

NOTICE INVITING TENDER FOR WEB SITE**TENDER FOR ENGAGEMENT OF VALUER FOR FIXATION OF RESERVE SALE PRICE (RSP) OF SCRAP/CONDEMNED MATERIALS FOR A PERIOD OF 2 YEARS****TENDER NO: Tender No. HDC/MM/ LT-13/218/05****SCOPE OF WORK**

Sealed tenders are invited from REGISTERED VALUERS of Income Tax Department for Bi-annual Contract for Valuation and Fixation of RESERVE SALE PRICE of Different Types of Scrap/Condemned Materials, Plant & Equipment , Machineries and Unused Surplus Spares & Materials of Haldia Dock Complex for a period of two years.

PRE-QUALIFICATION CRITERIA OF BIDDERS

Registered Valuers must submit tender along with the following documents:-

1. Valid Registration Certificate issued by Income Tax Department
2. Service Tax Registration Certificate
3. Copies of at least two (2) separate order /engagement letters for valuation work issued by Govt. / PSU / Statutory Body/ Reputed Company during the last three years

IMPORTANT DATE AND TIMES

Last date of Submission of Tender	16.10.2015	Time	3.00 P.M.	Opening Date	16.10.2015	Time	3.30 P.M.
Bid Document				Can be downloaded from web-site free of cost			
Time of completion (Part Order)				As per tender document			

OTHER INSTRUCTIONS

1.	In case information related to this tender is required, tenderer may contact the Office of Materials Management Division, Haldia Dock Complex, Jawahar Tower, 2 nd Floor, P.O. Haldia Township, Dist. East Medinipore, West Bengal, PIN : 721 607, Telephone No. (03224)– 264496 / 263262 / 264194, Fax – (03224) 263255.
2.	Mere submission of Tender Document will not mean that the bidder will be automatically considered qualified and their bids will be entertained. Such qualification will again be scrutinized at the time of evaluation of bids. The Trustees reserve the right to reject or to accept the tender in whole or in part without assigning any reason thereof.
3.	Bidder may download the Tender Document free of cost from our website www.kolkataporttrust.gov.in or www.haldiadock.gov.in and submit the same with all relevant papers as stated above.



कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
सामग्री प्रबंधन प्रभाग
MATERIALS MANAGEMENT DIVISION



Jawahar Tower, 2nd Floor
P.O: Haldia Township,
Dist.-East Midnapore,
PIN-721607.
Tele fax No. (03224) 263255, Ph-263266

जवाहर टॉवर, 2 तल,
पी.ओ: हल्दिया टाउनशिप,
जिला: पूर्व मिदनापुर,
पिन 721607.

No. HDC/MM/

Dated : 0/09/2015

Sub : Bi-annual Contract for Valuation and Fixation of RESERVE SALE PRICE of Different Types of Scrap/Condemned Materials, Plant & Equipment ,Machineries and Unused Surplus Spares & Materials of Haldia Dock Complex

Dear Sirs,

Various types of Scrap / Condemned Materials, Plant & Equipment, Machineries and Unused Surplus Spares & Materials, Engineering Parts, E-Waste, Hazard Waste, Waste / Used Oil, Civil Structures etc. are sold by HDC through E-auction based on Reserved Sale Price (RSP) that is to be fixed up by the approved valuer.

Registered valuers of Income Tax Department are requested to submit sealed offer subject to the following terms and conditions on or before **04.09.2008 upto 3-00 P.M** after which no offer will be considered. Copies of NIT, Terms & Conditions of Tender and Declaration of Bidder are enclosed.

A) Scope of Work

Physical inspection, valuation and fixation of RESERVE SALE PRICE of various types of Scrap / Condemned Materials, Plant & Equipment , Machineries and unused Spares & Materials, Engineering Parts, E-Waste, Hazardous Waste, Waste / Used Oil, Civil Structures etc. of Haldia Dock Complex

B) Essential Documents/ Credential

The copies of following documents are to be submitted with offer: -

1. Valid Registration Certificate issued by Income Tax Department
2. Service Tax Registration Certificate
3. Copies of at least two (2) separate order /engagement letters for valuation work issued by Govt. / PSU / Statutory Body/ Reputed Company during the last three years

Contd. Page2

Sealed offer should be superscribed with tender number, due date and tenderers' name, address & contact number and to be submitted to the office of Manager(MM), Haldia Dock Complex within the due date and time. No tender will be accepted after due date and time.

Thanking you,

Yours faithfully,

Manager (MM)
Haldia Dock Complex.

HALDIA DOCK COMPLEX

Terms and Conditions of Biennial Contract

1. **Fees for Valuation**
Fees for valuation will be paid in accordance with Wealth Tax Act (Rule – 8C) of Income Tax Department. Discount, if any, on the fees can be offered in the quotation clearly and the discount will remain firm during the currency of contract including extension.
2. **Service Tax**
Tenderer should be registered under Service Tax Act and have service tax registration number. Current rate of service tax in percentage (%) should be mentioned in the offer.
3. **Time of Commencement of Work**
Authorized representative(s) has to be deputed at HDC's site within seven (7) days from the date of Order Letter to carry out physical inspection and work.
4. **Transport**
Transportation of two (2) personnel from Kolkata to Haldia and back including local transport at Haldia for visiting sites will be arranged and provided by HDC free of cost.
5. **Food & Lodging**
Standard Indian veg / non-veg lunch for two (2) personnel will be provided free of cost by HDC on the day of work at HDC. No lodging & boarding will be provided.
6. **Submission of Valuation Report**
Report with RESERVE SALE PRICE of each and every lot will have to be submitted in a sealed envelop superscribing 'Valuation Report' and HDC's letter reference within ten (10) days from the date of site visit.
7. **Payment**
Payment will be made within three (3) months after submission of Valuation Report with Reserve Sale Price (RSP) against Bill which is to be submitted separately (not in the envelope of RSP). Payment will be credited to bank account through RTGS/NEFT for which banker's name & address, A/C number, IFSC code, Branch code etc. are to be mentioned clearly in the Bill (in triplicate).
8. **Period of Contract**
The contract for valuation work will remain valid for a period of two (2) years subject to an extension of three (3) months on the same rate, terms and conditions. HDC cannot give guarantee of work during the currency of contract including extension period. HDC reserves the right to assign no work in case of no requirement.
9. **Breach & Termination**
If there is any breach of contract on the part of successful valuer, trustees reserve the right to initiate appropriate action for termination of contract and business banning. Besides, trustees reserve the right to terminate the contract at any point of time giving three (3) days notice without assigning any reason whatsoever.
10. **Rejection of Tender**
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. No correspondence shall be entertained on rejection of any offer.

Contd. Page2

Signature of tenderer_____

HALDIA DOCK COMPLEX

Terms and Conditions of Tender

11. **Validity**

The tender shall remain open for acceptance for a period of **4 (four) months** from the date of opening of the same. The bidder cannot amend his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his tender before expiry of this validity period.

12. **Non Responsive Offer**

The offer shall be treated as non-responsive, if -

12.1 Received after the due date and time of submission as specified in the tender.

12.2 Four (4) months validity from the date of opening of Bid is not indicated / agreed.

12.3 Bid documents is not signed, sealed and submitted in the manner indicated in the tender.

12.3 Deviation from the tender terms & conditions is noticed.

12.4 Information/documents/statements submitted by the tenderer are found to be false /misleading.

13. **Evaluation Criteria**

Evaluation of offer will be made on the basis of highest rate of discount (%) offered on the fees prescribed in clause-1 of terms & conditions subject to the fulfillment of necessary tender conditions.

Acceptance of Terms & Conditions

Having carefully read, examined and understood the terms and conditions of tender, I / We do hereby accept the same.

Place:

Date:

Signature of Tenderer with Office Seal

Name:

Address:

Phone:

Mobile:

Fax:

Email:

DECLARATION OF BIDDER
(TO BE SUBMITTED ALONGWITH THE OFFER)

Manager (MM)
Haldia Dock Complex.

I / We have carefully read, examined, understood and accepted the terms and conditions of tender. In the event of our tender being accepted, I / We hereby undertake to execute and complete the work required to be performed in accordance with the terms and conditions of contract. The terms and conditions of tender together with the acceptance thereof in writing by or on behalf of the trustees shall form the contract.

[Please strike out the portion which is not applicable in your case out of the following two (a or b) and initial the same.]

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

OR

(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:

Signature of Tenderer with Office Seal

Place:

Full Name in Block Letters

- END -