

कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
हल्दिया गोदण पार्सर

HALDIA DOCK COMPLEX
सामग्री बंधन भाग, जवाहर टावर, द्वितीय तल,
Office of M.M Division, Jawahar Tower, 2nd floor,
पो. : - हल्दिया टाउनशिप, जिला:- पूर्बमेदिनीपुर
P.O. - Haldia Township, Dist: Purba Medinipur

Phone: +913224-263256 Fax: +913224 263255; E-mail: psbrahma@kopt.in / ncmaji@kopt.in

Tender No: HDC/MM/LT- 08/13/90

Date- /07/2015

Tender in two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafied & experienced general order suppliers/ printers for supply and delivery of "different types printed Books & Forms" as per Bill of Quantity to Haldia Dock Complex.

Bid Document may be downloaded from **KoPT** (www.kolkataporttrust.gov.in), **HDC** (www.haldiadock.gov.in) and **CPP** (www.eprocure.gov.in) website. Corrigendum or clarifications, if any, shall be hosted on the above mentioned websites only.

SCHEDULE OF TENDER (SOT)

a) TENDER NO.	::	HDC/MM/LT-08/13/90
b) MODE OF TENDER	::	Procurement System 1) Part I - Techno-Commercial Bid and 2) Part II - Price Bid.
c) Date of NIT available to parties to download	::	29 /07/2015
d) Pre-Bid Meeting starting date & Time	::	N/A
e) Pre -Bid Meeting closing date & Time	::	N/A
f) Bid Document fee	::	The intending bidders should submit the tender cost of Rs. 100.00 (Rupees One Hundred only) (non-refundable) separately by Banker's cheque/ Demand Draft of any Nationalised Bank/ Scheduled Bank of India drawn in favour of Kolkata Port Trust payable at Haldia, alongwith their offer otherwise their offer will be summarily rejected.
Cost of Postal charges for sending Tender Document by Post	::	Rs. 100.00
g) Earnest Money Deposit	::	The intending bidders should submit Earnest Money of Rs. 1000.00 (Rupees One thousand only) along with their offer otherwise their offer will be summarily rejected.
h) Last date of submission of EMD & Bid Document fee	::	21 /08/2015 upto 1.00 HRS

No.: **HDC/MM/LT-08/13/90**

i) Date of Starting of Tender for submission of Techno-Commercial Bid and price Bid.	::	29/07/2015
j) Date of closing of tender for submission of Techno-Commercial Bid & Price Bid.	::	21 /08/2015 upto 15.00 HRS
k) Date & Time of opening of Part-I (i.e. Techno-Commercial Bid)	::	21 /08/2015 after 15.30 HRS
l) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately	::	To be communicated separately.

List of Annexure

Important Instructions to Bidders	:	Annexure – I
Commercial Terms & Conditions	:	Annexure -II
Pre-Qualification Criteria of Tenderers	:	Annexure - III
DECLARATION OF THE BIDDER	:	Annexure-IV
BIDDER'S INFORMATION	:	ANNEXURE-V
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Price Bid format	:	Annexure-VII

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Annexure:-I

Important instructions

You are requested to read the terms & conditions (**Annexure- II**) of this tender before submitting tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1. (A) Part I Techno-Commercial bid will be opened on specified date and time as given in the NIT. Bidder(s) can witness opening of bid.
(B) Part II Price bid will be opened of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by HDC. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.
2. All entries in the tender should be entered in Technical & Commercial Formats without any ambiguity.
3. All notices and correspondence to the bidder(s) shall be sent by email / post/ Fax during the process till finalization of tender by HDC. Hence the bidders are required to ensure that their corporate email I.D. provided is valid
4. (i) Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. **The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.**
(ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see websites as stated above.
5. Tender cannot be submitted after the due date and time mentioned in NIT.
6. **Bidding in Tender :**
 - a. Bidder(s) need to submit necessary EMD, Tender fees (If any) to be eligible to bid in the tender. Tender fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by HDC
 - b. The bidder(s) who have submitted the above fees, only those bidder's Techno Commercial Bids will be opened.
 - g. No deviation of the terms and conditions of the tender document is acceptable.
 - h. Unit of Measure (UOM) is indicated in the tender. Rate to be quoted should be in Indian Rupee as per UOM indicated in the tender document.
7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
8. No deviation to the technical and commercial terms & conditions are allowed.
9. HDC has the right to cancel this tender without assigning any reason thereof.
10. 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.
11. The bidders must submit all the documents required as per terms of NIT. Any other document submitted along with tender which is not required as per the terms of the NIT shall not be considered.
12. The bid will be evaluated based on the evaluation clause of the tender.
13. The documents submitted by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.

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14. Necessary addendum/ corrigendum (if any) of tender would only be hosted in the above noted website.
15. **Micro & Small Enterprises** (MSEs) registered with **NSIC** (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with **DIC's** (DISTRICT INDUSTRIES CENTRE) Certificate.
16. **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.
17. If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
18. Copy of valid **NSIC** Certificate for **MSEs** along with **DIC's** (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
19. 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.
20. **Due date of submission of tender will not be extended under any situation.**



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Commercial Terms & Conditions

Annexure –II

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1. HDC will not be responsible in any way for postal delay. HDC / KoPT reserves the rights to reject all tenders or to accept any tender in whole or part without assigning any reason thereof.
2. 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.
3. **Price Bids (Part-II)** of only those eligible bidders who's Part-I Bids are complete and in order shall be opened on due course and date to be intimated later separately.
4. The trustees reserve the right to reject or to accept the tender in whole or in part without assigning any reason whatsoever thereof.
5. **For Micro & Small Enterprises(MSEs) registered with NSIC:**
6. **Micro & Small Enterprises (MSEs)** registered with **NSIC** (under **single point registration scheme**) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with **DIC's(DISTRICT INDUSTRIES CENTRE)** Certificate.
7. **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.
8. 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.
9. If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
10. Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
11. **Due date of submission of tender will not be extended under any situation.**

Signature of the Tenderer with office seal

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12. EARNEST MONEY :

Banker's Cheque/ Demand Draft shall be submitted alongwith offer in separate sealed enveloped super scribing Tender No., Bidder's Name, Address etc otherwise the offer(s) will be summarily rejected.

13. Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money. Bidders are advised to submit NSIC (under single point registration scheme) certificate along with offer super scribing Bidders Tender No., Name, and Address etc otherwise the offer(s) will be summarily rejected.

14. 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.

15. Those who have deposited Earnest Money of Rs 5,000.00 (Rupees five thousand only) under dynamic Register Scheme vide Notice No. HDC/MM/238, they need not deposit earnest money. However, they must submit photo copy of proof of E.M. deposit of Rs.5,000.00 in envelope -1.

16. Tender cost and declaration by bidder for participation with downloaded tender document :

17. Bidders other than Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) downloading the tender document should submit the tender cost of separately by D.D./ Banker's and declaration as given in the **FORM – A**, along with their offer otherwise their offer will be summarily rejected.

18. SCOPE OF WORK:

The work comprises of loading, supplying, delivery unloading & stacking of "different types printed Books & Forms" as specified in the Bill of Quantities at Central Stores of MM Division at Chiranjibpur of Haldia Dock Complex.

19. GENERAL :

The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract of Ko.P.T, HDC, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.

20. 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 of Ko.P.T, HDC. 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 Manager (MM), Haldia Dock Complex, thereon shall be final and binding upon all parties.

21. If the bidders find discrepancies or omission or have any doubt as to the meaning or intent of any part thereof, they shall write to Manager (MM) who will send a written explanation to all bidders.

22. 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 Addendum, 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 HDC's website (www.haldiadock.gov.in) **HYPERLINK WITH HDC'S SITE**.

23. The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders before opening of the price bids.

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24. 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.
25. The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.
26. **INSTRUCTIONS FOR FILLING UP OF BIDS :**
The bid can only be submitted in the name of the bidder in whose name the Bid Documents were issued. The Bid Document issued to the bidder is not transferable.
27. Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and submission of their bids or for any other expenses incurred in connection with such bidding.
28. Bidders are advised to visit the Central Store / site at Chiranjibpur, Haldia Dock Complex 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 the Manager (M.M.) 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.
29. The bidder should sign the **DECLARATION OF THE BIDDER** to denote their mode of acceptance and to submit the same along with his offer.
30. **VALIDITY :**
The tender shall remain open for acceptance for a period of **120 days** from the date of opening of techno-commercial bid.
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.
31. **NON- RESPONSIVE BIDDER :-**
32. The offer/tender shall be treated as non-responsive, if :
120 days validity from the date of opening of techno-commercial bid is not accepted / agreed to as per tender condition.
33. Offer / tender is submitted with any deviation from the tender terms & conditions.
34. **EARNEST MONEY AND SECURITY DEPOSIT :**
The Earnest Money received will be refunded or released as the case may be to the unsuccessful Bidder without any interest subject to the provisions made in clause above. The Earnest Money of the successful Bidder will be retained and converted to as a part of the Security Deposit.
35. The **Security Deposit** shall be equal to **5%** of the basic value. Balance Security Deposit shall have to be deposited by Banker's Cheque or by Demand Draft of any Scheduled/ Nationalised Bank of India drawn in favour of Kolkata Port Trust and payable at Haldia, by the successful Bidder within 30 days from the date of placement of order. Failing this, the Trustees reserve 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.
36. If the contract value aggregates to Rupees one lakh and above, the supplier may offer a Bank Guarantee in the Trustees' specified Pro-forma from any Scheduled/ Nationalised Bank of India having Branch at Haldia in lieu of Security Deposit.

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- 37.** 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’.
- 38. PRICES:**
Price should be quoted **F.O.R Central store/ site of MM Division at Chiranjibpur, Haldia**, i.e on free delivery basis up to Central Store/ site of MM Division at Haldia.
- 39.** The bidder shall quote his offer price as per the Bill of Quantities in the Price bid (Part-II). Price(s) must include, among others, all taxes, Duties of Central / State/ Local bodies etc. and charges for packing, forwarding, loading, handling, carrying to any lead, stacking, transportation, permits, overheads and profit etc. necessary for the complete services as described in the documents.
Price(s) shall be quoted upto F.O.R. Central Store/ site, Chiranjibpur, 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, at Chiranjibpur, Haldia.
- 40.** The price break-up for different heads will have to be furnished. The Bidder shall state clearly the percentage of various Taxes and duties that will be charged extra over his quoted rates.
- 41.** 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.
- 42.** 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.
- 43. Please note that KoPT does not provide any concessional Sales Tax Form. Full rate of Sales Tax/ VAT should be considered while quoting.**
- 44. Evaluation**
Evaluation will be made on the lowest quoted rate (L1) 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.
- 45.** 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.
- 46.** The bidders, in whose cases ED is applicable, are to confirm the submission of admissible Cenvatable documents.

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47. PAYMENT:

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 Manager (MM)'s Office with necessary documents e.g., receipted challan in duplicate, Excise Invoice with Cenvatable Transporter's copy (if applicable), test certificate, guarantee certificate inspection report, if any.

Part payment, against part supply / delivery, will be made to Party's Bank Account within 30 (thirty) days of receipt of satisfactory acceptance note of supply and on submission of clear bill. Maximum two part payments may be allowed at the discretion of Manager (MM).

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 ECS/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 and code number in the bill.

48. DELIVERY :

Delivery of the materials must be completed within **60 days** from the date of receipt of order by the supplier.

49. Materials are to be delivered at Central Store / site of HDC at Chiranjibpur, Haldia. Materials shall be delivered by the supplier at their own cost, risk and responsibility up to Central Store / Site Store(s) of Haldia Dock Complex.

50. Delivery period shall be 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 will be removed from the list of approved suppliers.

51. 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.

52 DESPATCH ARRANGEMENTS:

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 installment of supply. Delivery of materials will not be accepted on 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.

53. INSPECTION :

Inspection of materials shall be done by Trustees' authorized officer (**representative of MM Division, HDC**) after delivery of material at the Central Store of M. M. Division of Haldia Dock Complex, Chiranjibpur, Haldia.

54. 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.

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55. TRANSIT RISK :

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

56. DOCK PERMITS :

The successful Bidder shall have to obtain permits from the office of the Manager (I&CF), 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 free of cost to the Bidder against receipt of proper application for the same during normal working hours on any working day.

57. REJECTION OF MATERIALS:

Notwithstanding the inspection and passing of materials by Trustees' authorized person (representative of MM division), 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.

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

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

58. LIQUIDATED DAMAGES:

If the supplier fails to complete the stipulated 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 10% of the basic value of contract. Service Tax on L. D. amount at the prevailing rate (presently @14.0%) will be levied

59. 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.

60. Any delay on the following accounts beyond the time period on account of HDC will be considered for non-imposition of L.D. provided the bidder submits documentary evidence to substantiate the same.

a) 15 days time for inspection from the date of receipt of supplier's inspection call letter.

b) 12 days time from the date of receipt of supplier's waybill request letter by HDC to the date of receipt of Waybill by the supplier from HDC.

61. RISK PURCHASE:

In case of supplier's failure and at the absolute discretion of the Manager (MM), the work may be ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the Manager (M.M.) or, his representative. In case of risk purchase extra cost will be borne by the supplier (successful tenderer).

62. BANNED OR DE - LISTED CONTRACTORS:

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.

Signature of the Tenderer with office seal

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63. FORCE MAJEURE:

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.

64. PACKING OF MATERIALS:

The Supplier shall be responsible for proper packing and delivery of Stores. The materials should be packed by the Supplier/Manufacturer at their own cost for protection against any damage, loss, breakage or leakage etc.

65. JURISDICTION OF COURT :

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

66 WORKMEN COMPENSATION :

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.

67. PERSONAL PROTECTIVE EQUIPMENT (PPE):

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.

68. SAMPLES:

Samples are available at the office of the M M Division. Bidder must inspect the samples before quoting the rates.

69. Successful tenderer shall collect the samples for printing nomenclature from the office of Manager (MM) immediately after receipt of order. Printing should be as per KoPT, HDC's sample. Paper should be good quality as per specification of B.Q. and free from blotting. Sample copies for printing nomenclature will be forwarded the successful bidders along with the order. Proof copies of printing should be submitted within 10 days from the receipt of order and there after approved copies will be returned to the successful bidder within next 15 days.

70. EXCISE DUTY & STATUTORY LEVY : - [TO BE SUBMITTED ALONGWITH TECHNO-COMMERCIAL BID]

TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES:-

<u>SL. NO.</u>	<u>TARIFF HEAD</u>	<u>WHETHER APPLICABLE</u>	<u>APPLICABLE RATE (%)</u>	<u>Whether INCLUSIVE / EXCLUSIVE</u>
1.	Excise Duty			
2.	Sales Tax (CST/WBST/VAT)			
3.	OTHER DUTIES (IF ANY)			

Date :-----

Signature of Tenderer with Office Seal

Place :-----

Name:-----

Phone:

Address:.....

Fax:.....

.....

E-mail: /12 /

No.: **HDC/MM/LT-08/13/90**

ANNEXURE-III

PRE-QUALIFICATION CRITERIA OF TENDERERS:

Following documents for meeting the pre-qualification criteria should be submitted by the tenderer alongwith offer otherwise their offer may be rejected: -

1. Credential for supply and delivery of various types of of printed books & forms/Stationeries /Consumable Items/ similar type of Items in various supply contract(s) during the last five (5) years of total cumulative amount not less than Rs.1,02,000.00 to the Govt. Organization / PSU / Private Organization which should be substantiated by producing Purchase Order copies along with any one of the following documents :-

- i) Receipted Challan,
- ii) Certificate of Execution,
- iii) GRN,
- iv) Excise Invoice,
- v) Tax Invoice,
- vi) Consignment Note.

etc. as a proof of supply as required by the tender issuing authority.

2. Valid authorised dealership/ stockist / distributor certificate for authorised dealers/ stockiest/ distributors from their manufacturer, if applicable.

3. Copy of **VAT** Registration Certificate / **Central Sales Tax Registration Certificate (TIN)**.

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

5. Copy of the registration certificate with **Central Excise Authority**, if applicable.

The bidder should also upload the following statement with documents in support of their credential.

Sl. No	Order nos. & date(with copies purchase orders) of	Nos. of Receipted challan / certificate of execution / GRN / Excise Invoice / Tax Invoice / Consignment Note etc. as a proof of supply (with copies of the same).	Item description with specification	Quantity/ value of materials supplied

No.: **HDC/MM/LT-08/13/90**

ANNEXURE-IV

DECLARATION OF THE BIDDER

Manager (MM Division),
Haldia Dock Complex

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 deposited Requisite Earnest Money with the Trustees'.

OR

I / We have submitted documentary evidences for Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) as per tender condition.

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

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

(a) I / We hereby declare that I / We have not been banned or, de-listed by any Government or Quasi-Government Agency or Public Sector Unit.

(b) I / We hereby enclose the details of any banned / de-listed imposed on my / our agency by any Govt. / Quasi - Govt. Agency or, PSU.

Date :-----

Place :-----

Signature of Tenderer with Office Seal

Name:-----

Address:.....

.....

.....

.....

Phone:

Fax:

E-mail:

No.: **HDC/MM/LT-08/13/90****ANNEXURE-V****BIDDER'S INFORMATION****Manager (MM),**
Haldia Dock Complex

Tender No.	HDC/MM/LT-08/13/90
Name of work/Item Description:	SUPPLY AND DELIVERY OF "different types printed Books & Forms" TO HALDIA DOCK COMPLEX.
Name of the Company:	
Address:	
Contact Person Name:	
Phone:	
Fax:	
E-Mail Address:	
Have you studied the Pre-Qualification requirement of the selected tender?	Yes / No
Is the company having Copy of VAT Registration Certificate / CST Registration Certificate (TIN)?	Yes / No
Is the company having Current valid Professional Tax Payment Challan (PTPC)?	Yes / No
Is the Company meeting the pre-qualifying criteria mentioned in the NIT?	Yes / No
Confirm that you will furnish the documentary evidence against pre-qualification criteria along with your offer.	Yes / No
Are you MANUFACTURERS / authorised dealers/ authorised stockiest/ suppliers for the tendered materials? Please indicate your status.	
I / We agree to submit the copies of pre-qualification documents as per the Notice Inviting Tender along with our offer. I / We undertake and confirm that in case we do not submit these Pre-qualifying documents with our offer or the documents are not found in order by HDC / not acceptable to HDC, our tender shall be liable for rejection. Rejected by HDC without any correspondence in this regard.	

Date :-----

Signature of Tenderer with Office Seal

Place :-----

Name:-----

No.: HDC/MM/LT-08/13/90

ANNEXURE-VI**(TO BE SUBMITTED ALONG WITH ENVELOPE - 2)****UNPRICED BILL OF QUANTITIES**(Tender No. **HDC/MM/LT-08/13/90**)

Tender for supply and delivery of different types printed Books & Forms to Haldia Dock Complex .

IMPORTANT:a) This Unpriced Bill of Quantities must be submitted with the Techno- Commercial Bid.**b) Do not mention any rates or amounts in this part.**

Sl. No.	Item Code No.	Description of Item	Qty	Unit	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
1.	44040004	MEASUREMENT BOOK (E-81) Book of 110 leaves each, white creamwove paper, Leaf Size: 145 mm. X 275 mm., Leaf GSM: 53-58, Ist page " Title Page",2nd & 3rd page "Rulles", 4 th to 20 th pages "Index" numbering of rest 100 Leaves from serial no. 1 to 200 as per sample. Calico MP sides flush cut binding with pustani, top binding covered with 100 mm. wide calico and the corners with 45 mm. wide calico, top and bottom 3 mm. Red board covered with M.P. Pencil pocket with 1/4th each Elastic Tape as per sample , paper label, printing in red ink as per sample.	200	Books	
2.	44010149	ATTENDENCE REGISTER (A.C. 49) Book of 90 Folios with two inner sheets each as per sample. Ledger paper, GSM of the paper -94-98.Outer leaf Size : 208 mm. X 335 mm. and sizes of inner sheet 110 mm. X 270 mm. Leather calico binding with Pustani, left side covered with 145 mm. wide leather and the corners with 45 mm. wide leather. Top & bottom 3 mm. thick red board covered with calico. Numbering as per sample (0 to 90), printing nomenclature as per sample. Paper lable.	100	Nos.	
3.	44010163	PETTY CASH G-24 100 nos in a bunch, white cream wove paper, Leaf size:- 110mm X 180mm, Leaf GSM: 53-58, printing in one side, printing nomenclature as per sample.	5000	Leaves	

No.: HDC/MM/LT-08/13/90

Sl. No.	Item Code No.	Description of Item	Qnty	Unit	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
4.	44020047	G- 147 CASUAL LEAVE APPLICATION FORM 100 nos. in a bunch, white creamwove paper, Leaf Size: 167 mm. X 210 mm., Leaf GSM: 53-58, printing in one side.	20000	Leaves	
5.	44020051	LEAVE ENCASHMENT FORM Bunch of 100 sheets each, White Creamwove Paper, Leaf Size: 210 mm. X 335 mm., Leaf GSM: 53-58, Printing in both sides.	4000	Leaves	
6.	44050078	PAPER BLOCK, (G-75) Pad of 150 leaves each, white creamwove paper leave size: 135 mm. X 220 mm. Leaf GSM: 53-58, Pad must be well pasted on top and left side with card board back, no printing.	200	Pad	
7.	44050097	RULED BOOK (G-109). Book of 150 leaves each with numbering from sl. no. 01 to 300 white Creamwove paper, Leaf Size: 208mm X 335mm, Leaf GSM: 53-58, Leather Calico binding with pustani, left side covered with 85mm. wide leather and corners with 45mm. wide leather Top & bottom 3mm. thick red board covered with calico. No printing. Paper label.	300	Nos.	
8.	44010164	PEON BOOK (G-26) Book of 200 leaves each, white creamwove paper, Sizes of leaf 165 mm. X 205 mm., GSM of the paper 53-58, leather calico binding with pustani, left side covered with 85 mm. wide leather and corners with 45 mm. wide leather. Top and bottom 3 mm. thick red board covered with calico, blue ruling and numbering as per sample. Paper label, both side printed.	200	Nos.	
9.	44011023	LINEN BOOK. Book of 100 leaves each with numbering serially. 1 st copy perforated and 2 nd copy unperforated and block copy. White cream wove paper, GSM of paper 53 – 58. Size of leaf 208 mm X 335 mm. Ordinary book binding on the top side . Top and bottom covered with thick brown paper, Oneside printing, printing nomenclature as per sample and paper label.	50	Book	

No.: HDC/MM/LT-08/13/90

Sl. No.	Item Code No.	Description of Item	Qty	Unit	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
10.	44030006	LOG OF MOBILE EQUIPMENT BOOK (CME-66A) Book of 100 leaves each with numbering, white Cream wave paper, Leaf Size: 180 mm. X 245 mm., Leaf GSM: 53-58, Leather calico binding with pustani, left side covered with 75 mm. wide leather and the corners with 45 mm. wide leather. Top & bottom 3 mm. thick red board covered with calico. One side printed. Printing nomenclatures per sample. Paper label.	50	Book	
11.	44050001	WINDOW ENVELOPE, (G-84). 100 nos in a bunch , 5 bunch in a packet . white cream wave paper , sizes :- 100 mm. x 160 mm. with flap of 55mm. breadth, GSM of the paper 53-58 , well pasted as per sample . Printing in one side. Printing nomenclature as per sample .	8000	Nos.	
12.	44050011	ATTENDANCE REGISTER (G-44) Book of 100 leaves each with numbering, ledger paper, leaf size : 208 mm. X 335 mm., leaf GSM: 94-98, leather calico binding with pustani, left side covered with 95 mm. Wide leather and the corners 45 mm. Wide leather, top and bottom 3mm., thick red board covered with calico, blue ruling with numbering as per sample, paper label, printing in both sides.	100	Nos.	
13.	44990108	Beat Book (Each book 100 Pages) Size : 18 cm Hieght & 12 cm widths. <u>White creamwave paper, GSM of the paper 53-58, Ordinary book binding. Top & Bottom covered with thick white paper with printing on the front side as ,per sample. Printing nomenclature as per sample.</u>	1800	Leaves	
14.	44010166	OVERTIME BOOKING REGISTER Book of 100 leaves each, white cream wave paper, Leaf Size: 210 mm. X 338 mm., Leaf GSM: 53-58, leather calico binding with pustani, left side covered with 100 mm. wide leather and corners with 65 mm. wide leather, top and bottom 3 mm. thick red board covered with calico, paper label, both side printing in book no. and serial no., printing nomenclature as per sample.	6	Nos.	

No.: HDC/MM/LT-08/13/90

Sl. No.	Item Code No.	Description of Item	Qnty	Unit	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
15.	44011024	FORMATE FOR MEDICAL EXAMINATION RECORD OF DOCK WORKERS. 2 Leaves in a set with stapled as per sample. White cream wove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm .Printing in both side of 1st leaf and one side of the 2nd leaf as per sample. Printing nomenclature as per sample.	2500	Leaves	
16.	44020133	ON LINE TREASURY RECEIPT G.C.BERTH Pre-Printed contineous Computer Paper with Carbon and Serration . GSM of the Paper -70-72, Size :-10" x 8" x 3 Part (254mm. x 203mm. x 3Part), Printing nomenclature and colour of printing as per sample. 250sets in a packet .	30000	Set	
17.	44020134	ON LINE TREASURY RECEIPT JAWAHAR Pre-Printed contineous Computer Paper with Carbon and Serration . GSM of the Paper -70-72, Size :-10" x 8" x 3 Part (254mm. x 203mm. x 3Part),Printing nomenclature and colour of printing as per sample .250sets in a packet .	30000	Set	

Date : _____**Signature of the Tenderer with Office Seal****Telephone No(s) :** _____**Fax No.** _____**Full Address :****Mobile No.** _____

No.: **HDC/MM/LT-08/13/90****PART-II****ANNEXURE-VII****PRICED BILL OF QUANTITIES**Tender No. **HDC/MM/LT-08/13/90**

Tender for supply and delivery of different types printed Books & Forms to Haldia Dock Complex .

IMPORTANT: a) This Priced Bill of Quantities must be submitted in a separate sealed cover Marked "PRICED BID" (Envelope- 3).
b) Do not mention terms & condition in this part.

Sl. No.	Item Code No.	Description of Item	Qty	Unit	Unit rate On FOR up to HDC's store at Haldia Basis (In Rs.)	Total amount (In Rs.)
1.	44040004	MEASUREMENT BOOK (E-81) Book of 110 leaves each, white creamwove paper, Leaf Size: 145 mm. X 275 mm., Leaf GSM: 53-58, 1st page " Title Page", 2nd & 3rd page "Rules", 4 th to 20 th pages "Index" numbering of rest 100 Leaves from serial no. 1 to 200 as per sample. Calico MP sides flush cut binding with pustani, top binding covered with 100 mm. wide calico and the corners with 45 mm. wide calico, top and bottom 3 mm. Red board covered with M.P. Pencil pocket with 1/4th each Elastic Tape as per sample , paper label, printing in red ink as per sample.	200	Books		
2.	44010149	ATTENDANCE REGISTER (A.C. 49) Book of 90 Folios with two inner sheets each as per sample. Ledger paper, GSM of the paper -94-98. Outer leaf Size : 208 mm. X 335 mm. and sizes of inner sheet 110 mm. X 270 mm. Leather calico binding with Pustani, left side covered with 145 mm. wide leather and the corners with 45 mm. wide leather. Top & bottom 3 mm. thick red board covered with calico. Numbering as per sample (0 to 90), printing nomenclature as per sample. Paper label.	100	Nos.		
3.	44010163	PETTY CASH G-24 100 nos in a bunch, white cream wove paper, Leaf size:- 110mm X 180mm, Leaf GSM: 53-58, printing in one side, printing nomenclature as per sample.	5000	Leaves		

No.: HDC/MM/LT-08/13/90

Sl. No.	Item Code No.	Description of Item	Qty	Unit	Unit rate On FOR up to HDC's store at Haldia Basis (In Rs.)	Total amount (In Rs.)
4.	44020047	G- 147 CASUAL LEAVE APPLICATION FORM 100 nos. in a bunch, white creamwove paper, Leaf Size: 167 mm. X 210 mm., Leaf GSM: 53-58, printing in one side.	20000	Leaves		
5.	44020051	LEAVE ENCASHMENT FORM Bunch of 100 sheets each, White Creamwove Paper, Leaf Size: 210 mm. X 335 mm., Leaf GSM: 53-58, Printing in both sides.	4000	Leaves		
6.	44050078	PAPER BLOCK, (G-75) Pad of 150 leaves each, white creamwove paper leave size: 135 mm. X 220 mm. Leaf GSM: 53-58, Pad must be well pasted on top and left side with card board back, no printing.	200	Pad		
7.	44050097	RULED BOOK (G-109). Book of 150 leaves each with numbering from sl. no. 01 to 300 white Creamwove paper, Leaf Size: 208mm X 335mm, Leaf GSM: 53-58, Leather Calico binding with pustani, left side covered with 85mm. wide leather and corners with 45mm. wide leather Top & bottom 3mm. thick red board covered with calico. No printing. Paper label.	300	Nos.		
8.	44010164	PEON BOOK (G-26) Book of 200 leaves each, white creamwove paper, Sizes of leaf 165 mm. X 205 mm., GSM of the paper 53-58, leather calico binding with pustani, left side covered with 85 mm. wide leather and corners with 45 mm. wide leather. Top and bottom 3 mm. thick red board covered with calico, blue rulling and numbering as per sample. Paper label, both side printed.	200	Nos.		
9.	44011023	LINEN BOOK. Book of 100 leaves each with numbering serially. 1 st copy perforated and 2 nd copy un perforated and block copy. White cream wove paper, GSM of paper 53 – 58. Size of leaf 208 mm X 335 mm. Ordinary book binding on the top side . Top and bottom covered with thick brown paper, Oneside printing, printing nomenclature as per sample and paper label.	50	Book		

No.: HDC/MM/LT-08/13/90

Sl. No.	Item Code No.	Description of Item	Qty	Unit	Unit rate On FOR up to HDC's store at Haldia Basis (In Rs.)	Total amount (In Rs.)
10.	44030006	LOG OF MOBILE EQUIPMENT BOOK (CME-66A) Book of 100 leaves each with numbering, white Cream wove paper, Leaf Size: 180 mm. X 245 mm., Leaf GSM: 53-58, Leather calico binding with pustani, left side covered with 75 mm. wide leather and the corners with 45 mm. wide leather. Top & bottom 3 mm. thick red board covered with calico. One side printed. Printing nomenclatures per sample. Paper lable.	50	Book		
11.	44050001	WINDOW ENVELOPE, (G-84). 100 nos in a bunch , 5 bunch in a packet . white cream wove paper , sizes :- 100 mm. x 160 mm. with flap of 55mm. breadth, GSM of the paper 53-58 , well pasted as per sample . Printing in one side. Printing nomen clature as per sample .	8000	Leaves		
12.	44050011	ATTENDANCE REGISTER (G-44) Book of 100 leaves each with numbering, ledger paper, leaf size : 208 mm. X 335 mm., leaf GSM: 94-98, leather calico binding with pustani, left side covered with 95 mm. Wide leather and the corners 45 mm. Wide leather, top and bottom 3mm., thick red board covered with calico, blue ruling with numbering as per sample, paper label, printing in both sides.	100	Nos.		
13.	44990108	Beat Book (Each book 100 Pages) Size : 18 cm Hieght & 12 cm widths. <u>White creamwove paper, GSM of the paper 53-58, Ordinary book binding. Top & Bottom covered with thick white paper with printing on the front side as ,per sample. Printing nomenclature as per sample.</u>	1800	Leaves		
14.	44010166	OVERTIME BOOKING REGISTER Book of 100 leaves each, white cream wove paper, Leaf Size: 210 mm. X 338 mm., Leaf GSM: 53-58, leather calico binding with pustani, left side covered with 100 mm. wide leather and corners with 65 mm. wide leather, top and bottom 3 mm. thick red board covered with calico, paper label, both side printing in book no. and serial no., printing nomenclature as per sample.	6	Nos.		
15.	44011024	FORMATE FOR MEDICAL EXAMINATION RECORD OF DOCK WORKERS. 2 Leaves in a set with stapled as per sample. White cream wove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm .Printing in both side of 1st leaf and one side of the 2nd leaf as per sample. Printing nomenclature as per sample.	2500	Leaves		

No.: HDC/MM/LT-08/13/90

Sl. No.	Item Code No.	Description of Item	Qty	Unit	Unit rate On FOR up to HDC's store at Haldia Basis (In Rs.)	Total amount (In Rs.)
16.	44020133	ON LINE TREASURY RECEIPT G.C.BERTH Pre-Printed contineous Computer Paper with Carbon and Serration . GSM of the Paper -70-72, Size :-10" x 8" x 3 Part (254mm. x 203mm. x 3Part), Printing nomenclature and colour of printing as per sample. 250sets in a packet	30000	Set		
17.	44020134	ON LINE TREASURY RECEIPT JAWAHAR Pre-Printed contineous Computer Paper with Carbon and Serration . GSM of the Paper -70-72, Size :-10" x 8" x 3 Part (254mm. x 203mm. x 3Part),Printing nomenclature and colour of printing as per sample .250sets in a packet .	30000	Set		

Date : _____

Telephone No(s) : _____

Fax No. _____

Mobile No. _____

Signature of the Tenderer with Office Seal

Full Address : _____
