

कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
सिविल इंजीनियरिंग विभाग /Civil Engineering Department
वरिष्ठ कार्यकारी अभियंता, पर्यावरण का कार्यालय
Office of the Senior Executive Engineer, Environment
Gate no. 3, K. P. Docks, P.O. Kidderpore, Kolkata – 700 023
दुर्भाष/ Phone:

सं.
No. Civ/Env-4/17/453

दिनांक:
Dated:24.12.14

TENDER NOTICE

Sealed tenders are invited from experienced and bonafide contractors of KoPT for the following work.

Name of Work: Facility management works at the offices of Hydraulic Model Centre, Dock Workers' Training Institute, Port Fire Headquarters, Dock Welfare Office, Dock Master's Office at No. 4 G.R. Road and DRM (EJC)'s Office and allied areas for a period of one year from the date of placement of work order.

Estimated Amount : Rs. 4,81,357.85

Time of Completion : 1 (one) year from the date of placement of work order.

Earnest Money : **Rs. 9650.00**

Tender documents will be issued to only those contractors satisfying the following eligibility criterion as mentioned below: -

Tenderer should have experience in facility management/ upkeepment/civil engineering construction/ maintenance works and have successfully completed similar works during last 7(seven) years ending last day of month previous to the one in which applications are invited should be either the following:

- a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost put to tender.
- b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost put to tender.
- c) One similar completed work costing not less than the amount equal to 80% of the estimated cost put to tender.

Similar work(s) means facility management/ upkeepment/ civil engineering construction/ maintenance works. Completed means completed satisfactorily.

2. (a) All intending tenderer (at the time of tendering) shall disclose all necessary documents as to whether they are covered under ESI Act or not at the time of tendering
- (b) In case they are covered under ESI Act, they have to furnish the details of registration No. failing of which their tender would be liable to be cancelled.
- (c) In case they are not covered under ESI Act or exempted, they would furnish necessary documents along with an affidavit affirmed before a first class Judicial Magistrate on Non-Judicial Stamp paper of Rs. 10.00 as per enclosed proforma in ANNEXURE-"B" to that effect.
- (d) In case they are not covered under ESI Act, they must additionally indemnify KoPT against all damages and accident occurring to his labour in non-judicial stamp-paper worth Rs. 50.00 in the enclosed format ANNEXURE-"A".

- 3.(a) The successful tenderer will be required to comply with the relevant provisions of Building and other construction workers (Regulation of Employment and Conditions of Service) Act, 1996 and West Bengal

Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 2004 as well as Building and Other Construction Workers' Welfare Cess Act, 1996 and rules framed there under.

- (b) An amount of cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the contractor for onward transmission of the same to the appropriate authority.

As KoPT is not a Registered Body Corporate, it is not liable to pay service tax under "Reverse Charge Mechanism" as per Service Tax Law. The service provider is liable to recover service tax as applicable.

4. The Average Annual Financial turnover of the intending Tenderer during the last 03 (three) years ending 31ST March of the previous financial Year should be at least 30% of the estimated amount put to tender.
5. In the tender documents, the attached checklist should be duly filled up by the Tenderers putting their signature in the requisite place and enclosing the relevant papers along with the tender documents. If the Tenderer fails to submit such check list duly filled up the tender would not be considered for opening the same. If contents of the checklist as furnished by the bidder turns out to be misrepresentation of facts, then such bids would be rejected even after opening the price bid with a recorded warning for the bidder. A Proforma of checklist is enclosed (Annexure –C) for attaching in tender documents
6. Tenderers are required to furnish relevant documentary evidence in original of the above ,if necessary. In case of any non-conformity of the same, the concerned tender would be liable to be rejected.

Tender documents can be obtained from the office of the undersigned during office hours on any working day and up to 12-noon on **06.01.15** on payment of **Rs. 300/=** only per set (non-refundable) on application in duplicate or may be downloaded from Kopt website www.kolkata_porttrust.gov.in before 12 noon on **06.01.15**.

The tenders must be submitted along with the copy of ESI Registration Certificate , Annual Return , VAT, PAN, Trade Licence, valid labour license No. (as applicable) and documentary evidence in support or prequalification criteria as mentioned above. by 3-00 P.M. on **07.01.15**.Tenders will be opened shortly after 3-00.P.M. on the same day in presence of tenderers or their authorised representatives who may wish to be present. In the event of any unforeseen circumstances such as holidays, bandhs, strikes etc., on that day, the tenders may be submitted by 3-00 P.M. on the next working day, and will be opened shortly after 3-00 P.M. on the same day. All other conditions shall remain the same.

Executive Engineer

वरिष्ठ कार्यकारी अभियंता, पर्यावरण

**For Senior Executive Engineer
(Environment Division)**

कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
सिविल इंजीनियरिंग विभाग /Civil Engineering Department
वरिष्ठ कार्यकारी अभियंता, पर्यावरण का कार्यालय
Office of the Senior Executive Engineer, Environment
Gate no. 3, K. P. Docks, P.O. Kidderpore, Kolkata – 700 023
दुरभाष/ Phone:

सं.

दिनांक:

No. No. Civ/Env-4/17/453
Dated:24.12.14

Messrs/ Shri
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E.E.O. No.Civ/Env-3/06(Rev-1) dt. 11.12.14
C.E.O. No. H/Env/30 dt.15.12.14

Dear Sir/s,

Re: Facility management works at the offices of Hydraulic Model Centre, Dock Workers' Training Institute, Port Fire Headquarters, Dock Welfare Office, Dock Master's Office at No. 4 G.R. Road and DRM (EJC)'s Office and allied areas for a period of one year from the date of placement of work order.

Sealed tenders are invited from resourceful, experienced and bonafide Registered Contractors of KoPT for the subject work as per following Prequalification Criteria at **Percentage Above par / At par/Below par** of estimated cost put to tender as shown in the Bill of Quantities in accordance with this Notice Inviting Tender, the General Conditions of Contract, Special Conditions of Contract, Specifications for materials and workmanship and Bill of Quantities for this particular contract.

Essential Prequalification criteria:

(A) Tenderer should have experience in facility management/ upkeepment/civil engineering construction/ maintenance works and have successfully completed similar works during last 7(seven) years ending last day of month previous to the one in which applications are invited should be either the following:

- d) Three similar completed works costing not less than the amount equal to 40% of the estimated cost put to tender.
 - e) Two similar completed works costing not less than the amount equal to 50% of the estimated cost put to tender.
 - f) One similar completed work costing not less than the amount equal to 80% of the estimated cost put to tender.
- Similar work means facility management/ upkeepment/ civil engineering construction/ maintenance works. Completed means completed satisfactorily.

(B) The intending tenderer should have average Annual Financial turnover during the last 03 (three) years ending 31ST March of the previous financial Year should be at least 30% of the estimated amount put to tender.

2. The Trustees' General Conditions of Contract for the said tender (rest of the documents like Special Conditions of Contract, Technical Specifications, Bill of Quantities etc. are attached herewith) may be inspected at this office during office hours.

3. The tenderers, who are tendering beyond their financial limit as per their class of enlistment with KoPT, as per New Rules, are requested to deposit a sum of **Rs. 9650.00** as Earnest Money in from of **Bankers' cheque / Demand Draft / Pay order** in favour of "**KOLKATA PORT TRUST**" on any **Schedule Bank payable at Kolkata** before submission of the tender. The original Bankers' cheque / Demand Draft / Pay order must be attached with the tender. This amount will be refunded to the unsuccessful tenderers without **any interest**. In case of being the successful tenderer, this amount will be adjusted against the Security Deposit as per the relevant clause of the G.C.C.

4. The tenderers (Registered contractors of KoPT) may also submit the tender getting downloaded before 12 noon on **06.01.15** from the website of KoPT. In that case the bidding party shall have to pay the amount of **Rs. 300.00**

(non-refundable) towards the cost of bid document by draft or banker's cheque drawn in favour of 'Kolkata Port Trust' at the time of submission of tender documents.

5. In case of the tenderer who has already deposited a permanent security with the KoPT under the new rules, he shall be bound by the Clauses of General Conditions of Contract pertaining to Earnest Money and Security Deposits for Registered Contractors.
6. The rates quoted by the Contractor must be valid upto 120 days from the date of opening of the tender.
7. The rate quoted by the tenderer should be complete in all respect and should include all taxes, octroi, surcharge etc. and no extra payment, whatsoever will be entertained by the Trustees under any circumstances. The offered rate should be inclusive of all taxes & duties excluding service tax component.
8. While quoting the rate it should be noted that the tenderer should on no account overwrite the figures. Any necessary correction should be made by cancelling the original figures and writing the corrected figures on the top. All such corrections should be initialled by the tenderer. If the figures are tampered with, the tender shall be rejected.
9. If there is any disparity between the quoted rate in percentage and the Tender Amount, the rate quoted in percentage shall prevail as the rate quoted by the tenderer and the Tender Amount shall be derived by adding/subtracting (as the case may be) this percentage with/from the Estimated Value put to tender. Similarly in case of disparity between the rate quoted in figures and in words, the rate quoted in words shall prevail.

10. (a) Bidder shall not use white ink for correction at any place of the tender paper.

(b) Non-conformation to the instruction at point No. (a) shall be treated as non-responsive and hence, may disqualify the Tenderer.

11. All tenderers should enclose a checklist duly filled up enclosing the relevant documents as per the proforma attached with the tender documents. If the tenderer fails to submit such checklist duly filled up, the tender would not be considered for opening. If contents of checklist turn out to be misrepresentation of facts, then such bids would be rejected even after opening of price bid with a recorded warning for the bidder. In case, it is found that in spite of giving undertaking the checklist, if any tenderer fails to quote and/ or if any particulars furnished in the checklist are found incorrect, they will also be warned. In case the same enlisted contractors repeat such mistake on second occasion, his fixed Security Deposit would be forfeited and he will be debarred in participating in future tenders
12. The tender duly filled in, totalled and signed shall be submitted in sealed cover superscribed the above name of work so as to reach this office within **3 P.M. on 07.01.15** in the Office of the Senior Executive Engineer, Environment Division at Gate no. 3, K. P. Docks, P.O. Kidderpore, Kolkata – 700 023. The tender will be opened shortly after 3P.M. on the same day and the intending tenderers or their authorised representatives may attend. In the event of any unforeseen circumstances such as holidays, bundhs, strikes etc. on that day, the tenders may be submitted by 3 P.M. on the next working day and will be opened shortly after 3 P.M. on the same day. All other conditions shall remain the same.

The undersigned does not bind himself to accept the lowest or any tender or to assign any reason therefore and also reserve the right to accept or reject any or all the tenders in part or whole.

Enclo: - All papers as stated above.

Yours faithfully,

Executive Engineer

वरिष्ठ कार्यकारी अभियंता,

पर्यावरण

For Senior Executive

Engineer(Environment)

Name of Work: Facility management works at the offices of Hydraulic Model Centre, Dock Workers' Training Institute, Port Fire Headquarters, Dock Welfare Office, Dock Master's Office at No. 4 G.R. Road and DRM (EJC)'s Office and allied areas for a period of one year from the date of placement of work order.

Scope of work

Definitions:

- Item No. 1. Each operation shall mean supply of one conservancy mazdoor equipped with all necessary tools, tackles and consumables/ expendables to complete the intended service through the item from 6.30 Hrs. to 12.30 Hrs. without recess as directed by the Engineer or his representative at site. Such personnel will take orders/ duty chart/ job card from a designated supervisor to be maintained by the successful contractor entrusted with the work.
- Item No. 2. Each No. shall mean supply of as many conservancy mazdoors as required for the work equipped with all necessary tools, tackles and consumables/ expendables to complete the intended work for removal of silt from one manhole pit through the item as directed by the Engineer or his representative at site.
- Item No. 3. Each operation shall mean supply of as many conservancy mazdoors as required for the work, equipped with all necessary tools, tackles and consumables/ expendables to complete the intended service for de-clogging/ removing chokage from underground sewer lines of 5m length (or part thereof) through the item as directed by the Engineer or his representative at site.
- Item No. 4. Each No. shall mean supply of as many conservancy mazdoors as required for the work, equipped with all necessary tools, tackles and consumables/ expendables to complete the intended work of removal through the item maintaining hygiene in the place of burying the carcass as directed by the Engineer or his representative at site.



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Office of the Senior Executive Engineer, Environment
Gate no. 3, K. P. Docks, P.O. Kidderpore, Kolkata – 700 023
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Name of Work: Facility management works at the offices of Hydraulic Model Centre, Dock Workers' Training Institute, Port Fire Headquarters, Dock Welfare Office, Dock Master's Office at No. 4 G.R. Road and DRM (EJC)'s Office and allied areas for a period of one year from the date of placement of work order.

SPECIAL CONDITIONS OF CONTRACT

1. General :

These conditions are part of the tender documents which must read as a whole, the various sections being complimentary to one another and are to be taken as mutually explanatory. These conditions shall be read in conjunction with the other parts of the tender documents, viz. Trustees' General Condition of Contract, Drawings, if any, and other documents forming part of the Contract.

Unless otherwise specified the work to be provided for by the contractor shall include but not be limited to the following :-

- (i) Provide all materials, supervision, testing, services, scaffolding, formwork, reinforcements, temporary drainage, temporary fencing and temporary lighting as required for safety & work purposes etc. for the execution of the work.
- (ii) To take all the safety measures like using safety belt, helmet etc. required for such type of work and if required, insure the labourers against any accident which may occur in the course of execution of the job at no extra cost.
- (iii) To make good to any damage done to any property during execution of work at no extra cost.

2. Prequalification criteria:

(A) Tenderer should have experience in facility management/ upkeepment/civil engineering construction/ maintenance works and have successfully completed similar works during last 7(seven) years ending last day of month previous to the one in which applications are invited should be either the following:

- a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost put to tender.
- b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost put to tender.
- c) One similar completed work costing not less than the amount equal to 80% of the estimated cost put to tender.

Similar work means facility management/ upkeepment/ civil engineering construction/ maintenance works. Completed means completed satisfactorily.

(B) Registration under Employees Stated Insurance Corporation Act.

- i. All intending tenderer at the time of tender shall disclose all necessary documents as to whether they are covered under EST Act or not.
- ii. In case they are covered under EST Act, they have to furnish the details of registration, failing which their tender would be liable to be cancelled.

- iii. In case they are not covered under ESI Act or exempted, they would furnish necessary documents along with an affidavit affirmed before a first class Judicial Magistrate to that effect as per enclosed proforma **(Marked Annexure – A)**.
- iv. In case they are not covered under ESI Act, they must additionally indemnify KoPT against all damages and accident occurring to his labour in a non-Judicial Stamp paper worth Rs.50.00. The same should be submitted by the L–1 tenderer after opening of the tender. Stamp should be purchased either in the name of the tenderer or with the name of the Advocate who has signed in the Affidavit. The Proforma Indemnity Bond shall have to be collected by the L–1 tenderer from the office of the Senior Executive Engineer, Environment after opening of the tender.
- v) The stamp paper for Affidavit & Indemnity Bond may be purchased before the date of N.I.T. but the affidavit should be sworn after the date of N.I.T. The same should be purchased in the name of tenderer or with the name of Advocate who has signed in the affidavit.

Tenderers are required to furnish relevant documentary evidence in the above regard during submission of his tender. In case of any non-conformity to the same, the concerned tenders would be liable to be rejected”.

- (C) (i) The successful tenderer will be required to comply with the relevant provisions of Building and other construction workers (Regulation of Employment and Conditions of Service) Act, 1996 and West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 2004 as well as Building and Other Construction Workers' Welfare Cess Act, 1996 and rules framed thereunder.
- (ii) An amount of cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the contractor for onward transmission of the same to the appropriate authority.
- (D) All tenderer should enclose a checklist duly filled up enclosing the relevant documents as per the Proforma attached with tender documents. If the tenderer fails to submit such check list duly filled up, the tender would not be considered for opening. If contents for the checklist turns out to be misrepresentation of facts, then such bids would be rejected even after opening of price bid with a recorded warning for the bidder. **A Proforma of checklist is enclosed (Annexure - C) for attaching in tender documents.**

3. **Work site:** The work site is at the compounds of different offices scattered over a large area around (outside of) Dock areas. All intending tenderers should visit the sites of work and acquaint themselves with exact nature, scope & sites of work before quoting the rates. No claims for any extra payment will be entertained under any circumstances after opening of the tender and at any stage during execution of the work excepting otherwise approved by the Engineer or his representative at site.
4. **Physical area coverage :** All the rooms, toilets, corridors, open spaces, staircases, landings etc. of all the floors of the offices mentioned in the name of work and their related compounds but excluding the area of open yards/ lawns/ gardens/ plantations etc. like the open yards at EJC, Hydraulic Model Centre etc. as also the Model related open/ covered spaces.
5. **Working Period:** Normally the work will be carried out between 6.30 am to 12.30 pm on the Trustees' working days at the respective sites only (except Sundays/ holidays). In case of any deviation from this, the contractor shall have to take prior permission from the Engineer or his representative at site. However the tenderer should note that he might be required to carry out the job on Sundays, holidays and after normal working hours and at night in addition to the normal working hours to expedite the progress of the work. The tenderer should include in his rates the cost, if any, involved on these accounts.
6. **Time of Completion:**The work is periodical in nature and will be completed within 1(one) year from the date of placement of work order.
7. **Site Godown and watching :**The contractor shall have to make his own arrangements for construction of site godown (if any) for storage of materials and security thereof during day and night at his own cost. The godown and other temporary structures, if erected, are to be dismantled by the contractor before leaving the site after completion of the work at his own cost. The contractor may however be allowed construction of godown on the Trustees' land free of rent during execution of the work.

8. **Forwarding of Materials** :The contractor shall have to arrange transport for forwarding any usable/ saleable materials that may be found during the process of execution of the work to the Trustees' Sales yard or any other site/ godown including labourers, transportation, loading, unloading all complete as per the direction of the Engineer or his representative at site. No separate payment will be made to the contractor on this account unless specifically mentioned in the B.O.Q.
9. **Workmanship**: The contractor shall maintain workmanship of different items with an idea of providing a trouble-free service to the users of different facilities. The conservancy mazdoors should maintain a clean and hygienic environment at all times at every nook and corner of all floors. The daily job schedule of the mazdoors vide item No. 1 will inter-alia include the following: -
- a) Sweeping and mopping (wet) of the rooms of all floors, open spaces, corridors, landings with floor cleaners/ disinfectant. While sweeping will be a continuous activity, wet mopping of the rooms of all floors is to be done at least once each day by 11.00 am and that for corridors, open spaces, landings and stairs is to be done at least once a day conveniently without affecting office functions. Over and above, the mopping also should be done as and when required as per instruction of the Engineer or his representative at site.
 - b) Where required, floors shall be thoroughly washed with copious amount of water once a week.
 - c) Using disinfectants and deodorizers, latrines/ toilets and the fixtures shall be cleaned once a day by 11.00 am conveniently without affecting office functions. Over and above, to maintain hygiene the cleaning also should be done as and when required as per instruction of the Engineer or his representative at site. The commodes, pans, urinals, wash basins and other fittings must be maintained absolutely free of stain and odor.
10. **Supervision**: The contractor shall have to engage sufficient number of qualified and skilled persons to supervise and execute the work and adequate number of conservancy mazdoors at all times as are required to discharge the assigned jobs effectively and efficiently. The contractor shall solely be responsible for any defective work as a result of poor supervision. A telephone connection shall have to be procured by the contractor over which the supervisor(s) can be contacted.
11. **Discrepancies in the contract documents** : The several documents forming the contract shall be taken, as mutually explanatory of one another and in case of discrepancies, Bill of Quantities shall prevail over the Specifications, technical specifications and other particulars over standard specifications and Special Conditions over the General Conditions. The Engineer's decision on this matter however, shall be final and binding and the tenderers' attention is drawn to clause 4.3 of the General Conditions of Contract in this respect.
12. **Specifications/ Codes and Standards**: All works under this contract will be executed according to the Trustees' Specification for works. Whenever the details are not specifically covered in the specifications, relevant provisions in the latest revision and/ or replacements of the Indian Standard Specifications (IS) or any other International Code of Practice/ CPWD specifications will be followed. The Contractor shall have to procure copies of such codes/ standards for ready reference of his own personnel as well as the Engineer or his representative at site at his own cost and without any additional reimbursement.
13. **Safety**: The contractor shall follow all safety precaution for prevention of injury or accidents and safeguarding human lives and property. Dock safety regulations shall be strictly observed and safety officers of the KoPT be accorded all facilities for inspection of the works etc. whenever so required. The contractor shall further comply with any instruction issued by the Engineer in respect of safety, which may relate to temporary or permanent works, working of tools, plants & equipments, means of access or any other aspect. The contractor shall provide all necessary first aid measures, rescue and life saving equipment, etc. in proper condition, which

shall be readily available for use at all times. The contractor shall adopt all the above safety measures at his own cost.

- 14. Protection of existing service** : The contractor must pay full attention to the fact that the existing service facilities for users are not disturbed at any time due to storing of materials, garbage etc. and take every precaution to keep any entrance passage clear if the same are being used by the labourers.

Disposal of accumulated garbage from beyond the entrusted premises shall be done by the contractor at his own cost in accordance with municipal/ corporation rules.

The contractor shall be held liable for all damage and interference to the existing service, caused by him in execution of works. Should any damage be done to the existing services, in general the contractor shall make good the same and do any further work considered necessary by the Engineer or his representative at site without any delay; otherwise the cost of such repairing shall be recovered from his running bill for which the Engineer's decision shall be final and binding.

- 15. Cleaning during execution and after completion** : On completion of the works the contractor shall reinstate and make good at his own expense any property or land which might have been disturbed and/ or damaged by his works. He should also clean the site as required during execution and fully clear the site after completion of all the works.

- 16. Compliance to the Labour Laws and Contract Labour Regulation and Abolition Act, 1970**: The contractor shall be required to comply with the Minimum wages Acts 1948, Employees Liability Act, 1938, Industrial Disputes Act, 1938, industrial Dispute Act, 1940 and The Contract Labour (Regulation and Abolition) Act, 1970, or statutory amendments and the modifications thereof, any other laws relating thereto and the rules made there under from time to time.

It will be the duty of the contractor to abide by the provisions of the Act. Ordinances, Rules, Regulations, Byelaws and procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible of any delay/ damage etc. and keep the Engineer indemnified against all penalties and liabilities of any kind for noncompliance or infringement of such Acts, Ordinances, Rules, Regulations, By-laws and Procedures.

The contractor shall indemnify the KoPT against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his subcontractor, if any allowed.

The aforesaid regulations shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a Breach of Contract. It will be obligatory on the part of Contractor to obtain necessary Labour License from the competent Authority for deploying requisite Nos. of labours in the work.

- 17. Escalation/ variation in prices** : No escalation/ variation on prices of labour as well as materials will be entertained.

- 18.** As KOPT is not a Registered Body Corporate, it is not liable to Pay service tax under "Reverse Charge Mechanism" as per Service Tax Law. The service provider is liable to recover service tax as applicable"

Reimbursement of service tax will be made to the contractor by KoPT on submission of actual payment of Service Tax at full rate for the work as per Finance Act, 1994.

- 19.** "In case, it is found that in spite of giving undertaking in the checklist, if any tenderer fails to quote and/ or if any particulars furnished in the checklist are found incorrect, they will also be warned.

In case the same enlisted contractors repeat such mistake on second occasion, his fixed security deposit would be forfeited and he will be debarred in participating in future tenders".

- 20. Income Tax**: Income Tax and other Taxes as applicable will be deducted as per rule.

- 21. Measurement and Payment**:The quantities set out in the "Bill of Quantities" are the estimated quantities of the work and they are not be taken as the actual and correct quantities of the works to be executed by the

contractor in fulfilment of his obligations under the contract. However, the contractor will be paid as per actual work executed by him and under the provision of the tender. Terms of payment will be guided by G.C.C. Clause No. 6.

22. (a) Bidder shall not use white ink for correction at any place of the tender paper.

(b) Non-conformation to the instruction at point No. (a) shall be treated as non-responsive and hence, may disqualify the Tenderer.

23. **Dock Permit:** Dock permit required for men, materials, vehicles and equipments etc. are to be procured by the successful tenderer **at free of cost** as per recommendation of the executing departments/divisions indicating the specific number of free permits to be issued. But for creation of individual IDs in permit system a charge of Rs. **5.00** will be levied per person per occasion even for companies/ Individuals who have been granted permission to obtain free permits by KoPT.

24. **Errors in the B.O.Q. :** In case rate of particular item is printed erroneously in BOQ, the rate stated in the Schedule of rates will prevail over the rate misprinted in BOQ.

25. The tender will not be extended under any situation.





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Name of Work: Facility management works at the offices of Hydraulic Model Centre, Dock Workers' Training Institute, Port Fire Headquarters, Dock Welfare Office, Dock Master's Office at No. 4 G.R. Road and DRM (EJC)'s Office and allied areas for a period of one year from the date of placement of work order.

BILL OF QUANTITIES

Sl. No.	Description of Items	Quantity	Rate Rs. P.	Unit	Amount Rs. P
1.	Clean by sweeping/ moping as applicable the roads/ berms/ pavements/ floors/ lawns/ water booths/ toilets (blocks) with water closets/ urinals/ bath/ basins/ outer face of cisterns etc. (including removal of stains) as may be required (including Sundays and holidays, if so desired) using approved quality floor cleaners/ phenyle/ muriatic acid/ bleaching powder at suitable places and as per requirement, provision of naphthalene balls at urinal bowls, removing minor chokages with supply and provision of all necessary materials, tools and tackles e.g. mops, brooms, pans, shovels, buckets, all consumables e.g. floor cleaners, phenyle, bleaching powder etc. and accumulating the debris to the nearest designated bins as per direction of the Engineer or his representative at site all complete on per-operation basis. (Each operation shall consist of deploying services of one conservancy mazdoor from 06-30Hr to 12-30Hr to carry out the intended work/ job as above) The rate is inclusive of supply all tools and tackles (brooms, mops, pans etc.) and all expendables like floor cleaners, phenyl etc.	1450 operations	328.07	Operation	4,75,701.50
2.	Removal of silt from one manhole pit etc. after removing of the pit cover, stacking of the silt to the nearest designated bins and placement of the cover in its original position on the frame without damage to both the frame and the cover all complete as per direction of the Engineer-in-Charge.	10 Nos.	302.04	Each	3,020.40

3.	Removal of chokage of the underground sewer line (dia 100mm or above) with split bamboos and labour after taking out the manhole cover etc. as may be required including placement of the cover in its original position on the frame without damage to both the frame and the cover (after completion of the work) including supply of all materials, equipment etc. required for the job all complete as per direction of the Engineer-in-Charge on per-operation basis. [Each operation shall consist of removal of chokage in a manner described above for a unit length of 5m or part thereof]	10 operations	79.67	Operation	796.70
4.	Removal of carcasses of dogs, cats, pigs etc. from the area of work and bury it with adequate protection in any vacant land outside the area of work including supply of all materials, equipment, carriage etc. required for the job all complete as per direction of the Engineer-In-Charge.	5 Nos.	367.85	Each	1,839.25

Rs. 4, 81,357.85

Rate offered by me/ us (Score out whichever is not applicable)

1) % above par (+)
(in figures)

.....
(in words)

2) At par

3)% below par (-)
(in figures)

.....
(in words)

Total amount in words : Rupees

T.R. No. & Date :

Permanent Income Tax A/C. No. :

VAT clearance certificate no. :

Date, the day of

Signature of Tenderer

THE BOARD TRUSTEES FOR THE PORT OF KOLKATA

FORM OF TENDER

Contract No.

The Sr. Executive Engineer, Environment,
Environment Division Office,
Gate No. 3, K.P. Docks,
Kolkata – 700023,

I/ We
of.....

having examined the sites of work, inspected the drawings and read the Specifications, General and Special conditions of Contract and conditions of tender, hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specification, Bill of Quantities, General and Special Conditions of Contract and drawings prepared by or on behalf of the Trustees and at the rates and prices set out in the annexed Bill of Quantities within 1(one) year from the date of order to commence the work and in the event of our tender being accepted in full or in part, I/ We also undertake to enter into a Contract Agreement in the Form hereto, annexed with such alterations or additions thereto, which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of quantities, Drawings and Special and General Conditions of Contract and I/ We hereby agree that until such Contract Agreement is executed the said Specification, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the Contract.

The total amount of tender **Rs.** (Rupees).....
.....)

I/ We require days/ months preliminary time to arrange and procure the materials required by the work from the date of acceptance of tender, before I/ We could commence the work.

I/ We have deposited with the Trustees' Financial Adviser and Chief Accounts Officer vide Receipt No. of Rs..... as Earnest Money.

I/ We agree that the period for which the tender shall remain open for acceptance shall not be less than 4 months.
..... Signature of

Tenderer
Witness:
Signature

Name
(In Block Letters)

Name of the
Tenderer:

Address
.....

Dated:
Address:

Occupation
.....

BEFORE THE 1ST CLASS JUDICIAL MAGISTRATE AT _____

AFFIDAVIT

I _____ son of _____ aged about _____ years, by faith _____ by occupation _____, residing at _____, do hereby solemnly affirm and declare as follows:-

1. THAT I am the Proprietor / Partner of _____ having office at _____ and carrying on business on the same name and style.

(In case the above Deponent is an enlisted Contractor at Kolkata Port Trust, the same should be mentioned in the affidavit).

2. THAT my aforesaid Firm is exempted from E.S.I. Act and the said Firm has no valid E.S.I. Registration.

3. THAT the present affidavit is to be filed before the Kolkata Port Trust as per the **Clause No.** _____ of the **Tender No.** _____ issued by the Kolkata Port Trust in respect of the work (the work is to be mentioned).

That the statements made above are all true to the best of my knowledge and belief.

Deponent

Identified by

ANNEXURE – B

No.:

Dated:

The Senior Executive Engineer
Civil Engineering Department / Environment Division
Gate no. 3, K. P. Docks, P.O. Kidderpore,
Kolkata – 700 023

Dear Sir,

Re: NIT No. Civ/Env-4/17/453

Dated: 24.12.14

The following documents are enclosed in the sealed envelope containing our tender in connection with the above NIT. The original of the documents would be shown for verification as and when requested.

1. Treasury Receipt in original for Earnest Money / Bankers cheque for Earnest Money.
2. Proof of experience as per Pre-qualification criteria
3. Copy of ESI registration Certificate, if applicable

OR

4. An affidavit in original affirmed before a first class Magistrate indicating that ESI Act is not applicable on Non – Judicial Stamp paper worth Rs. 10/- as per your given proforma.
5. Copy of the VAT registration certificate
6. Copy of IT PAN Card
7. Copy of Labour Licence (if applicable)
8. Copy of Trade Licence (if applicable)

Encl: As above

Yours faithfully,

Signature of the tenderer