

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

**TENDER DOCUMENT
FOR**

**AFFORESTATION WORK ALONGWITH THREE YEAR MAINTENANCE AT THE DOCK
INTERIOR ZONE OF HALDIA DOCK COMPLEX.**

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**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

**ISSUE LETTER OF TENDER DOCUMENT
FOR**

**AFFORESTATION WORK ALONGWITH THREE YEAR MAINTENANCE AT THE DOCK
INTERIOR ZONE OF HALDIA DOCK COMPLEX.**

This set of Tender Document is issued to :-

Name of Tenderer : _____

Address of Tenderer : _____

Date of Issue : _____

**For Sr. Dy. Manager (Admn.)
Haldia Dock Complex
Kolkata Port
Trust**

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

DETAILED TENDER NOTICE FOR

**AFFORESTATION WORK ALONGWITH THREE YEAR MAINTENANCE AT THE DOCK
INTERIOR ZONE OF HALDIA DOCK COMPLEX.**

Sealed tenders, in three parts, viz. Techno Commercial, Earnest Money & Price Part are invited from bonafide and reliable contractor/firm for the above mentioned job under Haldia Dock Complex.

Earnest Money Deposit	Period of contract.	Last date of sale of tender	Date, time & place of Pre-Bid meeting	Last date for submission of tender.	Due date for opening of E.M. and Techno-Commercial Bid.
Rs.4000/-	36 months	06.04.2018 upto 13-00 hrs	12.04.2018 at 11-00 hrs at the office of Sr. Dy. Manager (Admn.)	16.04.2018 upto 13-00 hrs	16.04.2018 at 15-00 hrs.

a) Non-transferable Tender document can be purchased from the office of the Sr. Dy. Manager (Admn.), HDC, Jawahar Tower Complex, P.O. Haldia Township, Dist. Purba Medinipur on payment of necessary cost for tender document. The tenderer shall submit the following documents along with Techno-Commercial part of the Tender.

1. Upto date Professional Tax payment challan.
2. Current Trade License.
3. Evidence that the tenderer has successfully executed similar nature of work in reputed PSU's/Govt. Organisations/Industrial establishments/factories/Private Organizations etc. as follows:-

- 1) At least 3 work orders each worth not less than Rs. 76800/- over a period of last 7 years ending 31.12.2017 or

- 2) At least 2 work orders each worth not less than Rs. 96,000/- over a period of last 7 years ending 31.12.2017 or
- 3) At least 1 work order worth not less than Rs. 1,53,600/- over a period of last 7 years ending 31.12.2017.

Downloading of Tender Document:

The tender document can also be downloaded from the website www.kolkataporttrust.gov.in;

The tender document cost of Rs. 500/- (non-refundable) may be submitted by Demand Draft / Bankers Cheque drawn on any scheduled Bank of India in favour of "Kolkata Port Trust, Haldia Dock Complex" in a separate sealed envelopes superscribed with "cost of tender document".

The Tender would be rejected outright without submission of the tender document cost by the tenderer.

Note :

Mere issuance of Tender Document does not mean that a particular tenderer will be automatically considered qualified and his bid will be entertained. Such qualification will be reviewed at the time of evaluation of bids.

Earnest Money of Rs. 4000/- (Rupees four thousand only) may be submitted by Demand Draft/Banker's Cheque drawn on any scheduled Bank of India in favour of "Kolkata Port Trust, Haldia Dock Complex". The same should be submitted in a separate sealed envelop superscribed with "Earnest Money".

The Trustees reserve the right to reject any or all the tenders in whole or in part without assigning any reason thereof.

INSTRUCTION TO TENDERERS

1. This quotation is for establishing the rates only. Order shall be placed as per Trustees' requirement.
2. The tenderer shall quote rate for each column of the 'Price Bid' positively. Incomplete 'Price Bid' shall liable the tender to be cancelled.
3. The tenderer shall submit the Tender Document Cost (if downloaded from website), Earnest Money (Demand Draft/Bankers' cheque), Techno-Commercial Bid and Price Bid in **four separate sealed covers**.
4. The separate sealed covers should indicate whether the contents are "Tender Document Cost", "Earnest Money", "Techno-Commercial Bid", "Price Bid" and each cover should be duly superscribed with the tender number and the title of the work.
5. The tenderer may submit his sealed offer at the office of Sr. Dy. Manager (Admn.), Haldia Dock Complex, Jawahar Tower Annexe Building, Haldia Township, Dist. Purba Medinipur upto 1300 hrs. of 16.04.2018 after which time and date, no offer shall be accepted. Offers may also be sent by registered post so that it reaches this office by the above mentioned time and date.
6. The sealed envelopes containing "Tender Document Cost", "Earnest Money" and "Techno-Commercial Bid" of the tender shall be opened at 1500 hrs. on 16.04.2018 at the office of the Sr. Dy. Manager (Admn.) at Jawahar Tower Annexe Building, Haldia Township, Dist. Purba Medinipur and any tenderer or his authorized representative who wishes to be present at the time of the opening of the "Techno-Commercial Bid" may do so.
7. The 'Price Bid' of only Techno-Commercially qualified bidders will be opened on a subsequent date which will be intimated separately to the techno-commercially qualified tenderers concerned.
8. The 'Techno-Commercial Bid' shall contain only the Techno-Commercial Part of the tender document duly filled in and signed but without Price Bid. Covering letter and documents as mentioned at Clause-12 of the

Instructions to Tenderers shall be submitted duly signed. All pages of the Techno-Commercial Bid should also be signed and stamped.

9. The 'Price Bid' shall be duly filled in and signed. It is to be noted that the sealed envelope containing 'Price Bid' shall contain price only and no conditions whatsoever. Any condition imposed in 'Price Bid' shall make the bid liable for outright rejection.
10. The tenderer shall be deemed to have carefully examined and fully understood the instruction to Tenderers, the Special Conditions of the Contract, Trustees' General Conditions of Contract, Scope of Work, etc.
11. The tender including Price Bid shall be valid for acceptance for a period of three months from the date of opening of the tender.
12. The tenderer shall submit copies of the following documents along with Techno-Commercial Bid: -
 - a) Valid document of upto date payment of Professional Tax.
 - b) Current Trade Licence.
 - c) GST Registration Certificate.
 - d) Credentials (proof of experience in the business) as detailed at item 3 of page 4.
13. The tenderer may be required to produce the relevant documents as mentioned at (a) to (d) of Clause 12 above in original as and when required by the Trustees.
14. The price so quoted shall remain unchanged for a period of 3 year from the date of placement of work order. No addition/ alteration shall be allowed for any escalation of price during the contract period.
15. The tenderer shall furnish the address of his office with telephone number, FAX No. & E-mail etc.

16. Trustees reserve the right to accept or reject any tender either in part or in full without assigning any reason. Any incomplete tender is liable to be rejected.
17. The tenderer must quote rate against each column of the 'Price Bid' positively as because the Price Bid will be evaluated on the basis of all the quoted columns together.

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

TENDER DOCUMENT FOR

**AFFORESTATION WORK ALONGWITH THREE YEAR MAINTENANCE AT THE DOCK
INTERIOR ZONE OF HALDIA DOCK COMPLEX.**

TECHNO – COMMERCIAL PART

(Must be submitted in a separate sealed cover)

DECLARATION BY THE TENDERER

1. I/We have carefully examined and fully understood the instruction to the Tenderers, the Special condition of the Contract, Trustees General Conditions of Contract, Scope of work etc. and all other related documents and clauses in connection with tender. I/We accept all the terms & conditions of the contracts of the contract as mentioned in the Techno-Commercial Part of the tender.
2. I/We have signed all the pages of the Techno-Commercial part of this tender document and have submitted the same with the Techno-Commercial part of the offer.
3. I/We have submitted the Price Part separately following all necessary guidelines given in this tender document.
4. I/We have deposited Earnest Money of Rs. 4,000/- in Demand Draft/Banker's cheque in favour of "CALCUTTA PORT TRUST, HALDIA DOCK COMPLEX" being no.
Dated..... in a separate sealed cover following all necessary guidelines given in this tender document.
5. I/We have submitted copy of GST Registration Certificate and GST number is
6. I/We have submitted copies of the required documents as mentioned at Clause 12 of the "Instructions to Tenderers".
7. My/Our Office Address is :
8. My/Our Telephone No., FAX, E-Mail etc. are:
9. Maximum No. of workmen to be engaged on any day:

Signature of the Tenderer with Office seal.

Witness:

- 1) Name :
Signature :
Address :
- 2) Name :
Signature :
Address :

SPECIAL CONDITIONS OF THE CONTRACT

1. Scope and specification of Work:

The contractor shall carry out the following:-

- a) Providing 650 saplings of different variety of at least 5 feet in height from the root portion, healthy and free from attack of disease and pest at their cost and arrangement. The variety of saplings to be provided at different locations are given at Annex- I.
- b) Plantation of saplings at the different locations as shown in the plan at Annex -II and as per details given at Annex -I.
- c) The following procedure shall be followed for plantation of saplings:-
Digging hole in the existing soil, mixing lime and manure as specified and directed. Size of the pit will be approximately 0.50 M. x 0.50 M x 0.50. The mixing of manure will be in the following proportion or its equivalent other manure: -

- a) Lime : 100 grms / bed (to be given fifteen days before planting).
- b) Cow Manure (rotten) : 0.20 cft / bed.
- c) Horn meal : 100 grms /bed
- d) Ralli meal : 100 grms /bed

- d) Contractor shall provide approved ratio of chemical fertilizer, insecticides & fungicides purchased from standard company for proper growth and development of the saplings. Providing and use of manure, chemical fertilizer and medicine shall be of approved quality and shall be applied at certain intervals as and when required during maintenance period.

Intermediate application of manures, fertilizer and insecticides for 3 years at 6 month interval.

- i) D.A.P. 50 grms. X 6 applications.
- ii) C.A.N. 50 grms x 6 application.
- iii) M.O.P. 50 grms x 6 applications
- iv) Insecticides 6 application
- v) Watering and intercultural operation 10 months in a year x 3 years x 2 operations in a month – 60 operations.

- e) Maintenance of the plantation shall be for 3 years from the date of completion of all plantation including guarding, mulching, manuring and watering at regular intervals for healthy growth & development of saplings.
- f) In case any sapling is found missing or damaged for any reason whatsoever or the saplings die/wither away within one month from the date of plantation, the contractor should replace the said saplings within one month at their own cost & arrangements.
- g) Scope of work and specification of work as mentioned above would be guided as per instruction of Sr. Dy. Manager (Admn.) or his representative.

2. **Price Part :**

The tenderer shall quote lump sum rate for carrying out the entire job comprising cost of saplings, plantation of saplings, maintenance of saplings for 3 years after plantation, replacement of saplings etc. as per details given in the Scope and specification of work excluding GST. The GST shall be mentioned separately in the price bid. The price bid shall be submitted as per Annex- III.

3. **Inspection of site:**

The tenderer may inspect the site of work and thoroughly familiarize himself with the nature of work, site conditions, and access to the site and location before submission of the tender.

4. **Site conditions & Method of Work:**

The sequence of work shall have to be programmed by the successful contractor without hampering normal official activities. The working hours may have to be adjusted as the situation demands. No claim for idle labour on this account shall be entertained. The contractor shall take all possible care so that other construction and/or operational works around the area, if any are not unduly hampered for the work.

Any defect arising during plantation shall have to be rectified forthwith as directed, to the satisfaction of the Sr. Dy. Manager (Admn.) without charging extra. During execution of the work, proper care should be taken to provide adequate protection to the existing structures, cables, water line and all such installations against any damage at the contract's risk and expense. Care should be taken during transportation of materials and execution of work so as not to impede the smooth traffic flow and normal operations in adjoining areas.

5. **Time of completion:**

Plantation of saplings must be executed by the successful contractor within 1 (one) month from date of receipt of the work order.

6. **Maintenance Period:**

The plants are to be maintained for a period of three years from the date of completion of the plantation work as certified by the Sr. Dy. Manager (Admn.) or his representative. In case of damage to any sapling, new sapling shall have to be planted within one month and shall have to be maintained as per specifications for a period of 3 (three) years from the date of plantation, at no extra cost.

7. **Keeping the Site and Working Area Clear:**

The contractors shall at all times keep the site and working areas free from all surplus materials rubbish and offensive matter all of which shall be disposed off in a manner to be approved by the representative of Sr. Dy. Manager (Admn.).

8. **Construction of Site office, store etc.**

Land near the site of work required for the construction of Site office, Store etc. may be allotted by KoPT free of cost for use against a written application of the contractor, upto a maximum period of maintenance as specified in the tender. In case of unauthorized occupation of KoPT land beyond the above specified period, rent as provided in the prevailing Rent Schedule of Haldia Dock Complex will be charged and recovered from the Contractor's Final Bill/Security Deposit of the

concerned work or from any of the contractor's pending bills. All offices, sheds and stores required by the contractor shall be erected on the land allotted to him and shall be dismantled and removed as per above stipulations. Such buildings shall be as per the approval of the Sr. Dy. Manager (Admn.) and shall be maintained in a clean hygienic condition throughout the period of their use. All costs for construction, dismantling and removal of site office-cum-store should be borne by the contractor. The contractor shall maintain a site-order-book at his site office and all orders and instructions issued to him from to time by the Sr. Dy. Manager (Admn.) will be recorded in the site-order-book. The contractor shall promptly sign each entry as a token of having received such orders.

9. **Water:**

The contractor would be responsible for arranging supply of water from his own source for plantation purpose.

10. **Terms of payment:**

The mode of payment will be as follows:-

- a) After completion of plantation, 30% of the total value of work on the basis of verification and counting of sapling of the completed work at the quoted rates in the Price Bid will be paid.
- b) After completion of one year of maintenance period, on the basis of verification and counting of plants in good and healthy condition, 20% of the total work value executed will be paid.
- c) After completion of two years of maintenance period, on the basis of verification and counting of sapling in good and healthy condition 20% of the total work value executed will be paid.
- d) After completion of total three years of maintenance period, on the basis of verification, counting & measurement of plants maintained at a height of at least 6 feet in healthy conditions, balance 30% will be paid. Payment will not be made for the damaged saplings or the sapling, which do not have proper growth and have not reached sufficient height. Recovery will be made from the contractor's final

bill & also Security Deposit for the saplings for which payments have already been made under (a), (b) & (c) but subsequently found to be damaged or lost.

11. **Escalation variation on the price of Materials & Labour:**

During the period of contract for 3 (three) years, the contractor shall not be entitled to make any escalation for any increase in the prices of labour and materials or on any other account.

12. **Materials :**

The contractor shall make his own arrangements for procuring and supplying all materials at site. The Sr. Dy. Manager (Admn.) or his authorized representative shall have the power to approve or reject any materials and work after inspection at any time and the contractor shall have to replace materials/work not acceptable to the Sr. Dy. Manager (Admn.) or his representative, in accordance with Clause – 5.9 of the General conditions of contract.

13. **Plants & Equipments:**

The contractor shall supply and maintain all plants and tools required for the successful completion of work, at their own cost.

14. **Responsibility of the contractor during the maintenance period:**

Any work, which may be necessary for the contractor to carry out in pursuance of his obligations under the conditions of contract, shall be carried out so as to interfere as little as practicable with normal work of life. If the contractor fails to attend quickly to any such maintenance work, the same will be done through some other agency and the cost will be deducted from contractor's bill or Security Deposit.

15. **Tax, other charges & Contract Labour Act:**

- i) Rates shall include all applicable taxes, duties etc. excluding GST. The GST percentage is to be given separately in the Price Bid.
- ii) The contractor must comply with the provisions of contract Labour (Regulation & Abolition) Act, 1970 and Contract Labour (Regulation & Abolition) Central Rules, 1971 and the rules framed thereunder with all modifications/amendments being enforced from time to time.

As required under the provisions of the above Act, the successful tenderer shall have to produce necessary licence to be obtained from the Regional Labour Commissioner or his authorized representative before actual commencement of the work.

The contractor shall indicate maximum number of workmen to be engaged on any day for execution of the work in the appropriate place in the Declaration by the Tenderer.

16. **Security Deposit :**

- i) The successful tenderers shall have to keep Security Deposit equal to 10% of the total value of the contract. The Earnest Money deposited by the successful tenderers will be converted to Security Deposit and the balance Security Deposit shall have to be deposited in cash or in Bank Guarantee in a non-judicial stamp paper of denomination of Rs. 50/- or more and as per proforma available with Manager (Finance) within a month from the date of placement of order. If the successful tenderer fails to pay the security Deposit as indicated above, the balance Security Deposit will be recovered from the contractor's bill.
- ii) The security Deposit shall be held by the Sr. Dy. Manager (Administration), HDC as security for the performance of the contractor's obligation under the contract. The Security Money shall be refunded after successful completion of the

contract, subject to recovery of damaged and / or loss incurred, if any, by HDC due to default on the part of the contractor.

- iii) In the event of the contractor failing to execute the order within the stipulated period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled.

17. **Liquidated Damages & other compensation:**

- a) If the contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Sr. Dy. Manager (Admn.) in writing, the contractor shall pay as compensation (Liquidated Damaged) to the Trustees and not as a penalty, ½ % (half percent) of the total value of work (contract price) as mentioned in the letter of the acceptance of the tender/offer for every week or part thereof the work remains unfinished provided always that the amount of such compensation shall not exceed 10 % of the said value of work.
- b) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation/damage in sub-clause (a), from any money due or likely to become due to the contractor. The payment or deduction of such compensation/damage shall not relieve the contractor from his obligation to complete the work or from his other obligation/liabilities under the contract and in case of the contract's failure and at the absolute discretion of the Sr. Dy. Manager (Admn.), the work may be ordered to be completed by some other agency at the risk and expense of the contractor, after a minimum three days notice in writing has been given to the contractor by the Sr. Dy. Manager (Admn.) or his representative.
- c) Haldia Dock Complex would keep an inventory of the saplings so planted and after completion of 3 years maintenance period, in case of non survival of any sapling, Rs. 600/- for each such sapling would be deducted as penalty from the payment to be made by KoPT, HDC.

18. **Contract Agreement:**

The successful tenderer shall be required to execute at his own cost and expenses a "Contract Agreement" on a Non-Judicial Stamp Paper valued at Rs. 50/- or more signed jointly with HDC under official seals. Form of such agreement would be available in the office of the Sr. Dy. Manager (Admn.)

19. **Evaluation Criteria :**

The Price Bids of only techno commercially qualified bidders will be opened. The evaluation of Price Bid will be made having minimum financial impact to Haldia Dock Complex.

20. **Termination of contract Either in Part or in Full :**

If at any time during the period of contract it is observed that services of successful contractor under the provisions of this contract is not being rendered in full or not upto the satisfaction of HDC; KoPT and / or the legal obligations in respect of contract are not being fulfilled by the successful contractor, the Sr. Dy. Manager (Administration), HDC through his authorized representative shall assess the position and if he is of the opinion that the service is not to the satisfaction of the Management and / or legal obligations are not being fulfilled by the contractor, Sr. Dy. Manager (Administration), HDC shall terminate the full or part of the contract after giving 15 days notice and his decision in the matter shall be final and binding on the contractor.

Upon termination of the contract, for any of the reasons indicated in 20.1, the Sr. Dy. Manager (Admn.), HDC shall be entitled to carry on the afforestation works at the risk and expenses of the contractor through any independent agency for the balance period of the contract and to recover from the terminated contractor in addition to any other amount, compensation or damages that Trustees are entitled to in terms of the other relevant clauses in the contract. HDC will be entitled to retain or deduct money due under the contract from any amount due to the contractor under any other contract.

Security Deposit would also be liable to forfeiture in case of pre-mature termination of the Contract owing to breach of contractual obligations by the Contractor.

GENERAL CONDITIONS OF CONTRACT

Trustees' General Conditions of contract shall also be applicable for this contract.

The tenderers may like to inspect the same during office hours at the office of the Sr. Dy. Manager (Administration), Jawahar Tower Annexe Building, Haldia Township, Haldia, Purba Medinipore.

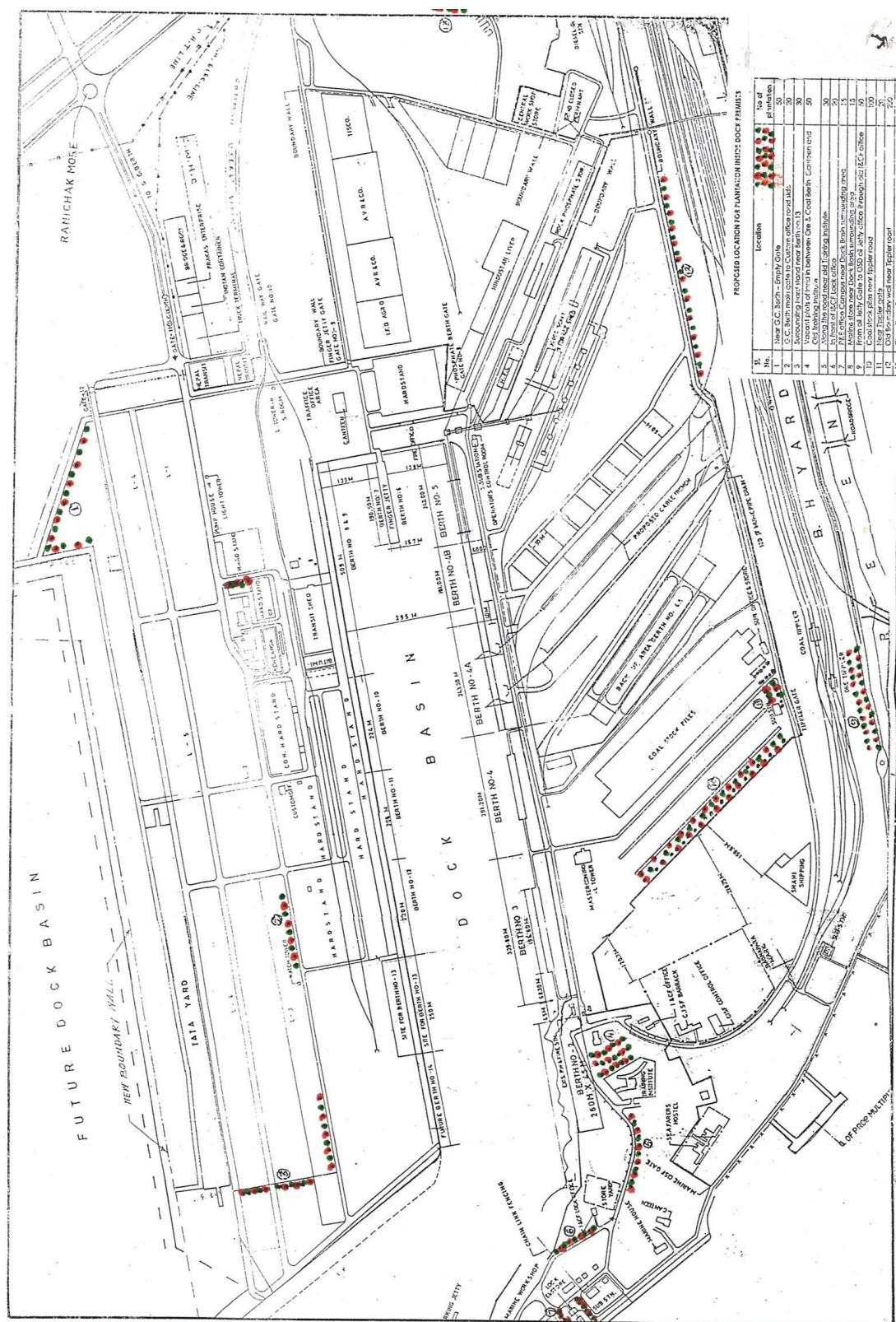
**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

Location, Name and number of Sapling

Sl. No.	Location	No. of plantation	Name of sapling
1	Near G.C. Berth – Empty Gate.	50	Bakul.
2	G.C. Berth main gate to Custom office road side.	20	Breadfruit.
3	Surrounding Hard stand near Berth no.13.	30	Bakul.
4	Vacant plots of land in between Ore & Coal Berth Canteen and Old Training Institute.	50	Bakul & Mahagani.
5	Along the road near old Training Institute	30	Kanchan & Fox Tail palm.
6	In front of I&CF Lock office	20	Fox Tail palm & Kanchan.
7	P&E office Campus near Dock Basin surrounding area.	15	Coconut.
8	Marine store near Dock Basin surrounding area.	15	Coconut.
9	From 2 nd Oil Jetty Gate to OSD office through old I&CF office.	50	Karanja, Palash, Neem & Bakul.
10	Near Coal stock piles, Tippler road	100	Bakul, Breadfruit & Mahagani.
11	Near Tippler gate.	20	Bakul.
12	Near old Boundary wall, Tippler road.	200	Simul, Bakul & Breadfruit.
13	Chranjibpur Township road side.	50	Sarnachampa.
	Total	650	

Date:

Signature & office seal of the Tenderer.



KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**PRICE BID**

[Must be submitted in a separate sealed cover]

Item	Amount (in figures)	Amount (in word)
The lump sum amount for carrying out the entire job as per scope and specification of work mentioned in the tender document excluding GST.		
GST percentage.		
Grand Total		

Date:

Signature & Office seal of the Tenderer.