicable.
	v) Proof of being registered with Employees' State Insurance Corporation (ESIC), if applicable.
g)	Credentials in the form of copies of Letters of Award of Works (supply) along with corresponding document to justify that the intending bidder satisfies the pre-qualification criteria, regarding completion of supply
	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
5.2.3	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> Techno Commercial Part and Price Part as stated above will be opened on the date and time as fixed in the e-tender document online.
5.4	<u>SECURITY DEPOSIT:</u>
5.4.1	For the successful Bidder, the Security Deposit shall be converted 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 after finalization of the e-Tender.
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.
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 opened.
	During techno-Commercial Evaluation of tender, an offer shall be considered non-responsive in case :- <u>Requisite earnest money is not deposited.</u>
	(I) Requisite tender paper cost is not deposited.
	<u>(II) Validity of the offer is less than tender stipulation,</u>
	<u>(III) It does not meet the Qualification Criteria as stipulated in the NIT.</u>
	(IV) The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely.
	<u>In addition to above, a bidder may be disqualified if –</u>
	a) The bidder provides misleading or false information in the statements and documents submitted.
	b) Record of unsatisfactory performance during the last five 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.
	<u>The decision of Kolkata Port Trust in this regard shall be final and binding on the Bidder.</u>
5.8	For Micro & Small Enterprises (MSEs) registered with NSIC: -

5.8.1	Small Enterprises (MSEs) shall submit the following documents for availing themselves waiver of EMD and cost of tender documents :-
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5.8.2	Micro and Small Enterprise registered with the authorities as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document and depositing Earnest Money for which copies of valid MSE's Certificate along with the certificate of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.
5.8.3	Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs should have documentary evidences, to get benefit in this regard. [Ne:- Tenders shall upload scanned copy of necessary document in this regard]
5.9.1	For Micro & Small Enterprises (MSEs) registered with NSIC: 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 of 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.
5.10	<u>ACCEPTANCE OF TENDER:</u>
5.10.1	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.
5.10.2	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.
5.10.3	The successful Tenderer will be notified in writing of the acceptance of his tender.
5.10.4	Work experience, as a sub-supplier or supply contractor shall not be considered as the requisite qualification
5.11	<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-Tenderers 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 complete, 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.

5. **Commercial Terms & Conditions:**

Sl. No.	Terms & Conditions
1	<u>SCOPE OF WORK :</u> It is a RATE CONTRACT. The work comprises of supply and delivery of materials (all as stated in the specifications and Bill of quantities) to Chiranjibpur, Central Store, MM Division of Haldia Dock Complex, as per Part Orders, which would be issued according to HDC's time to time requirement.
2	<u>CONTRACT PERIOD :</u> The rate contract would be normally be for a period of one year and shall be valid for all orders placed by us within this period. The supplier shall agree to the extension of the validity period of the contract by a period up to 3 (three) months, if considered necessary by the Sr. Dy. Manager (MM) and continue to effect supplies at the agreed rates and terms and conditions during the extended period.
3	<u>QUANTITY :</u> The Quantity as mentioned in the bill of quantity is approx. The total quantities to be purchased under the rate contract cannot be guaranteed as the purchases are to be made according to our requirement against Part Orders placed from time to time. The Trustees reserve themselves the right to place no orders in case of no requirements during the period of contract including extended period.
4	Mere submission of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.
5	Techno Commercial Part shall be opened on that day and Price Part will be opened separately.
6	Micro and Small Enterprise registered with the authorities as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document and depositing Earnest Money for which copies of valid MSE's Certificate along with the certificate of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.
7	<p>i) Micro and Small Enterprise registered with the authorities as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document and depositing Earnest Money for which copies of valid MSE's Certificate along with the certificate of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.</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 as per new public procurement policy.</p> <p>iii) <u>If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in</u></p>
8	Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
9	Due date of submission of tender will not be extended under any situation.
10	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money.
11	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.

12	The work comprises of supply and delivery of “stationary items and printed Books & Forms on Annual rate contract basis” as specified in the Bill of Quantities at Central Stores of MM Division /any other site store of Haldia Dock Complex at Haldia.
13	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.
14	The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract. 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 Sr. Dy. Manager (MM), Haldia Dock Complex, thereon shall be final and binding upon all parties.
15	The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any. Trustees' General Conditions of contract is the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the undersigned on any working day before quoting for the Tender. General Conditions of Contract is also available at KoPT's website (www.kolkataporttrust.gov.in).
16	The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.
17	The Trustees 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.
18	The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.
19	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.
20	Bidders may visit Central Store, MM Division/ or any other site store of Haldia Dock Complex at Chiranjibpur, Haldia prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, existing road facilities for carrying materials etc. before submission of the tender. He may contact Sr. Dy. Manager of M.M. Division or his authorized representative at his office at Jawahar Tower in this regard. Non compliance of the same will in no way relieve the successful bidder of any of his obligations in performing the work in accordance with this Bid Document within the quoted price.
21	<p><u>Authority in signing the documents for submission of Tender / Offer:</u></p> <p><u>All documents to be uploaded by the bidder should be signed under official seal by –</u></p> <p>21.1 In case the Tender is submitted by a Proprietorship Firm, the same should be signed either by Proprietor or other person, holding a valid Power of Attorney from the Proprietor, in connection with this Tender. The signature of such Power of Attorney holder should be attested by the Proprietor.</p> <p>21.2 In case the Tender is submitted by a Partnership Firm, the same should be signed either by partner, holding valid Power of Attorney from the partners, in connection with this Tender. The signature of such Power of Attorney holder should be attested by the partners.</p> <p>21.3 In case the Tender is submitted by a Limited Company, the same should be signed by person holding valid Power of Attorney executed in his favour (in connection with this Tender) and the signature of such Power of Attorney holder should also be attested, in accordance with the constitution of the Limited Company.</p>
22	<p><u>VALIDITY:</u></p> <p>The tender shall remain open for acceptance for a period of 120 days from the date of opening of the same.</p> <p>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 at the option of the Trustees / sanctioning Authority.</p>

23	<p><u>NON- RESPONSIVE BIDDER :-</u> The offer/tender shall be treated as non-responsive, if :</p> <p>i) 120 days validity from the date of opening of techno-commercial bid is not accepted / agreed to as per tender condition.</p> <p>ii) Offer / tender is submitted with any deviation from the tender terms & conditions.</p>
24	<p><u>EARNEST MONEY AND SECURITY DEPOSIT :-</u></p> <p>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.</p> <p>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 Haldia, 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.</p> <p>iii) If the contract value of Rs. One lac 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 format available with HDC.</p> <p>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'.</p> <p>v) The security deposit converted into performance bank Guarantee for the period of 6 months.</p>
25	<p><u>PRICES:</u> Price should be quoted F.O.R HDC's Central store(s) of M.M. Division, Haldia, i.e on free delivery basis up to site store(s) of MM, HDC at Haldia but exclusive of GST.</p> <p>i) The bidder shall quote his price as per the Bill of Quantities in the Price bid (Part-II). Price(s) shall be quoted upto F.O.R. destination, Haldia, including charges for packing, forwarding, loading, stacking, transportation, unloading, and transit risk necessary for the complete services as described in the documents i.e. on free delivery basis upto Central Store/ site store of Haldia Dock Complex, Haldia.</p> <p>ii) The Bidder shall state clearly the percentage of GST as applicable quoted in Annexure-III.</p> <p>iii) Orders may be placed in parts. Each bidder shall keep in mind while quoting his rate against any item that, in the event of part order being placed, his quoted rate against the ordered item, shall form the basis of the subject order. Price(s) to be quoted should remain firm till the entire supply of goods is completed.</p> <p>iv) Price(s) to be quoted should remain firm till the goods are delivered. No Price escalation is admissible other than statutory increase in Taxes & Duties. In case of decrease in rates of statutory taxes & duties, the price would be correspondingly decreased.</p>
26.	<p><u>EVALUATION CRITERIA :-</u></p> <p>i) Evaluation will be made on the lowest (L1) landed price exclusive of GST quoted against individual items among the techno-commercially qualified bids subject to the fulfilment 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. 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.</p>

27.	<p><u>EVALUATION CRITERIA :</u></p> <p>(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.</p>
28	<p><u>INSPECTION AND TESTING:</u></p> <p>i) Inspection of materials shall be done by Trustees' authorized officer (representative of store of MM Division, HDC) after delivery of materials at the store of MM Division of Haldia Dock Complex, Haldia.</p> <p>ii) 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 for moisture content and identification of species by Trustees' authorized person either at the trustees own arrangement or by Government Test House or by Govt. approved 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.</p>
29	<p><u>PAYMENT:</u></p> <p>Payment will be made on the basis of actual supply and delivery of materials in good condition and acceptance of the same at designated points and on submission of Bill accompanied with Inspection Certificate, if any, and challan duly signed by consignee or his authorized representative. The bills should be submitted in quadruplicate to Sr. Dy.Manager (MM)'s Office with necessary documents e.g., receipted challan in duplicate, inspection report, if any.</p> <p>Payment will be made against supplier's clear bill within 30 (thirty) days of receipt of satisfactory acceptance of materials at central store/ site. Payments shall be credited to supplier's bank account through NEFT/RTGS mechanism at all centers where such facilities are available in the bank. Accordingly bidders are requested to submit their bank Account No with the name and address of the bank along with the branch name account no. and IFS code number in the bill. Payment in maximum two parts may be allowed.</p>
30.	<p><u>DELIVERY:</u></p> <p>i) Delivery of the materials must be completed within 60 days (sixty days) from the date of receipt of Part order by the supplier.</p> <p>ii) Materials are to be delivered at Central Stores of MM Division/ any site store, HDC, Haldia. Materials shall be delivered by the supplier at their own cost, risk and responsibility up to Site Store(s), Haldia Dock Complex.</p> <p>iii) Delivery period shall binding on the supplier. If delivery of materials is not made within the time undertaken without sufficient reasons acceptable to the Trustees, the order may be cancelled without notice at the option of Trustees. In the event of failure to execute the order, Trustees will take penal action against the supplier and his name may be removed from the list of approved suppliers.</p> <p>iv) In case of default in supply or, failure to deliver as per correct specification or, the approved quality within the time stipulated Trustees are entitled to purchase the items from any other source at the risks, costs and expenses of the supplier. Such purchase may comprise the whole or, any portion of the supply remaining undelivered or, not approved.</p>
31	<p><u>PACKING:</u></p> <p>Suppliers 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 and arrangement for protection against damage, loss, leakage, breakage etc.</p>
32.	<p><u>Samples:</u></p> <p>Samples (Photocopy Paper- 'A4 & A3') must be submitted along with related documents otherwise offer for Photocopy Paper will not be considered. Photocopy Paper will be selected from the submitted samples with marking maximum 05 (five) nos. of samples allowed.</p> <p>Sample shall be packed in separate envelope and submitted along with other documents before the date of opening of the tender.</p>

33	<p><u>DESPATCH ARRANGEMENTS:</u></p> <p>The supplier shall be fully responsible for any transit loss or damage to the materials. The supplier shall send advance intimation as to the actual date of delivery of each and every instalment of supply. Delivery of materials will not be accepted on Saturday, Sundays and Port Holidays. The authorized representative of the suppliers should be present at the time delivery for jointly noting with the representative of Ko.P.T. the discrepancies, if any, regarding the particulars of materials actually delivered against the challans for the same. Delivery will not be accepted if not accompanied with proper delivery challans (in quadruplicate) and other related documents like inspection certificates, etc. No lorry shall be permitted into the protected area during night-time. Detention of lorries, if any, will be on supplier's account.</p> <p>In case e-way bill is required to deliver the materials, suppliers need to arrange themselves for the same through latest online portal.</p>
34	<p><u>TRANSIT RISK:</u></p> <p>Transit risk will be on supplier's account since the delivery is to be made on F.O.R. Destination basis.</p>
35	<p><u>DOCK PERMITS:</u></p> <p>The successful Bidder shall have to obtain permits from the office of the Sr. Dy. Manager (MM), HDC at Chiranjibpur or as directed for entry of their vehicles and workers into the Trustees' Stores for unloading and stacking of the material. Such permits shall be issued on cost to the Bidder against receipt of proper application for the same during normal working hours on any working day.</p>
36	<p><u>REJECTION OF MATERIALS:</u></p> <p>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.</p> <p>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.</p> <p>The supplier shall at his own arrangement and cost replace within a period of 1 (one) month of all such defective and rejected materials.</p> <p>Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Central Store/ site store, 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, 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.</p>
37	<p><u>LIQUIDATED DAMAGES:</u></p> <p>If the successful bidder (supplier) fails to complete the entire supply within the stipulated date or, such the extension thereof as communicated by the Sr. Dy. Manager (Materials Management Division) in writing, the supplier shall pay, as compensation (Liquidated Damage) to the Trustees and not as a penalty, @ ½ % (half percent) of the total Landed Cost (excluding GST) of the portion of supply, which is delayed, for every week delay in supply (part of the week being treated as a full week). Provided always that the amount of such compensation shall not exceed 10% of the total Landed Cost (GST) of the order. GST on L. D. amount at the prevailing rate (presently @18.0%) will be levied.</p> <p>Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damages as stated above, from any money due or, likely to become due to the supplier. The payment or deduction of such compensation / damages shall not relieve the supplier from his obligation to complete the supply order or, from any of his other obligations or liabilities under the contract. GST on L.D. amount as per law in force, shall be levied.</p> <p>Any delay will be considered for non-imposition of L.D. provided the bidder submits documentary evidence to substantiate the same.</p>

38	<p><u>BANNED OR DE – LISTED CONTRACTORS:</u></p> <p>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 –Govt. agency or, a PSU, the details of any such ban must be clearly stated along with the relevant documents which the Bidder is to enclose together with the Techno-Commercial Bid. Incorrect declaration or, suppression of facts will lead to rejection of the Offer.</p>								
39	<p><u>FORCE MAJEURE:</u></p> <p>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 the respective parties. The term “FORCE MAJEURE” as employed herein shall mean acts of God, Earth-quake, War, Revolts, Riots, Fire, Floods, Sabotage, Hurricanes/Cyclones and Strikes, excluding strikes by the employees of the Supplier or, their sub- Contractors. Upon occurrence of such cause 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 7 (seven) days after the alleged beginning thereof, giving full particulars and satisfactory evidence in support of its claim.</p>								
40	<p><u>RISK PURCHASE :</u></p> <p>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 Sr. Dy. Manager (M.M.) or, his representative. In case of risk purchase extra cost will be borne by the supplier (successful tenderer).</p>								
41	<p><u>JURISDICTION OF COURT :</u></p> <p>The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.</p>								
42	<p><u>WORKMEN COMPENSATION :</u></p> <p>The successful bidder(s) 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.</p>								
43.	<p><u>PERSONAL PROTECTIVE EQUIPMENT(PPE):</u></p> <p>Suppliers and their workmen including driver & helper must use PPE i.e. safety helmet etc. at the time of supply of materials inside the dock premises.</p>								
44	<p><u>GUARANTEE CERTIFICATE :</u></p> <p>The materials shall have to be guaranteed for manufacturing defects / poor workmanship for a period of 06 months (except Printed Books & Forms) from the date of acceptance of the materials by Haldia Dock Complex. If any defect, whatsoever, develops during this guarantee period, the same will have to be rectified / replaced (as the case may be) by the supplier at his / their own cost and arrangement. Guarantee_Certificate (except Printed Books & Forms)is to be furnished by the supplier at the time of supplying the material to store.</p>								
45.	<p><u>DEFAULT CRITERIA:</u></p> <p>HDC may serve a written notice of default to the Supplier in case of following situations</p> <table border="1"> <tr> <td>i)</td><td>If supplier fails to deliver any or all of the materials within the Time period(s) specified in the contract or any extension thereof granted by HDC.</td></tr> <tr> <td>ii)</td><td>Delivery is unsatisfactory as per Tender Terms.</td></tr> <tr> <td>iii)</td><td>If supplier fails/delays to perform any other obligation(s) under the Contract.</td></tr> <tr> <td>iv)</td><td>In either of the above circumstances, does not remedy his failure within a period as specified in contract or such period as HDC may authorize in writing after serving default notice to the supplier.</td></tr> </table> <p><u>In the event of failing the clause (iv) above, the EMD and Security Money of the supplier will be forfeited along with banning/Blacklisting as deemed appropriate by HDC .</u></p>	i)	If supplier fails to deliver any or all of the materials within the Time period(s) specified in the contract or any extension thereof granted by HDC.	ii)	Delivery is unsatisfactory as per Tender Terms.	iii)	If supplier fails/delays to perform any other obligation(s) under the Contract.	iv)	In either of the above circumstances, does not remedy his failure within a period as specified in contract or such period as HDC may authorize in writing after serving default notice to the supplier.
i)	If supplier fails to deliver any or all of the materials within the Time period(s) specified in the contract or any extension thereof granted by HDC.								
ii)	Delivery is unsatisfactory as per Tender Terms.								
iii)	If supplier fails/delays to perform any other obligation(s) under the Contract.								
iv)	In either of the above circumstances, does not remedy his failure within a period as specified in contract or such period as HDC may authorize in writing after serving default notice to the supplier.								

	7. <u>PREAMBLE TO THE BILL OF QUANTITIES</u>
	E-TENDER FOR SUPPLY AND DELIVERY OF “STATIONARY ITEMS AND PRINTED BOOKS & FORMS ON ANNUAL RATE CONTRACT BASIS” (AS PER BILL OF QUANTITIES) TO HALDIA DOCK COMPLEX.
	E -TENDER NO : 2020 _KoPT_550611_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.
	This being an item rate tender, the Bidder shall quote his rates against all items 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.

Tender No. HDC/MM/ EOT-02/38/80
8. 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]

Tender for supply & delivery of "stationary items and printed Books & Forms_on Annual rate contract basis to Haldia Dock Complex.

Tender No.: HDC/MM/ EOT-02/38/80 & E -Tender No.: 2020 _KoPT_550611_1

Sl. No.	Item Code No.	Description of Item	Unit	Qty	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
1	38270002	<u>ARCH FOLDER TWO FLAPS (F' CAP)</u> Folder with provision for tying up correspondences and Note sheets separately on inside cover of the folder. Sizes:- 350 MM x 250 MM x 4 MM thick, 2 pieces Gray Board in a Folder. Board of 3lb thickness (weight of a full size Board) to be used for the file. Front cover printed on white maplitho Paper and to be pasted on the Board. The same paper (unprinted) to be pasted on outer side of the 2nd Board. Right side corners of top and bottom boards to be covered with calico. Two eye lids on the top board and four eye lids on the bottom board to be affixed. Two pieces of boards (170 MM x 20 MM X 3 MM) fully covered with calico to be affixed with two eye lids each and two shoe laces (400 MM) on the proper places. Two pieces Board joint by left side with calico (100 MM) with board pasting. Inner side of the two boards including calico covered with grassy brown paper. Strong blue tape (700 MM) to be used for binding of the folder. Printing nomenclature as per Sample. Quality should be as per sample.	No.	2000	
2.	38270010	<u>SPRING FILE</u> . Sizes: 340 MM X 540 MM X 3 MM Hard Board cover with Gray board / yellow Board double pasting. Folding 80 MM board to be affixed in the middle of the board by two eye lids. 100 MM iron plate (Patti) to be affixed in the middle of the inner of the left side board. Another 140 MM iron plate with spring (Spring Patti) to be affixed in the middle of the folding board by two eye lids. Printing in left flap in the both sides. Printing nomenclature as per HDC's sample. The quality should be as per sample.	No.	1500	
3.	38273001	<u>CASE COVER (G-56A).</u> Case cover lined with ranged cloth. Size:- 230 mm. x 350 mm. with one eye lid. Printing front side as per sample and paper printing pasted in the back side. Printing nomenclature as per HDC's sample. The quality should be as per sample.	No.	5000	
4.	38550104	<u>FILE FOLDER WITH EYE LID.</u> sizes: 340 mm.x 255 mm. x 2 mm. thick board cover with 34 kg grey board / light blue board 5.6 kg double pasting and 2 eye lid.printing front side as per hdc's sample (bilingual). the quality should be as per sample	No.	2500	

Tender No. HDC/MM/ EOT-02/38/80
8. BILL OF QUANTITIES (UN-PRICED BID)

Sl. No.	Item Code No.	Description of Item	Unit	Qty	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
5.	38270005	<u>FOUR FLAP FILE (F CAP)</u> Sizes: Middle 34 kg grey board sizes 340 MM x 240 MM. x 3MM thick back side covered with marble paper with strong red tape (70 MM X 700 MM.). 4 covered file(5.6 kg grey board colour) pasting double. Left and right flap sizes: 230MM X 320 MM X 1.5 MM thick covered with 5.6 kg. grey board colour pasting double white board. Top and Bottom flap sizes: 210 MM X 230 MM. X 1.5 MM thick covered with 5.6 kg. grey board colour pasting double white board. Printing left flap in both sides. Printing nomenclature as per HDC's sample. The quality should be as per sample.	No.	500	
6	38270001	<u>FILE CARD BOARD (G-57)</u> File Size :- 228 mm x 340 mm X 4 mm thick white Board covered with white creamwove paper and with strong red tape (70mm x 600mm) and white string (850mm) covered with both sides (as per HDC's sample). Printing back side as per HDC's sample etc.	No.	7000	
7	38460102	<u>PHOTOCOPY PAPER (A-4)</u> Photocoy Paper (Size :- 297 mm X 210 mm) GSM :- 73 - 75 Ream of 500 sheets.	Ream	4000	
8	38460103	<u>PHOTOCOPY PAPER (A-3)</u> Paper size :- 297 mm x 420 mm GSM :- 73 - 75. Ream of 500 sheets.	Ream	50	
9	38017003	<u>Computer Paper 9" X 12" X 3 Parts</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: Maplitho Deluxe. GSM of the paper 47-50. Pack Size: - 1000 set in a box.	Set	77000	
10	38017017	<u>Computer Paper 9" X 12" X 2 Parts</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: Maplitho Deluxe. GSM of the paper 67-70. Pack Size: - 1000 set in a box.	Set	87000	
11	38017016	<u>Computer Paper 9" X 12" X 1 Part.</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: Maplitho Deluxe. GSM of the paper 67-70. Pack Size: - 1000 set in a box.	Sheet	69000	
12	38010022	<u>Computer Paper 9" X 12" X 3 Part.:</u> Blank continuous Computer paper with KoPT's Logo (Orange Colour). Quality of the paper: White good quality Maplitho paper. GSM of the paper 78 - 85. Pack Size: - 1000 set in a box.	set	48000	
13	38017011	<u>CARTRIDGE WITH RIBBON FOR DOT MATRIX PRINTER</u> Model No. LQ 1050 TVSE MSP - 345 / 355	No.	250	

Tender No. HDC/MM/ EOT-02/38/80
8. BILL OF QUANTITIES (UN-PRICED BID)

Sl. No.	Item Code No.	Description of Item	Unit	Qty	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
14	44020077	<u>OPERATION LOG - EVEN DATA</u> Book of 100 leaves in 50 sets. Set of 2 leaves i.e. 1st leaf printed in front side & other side ruled as per sample. White creamwove paper, Sizes of leaf 210 mm X 335 mm. GSM of the paper-53-58, Leather calico binding with pustani. Left side covered with 80 mm., wide leather. Top and bottom 3 mm., thick red board covered with calico, Paper label.	Books	14	
15	44020078	<u>OPERATION LOG -ODD DATA</u> Book of 100 leaves each in 50 sets. Set of 2 leaves i.e. 1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper , sizes of leaf 210 mm X 335 mm., GSM of the paper 53-58. Leather calico binding with pustani. Left side covered with 80 mm. Wide leather and all the corners with 45 mm. Wide leather top and bottom 3 mm. thick red board covered with calico. Paper label.	Books	24	
16	44020080	<u>OPERATION LOG WAGON TIPPLER</u> Book of 100 leaves in 50 sets. Set of two leaves i.e. 1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper, sizes of leaf 210 mm.X 335 mm. GSM of the paper 53-58. Leather calico binding with pustani. Left side covered with 80 mm., Wide leather and all the corners with 45 mm. wide leather , top & bottom 3 mm. thick red board covered with calico, paper label.	Books	19	
17	44020079	<u>OPERATION LOG SHIP-LOADER (COAL)</u> Book of 100 leaves each in 50 sets,Set of two leaves i.e.1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper, sizes of leaf 210mm.x 335mm. GSM of the paper :53-58, leather calico binding with pustani, left side covered with 80mm. wide leather and all the corners with 45mm. Wide leather, Top & bottom 3mm. thick red board covered with calico, paper label.	Books	8	
18	44020085	<u>DAILY REPORT (UNLOADING) THERMAL COAL</u> Pad of 100 leaves in 25 sets each, Set of 4 leaves in multi-colour i.e. 1st leaf Pink colour, 2nd leaf Green colour, 3rd leaf Yellow colour and 4th leaf White colour, Sizes of leaf : 210 mm.X 335 mm., Leaf GSM : 46-48. Pad must be well pasted on the top & left side card board back, printing in one side.	Pads	36	

9. ANNEXURE-I
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" stationary items and printed Books & Forms on Annual rate contract basis"
(as per the Bill of Quantities) to Haldia Dock Complex, Hald

Tender No. : HDC/MM/ EOT-02/38/80

E-Tender No.: **2020_KoPT_550611_1**

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 CPPP 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 information applicable as per Annexure-II.

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

10. ANNEXURE-IIBIDDER'S INFORMATION(To be printed on the bidder's Letter Head dully filled scanned and uploaded after seal and signature)GENERAL INFORMATION OF THE BIDDERThe 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	
<u>2.</u>	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	
<u>3.</u>	Whether the bidder is a Proprietorship Firm or Partnership Firm or Limited/ Pvt. Limited Company		
<u>4.</u>	Details of the Banker(s):		
	a)	Name of the Banker(s) in full_	
	b)	Address(es) of the Banker(s)	
	c)	Telephone number(s)	
	d)	Facsimile number(s)	
	e)	Electronic mail address	
	f)	<u>Name(s) of the contact person(s)</u>	

<u>5.</u>	<u>Bank details for ECS payment :</u>		
	a)	Bank Account number_	
	b)	Name of the bank_	
	c)	Name of the branch_	
	d)	Address of the branch_	
	e)	IFSC code	
<u>6.</u>	Income Tax details (if applicable) :		
a)	Permanent Account Number (PAN)		
b)	GST Registration Number		
<u>7.</u>	Employees' Provident Fund (EPF) Code No., if applicable		
<u>8.</u>	Employees' State Insurance (ESI) Code No., if applicable		

Signature of Tenderer with Office Seal

11. ANNEXURE-IIITO 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.	Item Description	HSN Code	GST Rate (In %)		
			CGST Rate	SGST Rate	IGST Rate
1.	ARCH FOLDER TWO FLAPS (F' CAP)				
2.	Spring File.				
3.	CASE COVER (G-56A).				
4.	FILE FOLDER WITH EYE LID.				
5.	Four Flap File(F Cap)				
6.	FILE CARD BOARD (G-57)				
7.	PHOTOCOPY PAPER (A-4)				
8.	PHOTOCOPY PAPER (A-3)				
9.	Computer Paper 9" X 12" X 3 Parts				
10.	Computer Paper 9" X 12" X 2 Parts				
11.	Computer Paper 9" X 12" X 1 Part.				
12.	Computer Paper 9" X 12" X 3 Part:.				
13.	CARTRIDGE WITH RIBBON FOR DOT MATRIX PRINTER				
14.	OPERATION LOG - EVEN DATA				
15.	OPERATION LOG -ODD DATA				
16.	OPERATION LOG WAGON TIPPLER				
17.	OPERATION LOG SHIP-LOADER (COAL)				
18.	DAILY REPORT (UNLOADING) THERMAL COAL				

Signature of Tenderer with Office Seal

12. 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

13. ANNEXURE-VPART-II

Tender No. HDC/MM/ EOT-02/38/80 and E- Tender No. 2020 _KoPT_550611_1

PRICED BILL OF QUANTITIES**Tender for supply & delivery of "stationary items and printed Books & Forms on Annual rate contract basis to Haldia Dock Complex.**[BIDDERS NOT TO QUOTE HERE]

Sl. No.	Code No.	Description of Item	Unit	Qty	Unit Landed Price exclusive of GST On F.O.R. Basis
1	38270002	<u>ARCH FOLDER TWO FLAPS (F' CAP)</u> Folder with provision for tying up correspondences and Note sheets separately on inside cover of the folder. Sizes:- 350 MM x 250 MM x 4 MM thick, 2 pieces Gray Board in a Folder. Board of 3lb thickness (weight of a full size Board) to be used for the file. Front cover printed on white maplitho Paper and to be pasted on the Board. The same paper (unprinted) to be pasted on outer side of the 2nd Board. Right side corners of top and bottom boards to be covered with calico. Two eye lids on the top board and four eye lids on the bottom board to be affixed. Two pieces of boards (170 MM x 20 MM X 3 MM) fully covered with calico to be affixed with two eye lids each and two shoe laces (400 MM) on the proper places. Two pieces Board joint by left side with calico (100 MM) with board pasting. Inner side of the two boards including calico covered with grassy brown paper. Strong blue tape (700 MM) to be used for binding of the folder. Printing nomenclature as per Sample. Quality should be as per sample.	No.	2000	
2.	38270010	<u>SPRING FILE</u> Sizes: 340 MM X 540 MM X 3 MM Hard Board cover with Gray board / yellow Board double pasting. Folding 80 MM board to be affixed in the middle of the board by two eye lids. 100 MM iron plate (Patti) to be affixed in the middle of the inner of the left side board. Another 140 MM iron plate with spring (Spring Patti) to be affixed in the middle of the folding board by two eye lids. Printing in left flap in the both sides. Printing nomenclature as per HDC's sample. The quality should be as per sample.	No.	1500	
3.	38273001	<u>CASE COVER (G-56A).</u> Case cover lined with ranged cloth. Size:- 230 mm. x 350 mm. with one eye lid. Printing front side as per sample and paper printing pasted in the back side. Printing nomenclature as per HDC's sample. The quality should be as per sample.	No.	5000	
4.	38550104	<u>FILE FOLDER WITH EYE LID.</u> sizes: 340 mm.x 255 mm. x 2 mm. thick board cover with 34 kg grey board / light blue board 5.6 kg double pesting and 2 eye lid.printing front side as per hdc's sample (bilingual). the quality should be as per sample	No.	2500	

14. ANNEXURE-VPART-IITender No. HDC/MM/ EOT-02/38/80 and E- Tender No. **2020_KoPT_550611_1**PRICED BILL OF QUANTITIES

Sl. No.	Code No.	Description of Item	Unit	Qty	Unit Landed Price exclusive of GST On F.O.R. Basis
5.	38270005	<u>FOUR FLAP FILE (F CAP)</u> Sizes: Middle 34 kg grey board sizes 340 MM x 240 MM. x 3MM thick back side covered with marble paper with strong red tape (70 MM X 700 MM.). 4 covered file(5.6 kg grey board colour) pasting double. Left and right flap sizes: 230MM X 320 MM X 1.5 MM thick covered with 5.6 kg. grey board colour pasting double white board. Top and Bottom flap sizes: 210 MM X 230 MM. X 1.5 MM thick covered with 5.6 kg. grey board colour pasting double white board. Printing left flap in both sides. Printing nomenclature as per HDC's sample. The quality should be as per sample.	No.	500	
6.	38270001	<u>FILE CARD BOARD (G-57)</u> File Size :- 228 mm x 340 mm X 4 mm thick white Board covered with white creamwove paper and with strong red tape (70mm x 600mm) and white string (850mm) covered with both sides (as per HDC's sample). Printing back side as per HDC's sample etc.	No.	7000	
7.	38460102	<u>PHOTOCOPY PAPER (A-4)</u> Photocoy Paper (Size :- 297 mm X 210 mm) GSM :- 73 - 75 Ream of 500 sheets.	Ream	4000	
8.	38460103	<u>PHOTOCOPY PAPER (A-3)</u> Paper size :- 297 mm x 420 mm GSM :- 73 - 75. Ream of 500 sheets.	Ream	50	
9.	38017003	<u>Computer Paper 9" X 12" X 3 Parts</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: Maplitho Deluxe. GSM of the paper 47-50. Pack Size: - 1000 set in a box.	Set	77000	
10	38017017	<u>Computer Paper 9" X 12" X 2 Parts</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: Maplitho Deluxe. GSM of the paper 67-70. Pack Size: - 1000 set in a box.	Set	87000	
11	38017016	<u>Computer Paper 9" X 12" X 1 Part.</u> Blank continuous Computer paper with KoPT's Logo (Light Green Colour). Quality of the paper: Maplitho Deluxe. GSM of the paper 67-70. Pack Size: - 1000 set in a box.	Sheet	69000	
12.	38010022	<u>Computer Paper 9" X 12" X 3 Part:.</u> Blank continuous Computer paper with KoPT's Logo (Orange Colour). Quality of the paper: White good quality Maplitho paper. GSM of the paper 78 - 85. Pack Size: - 1000 set in a box.	set	48000	

15. ANNEXURE-VPART-II

Tender No. HDC/MM/ EOT-02/38/80 and E- Tender No. 2020_KoPT_550611_1

PRICED BILL OF QUANTITIES

Sl. No.	Cod e No.	Description of Item	Un it	Qnty	Unit Landed Price exclusive of GST On F.O.R. Basis
13	38017011	<u>CARTRIDGE WITH RIBBON FOR DOT MATRIX PRINTER</u> Model No. LQ 1050 TVSE MSP - 345 / 355	No.	250	
14	44020077	<u>OPERATION LOG - EVEN DATA</u> Book of 100 leaves in 50 sets. Set of 2 leaves I.e. 1st leaf printed in front side & other side ruled as per sample. White creamwove paper, Sizes of leaf 210 mm X 335 mm. GSM of the paper-53-58, Leather calico binding with pustani. Left side covered with 80 mm., wide leather. Top and bottom 3 mm., thick red board covered with calico, Paper label.	Books	14	
15	44020078	<u>OPERATION LOG -ODD DATA</u> Book of 100 leaves each in 50 sets. Set of 2 leaves i.e. 1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper , sizes of leaf 210 mm X 335 mm., GSM of the paper 53-58. Leather calico binding with pustani. Left side covered with 80 mm. Wide leather and all the corners with 45 mm. Wide leather top and bottom 3 mm. thick red board covered with calico. Paper label.	Books	24	
16	44020080	<u>OPERATION LOG WAGON TIPPLER</u> Book of 100 leaves in 50 sets. Set of two leaves i.e. 1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper, sizes of leaf 210 mm.X 335 mm. GSM of the paper 53-58. Leather calico binding with pustani. Left side covered with 80 mm., Wide leather and all the corners with 45 mm. wide leather , top & bottom 3 mm. thick red board covered with calico, paper label.	Books	19	
17	44020079	<u>OPERATIION LOG SHIP-LOADER (COAL)</u> Book of 100 leaves each in 50 sets,Set of two leaves i.e.1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper, sizes of leaf 210mm.x 335mm. GSM of the paper :53-58, leather calico binding with pustani, left side covered with 80mm. wide leather and all the corners with 45mm. Wide leather, Top & bottom 3mm. thick red board covered with calico, paper label.	Books	8	
18	44020085	<u>DAILY REPORT (UNLOADING) THERMAL COAL</u> Pad of 100 leaves in 25 sets each, Set of 4 leaves in multi-colour i.e. 1st leaf Pink colour, 2nd leaf Green colour, 3rd leaf Yellow colour and 4th leaf White colour, Sizes of leaf : 210 mm.X 335 mm., Leaf GSM : 46-48. Pad must be well pasted on the top & left side card board back, printing in one side.	Pads	36	

Signature of Tenderer with Office Seal

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

<u>Sl No.</u>	<u>DOCUMENTS TO BE UPLOADED (IF APPLICABLE)</u>	<u>YES /NO/NA (as the case may be)</u>
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. :	

Signature of Tenderer with Office Seal