

**KOLKATA PORT TRUST  
(Kolkata Dock System)**

**General Administration Department**

TENDER NO. : ADMN/T/152 Dated 13.12.2016

**Tender for washing/laundry service**

**FOR**

Washing and ironing of Selected curtains, seat & handle covers of chairs, , towels & hand  
towels & Seat covers of two cars. of KoPT Head Office.

Last date of submission	Upto 14.30 hours on 12.01.2017
Date & time of opening of Tender	At 15.00 hours on 13.01.2017

15, Strand Road,  
Kolkata– 700 001

Price :Rs.100.00 per set (Non-refundable)

Kolkata Port Trust

**KOLKATA PORT TRUST  
KOLKATA DOCK SYSTEM**

General Administration Department

**TENDER NOTIFICATION**

**TENDER No. : ADMN/T/152 Dated: 13.12.2016**

Subject: **‘Tender for washing/laundry service’**

Sealed tenders in prescribed form are invited for washing and ironing of towels, curtains, sofa covers, bed sheets, handle covers, apron, hand towels etc of Kolkata Port Trust (Head Office) and related offices.

i)	<i>Tender Document Fee</i>	<i>Rs.100/- per set.</i>
ii)	<i>Earnest Money</i>	<i>Rs.3600/-</i>
iii)	<i>Security Deposit</i>	<i>10% of the annual evaluation value of the contract</i>
iv)	<i>Sale of Tender Document</i>	<i>From 15-12.2016 to 05.01.2017 during Office Hours (except Saturdays, Sundays &amp; holidays)</i>
v)	<i>Pre Bid Meeting</i>	<i>At 15.00 hours on 06.01.2017 in the conference room of KoPT Head Office</i>
vi)	<i>Last date of submission of Tender</i>	<i>Upto 14.30 hours on 12.01.2017.</i>
vii)	<i>Date &amp; time of opening of Tender</i>	<i>At 15.00 hours on 13.01.2017 in the Conference Room, KoPT Head Office</i>

Tender document may be obtained from the office of Administration Department at 15, Strand Road, Kolkata – 700 001 on deposition of Rs.100/- in cash, towards the cost of tender document, against application. Alternatively, the prospective tenderers may download the complete tender document from Kolkata Port Trust’s (KoPT’s) website [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) and in that case, the prospective tenderers would be required to deposit Rs.100/- in the form of Bank draft/Banker’s cheque/Pay Order (in favour of ‘Kolkata Port Trust’ from any scheduled bank, payable at Kolkata). The tender will not be accepted, if it is not accompanied by the requisite draft/bankers’ cheque towards cost of tender document, in case the same is downloaded from KoPT’s website.

The Trustees reserve the right to reject any or all the tenders fully or partly without assigning any reason thereof.

Secretary

KOLKATA PORT TRUST  
General Administration Department  
15, Strand Road,  
Kolkata– 700 001

Subject: **Tender for washing/laundry service**

**GENERAL INSTRUCTIONS TO TENDERERS**

Sealed tenders are invited from Proprietorship/Partnership Firms and Registered Companies for providing laundry services to Kolkata Port Trust (Head Office and related offices), for two years. The bidder should have experience in providing such services to any office/Guest House/ Hotel/Club for at least three years and have an office as stipulated in para 6(l) of the General Conditions Of Contract.

**1. Value of Contract**

The expected value of contract is Rs.1,00,000/- per annum.

**1. Earnest Money Deposit (EMD)**

An amount of Rs. 3600.00/- shall be submitted as Earnest Money Deposit by Bank draft / Banker's Cheque / pay order from any scheduled Bank, drawn in favour of 'Kolkata Port Trust', payable at Kolkata, which should be submitted alongwith the techno-commercial part of the tender without which no tender will be accepted. Earnest Money of all bidders will be kept in safe custody and the instrument as Earnest Money will be **refunded** to the unsuccessful tenderer(s) without interest, after issuance of work order to the successful tenderer.

Earnest Money of L1 bidders only will be encashed and will be returned without any interest after submission of security deposit.

**2. Security Deposit (SD)**

Successful Tenderer will submit Security Deposit 10% of the "Annual Evaluation Value of the Contract", whichever is higher by Cash or by Demand Draft in favour of 'Kolkata Port Trust' from a Nationalized/Scheduled Indian Bank having office at Kolkata, valid for two years & six months. If successful tenderer(s) fail to deposit the SD within the scheduled time, the EMD of successful tenderer(s) will be forfeited.

**3. Refund of Security Deposit (SD)**

The Security Deposit will be retained by KoPT till expiry of the contractual period. In the event of the contractor failing to execute the contract without sufficient reason acceptable to KoPT, the Security Deposit will be forfeited along with cancellation of the contract.

On due and satisfactory performance of the Contract and on completion of all obligations by the contractor under the contract, the Security Deposit will be refunded to them, subject to the following conditions:

- a) After deducting the amount from the Security Deposit, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by KoPT.
- b) The contractor shall have to apply for the refund of Security Deposit. Before releasing the Security Deposit, the contractor shall also have to submit a certificate to the effect that they have no claim(s) against KoPT under this contract. If any Bill(s) for the job done under this contract is/are left pending at the time of releasing the Security Money, the contractor may furnish the certificate in the following format :

“I/We hereby certify that there are no claims against KoPT under contract No.....for the job..... except to the extent of the claims preferred by me/us as per the under-noted bills already submitted to you.”

#### 4. **Validity of Tender**

The tender shall remain valid for acceptance for a period of 6 (six) months from the date of opening of the price bid of the tender. If any tenderer withdraws his tender before the aforesaid six months, the Earnest Money deposit will be liable to be forfeited.

#### 5. **Deviation**

It is impressed upon the tenderer that the instant tender should be based on the conditions and specifications stipulated in the tender documents and that the tenderer shall not stipulate his own terms and conditions in deviation thereof. Such deviations, apart from the likelihood of vitiating the tender, will lead to non-uniformity of tender and might also make evaluation of tenders difficult and accordingly, will render such tender liable to rejection/cancellation. However, if the tenderer feels that deviation is unavoidable, he should place the same, clause-wise with justification, in the Pre-Bid meeting. The decision taken during the aforesaid Pre-Bid meeting on the proposed deviations will, however, be binding on the tenderers.

#### 6. **Manner of submission of tender**

The manner of submission of tenders shall be as detailed below:

- i) Two separate sealed covers superscribed “**Techno-Commercial Bid**” and “**Price Bid**” should be placed in an outer cover superscribed “**Tender for washing/laundry service**” and deposited in the Tender box bearing the same name in the Main Administration Department, 1<sup>st</sup>. Floor, 15, Strand Road, Kolkata 700001 by 15-00 hrs. on 12.01.2017.

ii) The sealed cover, superscribed “**Technco-commercial Bid**” should contain the self-attested, legible copies of the following:-

(a) Valid & relevant Trade Licence,

(b) Partnership deed, in case the tenderer is a partnership firm,

O R

Certified copy of Memorandum of Association, in case the tenderer is a company,

OR

Statement indicating that the tenderer is a proprietorship firm.

(c) A separate forwarding letter indicating unconditional acceptance of KoPT’s Terms & Conditions in full ( Appendix-“B”).

(d) Signed & stamped copies of KoPT’s Tender Documents (i.e. each page of the tender document needs to be signed & stamped by the tenderer) including cancelled, blank Rate Schedule i.e. without any price.

(e) The tenderer should submitted necessary documents indicating work experience for similar works during the last 3 years.

(f) Service Tax Registration Certificate showing 15 digits PAN based Service Tax Code No., if any.

(g) Copy of Income Tax Permanent Account Number Card.

(h) The successful tenderer must have an office in the Kolkata Corporation area, otherwise, their offer may not be accepted. Accordingly, the full address of the contractor’s Kolkata Office with the name of the contact officials alongwith the contact telephone Nos., fax Nos, mobile phone Nos., e-mail ID etc. should be furnished in (Appendix – “C” ) so that they may be contacted by the KoPT officials/users, as and when required. In case they have no office in Kolkata, an undertaking to open such office within a month of placement of order to be furnished.

(i) A separate letter indicating that the tenderer was not black-listed/banned/de-listed/de-barred earlier by Central/State Govt. or Central/State PSUs or Central/State Autonomous Bodies. If so, particulars thereof.

(j) Signed & stamped copies of KoPT’s Record Note of discussion in the Pre-bid meeting, if circulated (i.e. each page of that document needs to be signed & stamped by the tenderer).

iii) The sealed cover, superscribed “**Price Bid**”, should contain only the duly signed, stamped and completely filled-in Rate Schedule (Appendix “A”). No condition or conditional rebate should at all be indicated in the Price Bid.

**7. Pre-Bid Meeting**

Tenderers, who have purchased the tender documents with requisite fees or downloaded the same, are advised to attend the Pre-bid meeting with receipt of cost of tender documents, in order to make themselves fully aware of the work conditions. In the event of non-attendance of the Pre-bid meeting by the Tenderers, it would, however, be presumed that the tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer/contractor in this regard would be entertained. The 'Record Note of discussion' of the Pre-bid meeting, if circulated, would also be made available in the website of Kolkata Port Trust.

**8. Adherence to Rules & Regulations**

The contractor(s) shall strictly adhere to all rules and regulations as laid down by the State Government, Regional Transport Authority and Kolkata Port Trust or any other statutory body in respect of execution of the contract.

**9. Dispute:**

In the event of any dispute, question of difference arising during the contract period or during any other time, as to any matter, connected with or arising out of the contract, the decision of the Chairman, KoPT/Deputy Chairman, KoPT, shall be final and binding upon all parties.

**10. Cost for preparation of tender**

Kolkata Port Trust will not be responsible for any cost or expense incurred by the Tenderer in connection with preparation or submission of the tenders.

**11. Not bound to accept lowest tender**

KoPT is not bound to accept the lowest tender(s) in part or in full and / or may distribute the contract between two or more tenderers without assigning any reason. A panel of supplier will be formed, in case the situation so warrants.

**12. DUTIES AND TAXES**

The rate quoted by the bidders shall be inclusive of all Taxes and Duties except Service Tax, Swachh Bharat Cess, Krish Kalyan Cess etc. as applicable. However, Taxes and Duties present applicable should be indicated separately both in percentage and amount including Service tax and Swatch Bharat Cess and Krishi Kalyan Cess. Any changes(s) in Taxes and Duties during the period of contract shall be paid / recovered / adjusted. Service Tax, Swatch Bharat Cess and Krishi Kalyan Cess as applicable will be paid extra by KoPT at actual. Service tax Swatch Bharat Cess and Krishi Kalyan Cess as applicable would also be imposed on all deductions and Penalties on the contractor. However, as KoPT is not a Registered Body Corporate, it is not liable to pay Service tax, Swatch Bharat Cess and Krishi Kalyan Cess under "Reverse Charge" mechanism.

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## SPECIAL CONDITIONS OF CONTRACT

### 1. Scope of work

The work comprises washing and ironing of approximately 225 Nos. items per month of towels, Washing and ironing of Selected curtains, seat & handle covers of chairs, towels & hand towels & Seat covers of two cars. of KoPT Head Office on weekly basis for a period of two years. In exigencies, urgent washing may be required which may be about 10 occasions (maximum) in a year.

### 2. Escalation of the rate quoted by the contractor

During the period of contract for two years, the contractor shall not be entitled to receive any escalation for any increase in the price of labour, materials or any other items. Taxes will be paid by KoPT at actual.

### 3. Income Tax

The income tax will be recovered from the contractor at source, at the appropriate rate, as per relevant provision of Income Tax Act, 1961 or any amendment thereof.

### 4. Terms of Payment

The contractor will raise monthly bills for services provided in the previous month together with an extract from the log book for service provided bearing signature of the Caretaker, KoPT. For ECS payment, the successful tenderer shall furnish the following information immediately after receipt of intimation in this regard:-

- i) Bank Account No. of the contractor
- ii) Type of Account – Savings/Current/Cash Credit
- iii) Name of the Bank with Code No.
- iv) Name of the branch with IFS Code No. along with location
- v) MICR No.
- vi) PAN

Accordingly, the successful contractor would be required to open their Bank Account within the ECS Zone prescribed by the RBI, if not already done, to ensure receipt of payment of bills from KoPT.

5. The contractor shall not assign the contract or any part thereof to anyone else.

6. The successful tenderer must have cleared all duties and have complied with all Statutory rules and regulations of the Central & the State Government.

7. The contract may be terminated anytime within the currency period of the contract by KoPT at its sole discretion for any of the following factors. For such cancellation. KoPT will, under no circumstances, be obliged for any financial repercussion. KoPT's decision to this effect shall be final:

- a) Failure on the part of the contractor to attend the job of washing/laundry service etc. for more than two consecutive occasions or if the quality of washing is not satisfactory.
- b) Breach of any terms and conditions of contract.
- c) Any unlawful act of the contract on any third party of behalf of the contractor entailing any damage/loss to the property/material of the Trustees or any inconvenience to the Trustees.
- d) After usual expiry of the contract period, the contract automatically stands cancelled.

8. In case the tenderer fails to do the job of washing/laundry service once in week then the monthly charges quoted by the contractor, will be deducted proportionately from his running bill for each such week.

9. The tenderer shall have to quote strictly as per bill of quantity enclosed in this tender document. Indicating rate in any manner other than what has been stipulated in the bill of quantity may render such offer liable for rejection.

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**KOLKATA PORT TRUST**

**RATE SCHEDULE**

<b>Description</b>	<b>Rate(Rs)</b>
Monthly rate for Washing and ironing of approximately 225 Nos. items per month of towels, Washing and ironing of Selected curtains, seat & handle covers of chairs, , towels & hand towels & Seat covers of two cars. of KoPT Head Office on weekly basis	<u>Amount in words:(Rupees.....)</u>

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Office Stamp of the Tenderer

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Signature of the witness

Signature of the Tenderer

Name:

Address-----

Address-----

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Date-----

Date -----

***Appendix – “B”***

The Secretary  
Kolkata Port Trust  
15, Strand Road  
Kolkata-700 001

Dear Sir,

**Sub: Unqualified acceptance of the terms & conditions enumerated in  
Tender No.**

**Admn/T/ 152 dated 13.12.2016 regarding ‘laundry services for  
providing washing/ironing Services’**

I/we hereby accept all the terms & conditions as enumerated in the tender document bearing No. Admn/T/152 dated 13.12.2016 regarding **‘laundry services for providing washing/ironing Services’**.

.....

(Signature of the tenderer)

.....

(official Stamp of the tenderer)

.....

.....

Address of the tenderer

***Appendix “C”***

To be filled up by the Tenderer

1. Name of the Tenderer : .....
2. Address of the Tenderer : .....  
.....
3. Address of the Kolkata office of the Contractor : .....  
.....
4. Name, Telephone Nos. of the contact persons of the aforesaid office at Kolkata :-

<b>Name</b>	<b>Cellular Phone No.</b>	<b>Residential Tel. No.</b>	<b>Office Tel. No.</b>	<b>Fax No.</b>	<b>e.mail ID</b>
a)					
b)					
c)					

5. Telephone No. of the Kolkata Office : .....
6. Fax no. of the Kolkata Office : .....

\_\_\_\_\_  
Signature of the Contractor

