

**AD/PHOTOCOPY/2015**  
**KOLKATA PORT TRUST**  
**HALDIA DOCK COMPLEX**

**TENDER DOCUMENT**  
**FOR**  
**SUPPLY, INSTALLATION & OPERATION OF**  
**PHOTOCOPIER MACHINES**  
**FOR**  
**HALDIA DOCK COMPLEX, KOLKATA PORT TRUST.**

**I N D E X**

<b>Sl. No.</b>	<b>Contents</b>	<b>Page No.</b>
1.	<b>Issue letter</b>	<b>3</b>
2.	<b>Notice Inviting Tender</b>	<b>4</b>
3.	<b>General instructions to the Tenderer</b>	<b>5-9</b>
4.	<b>Special conditions of contract</b>	<b>10-16</b>
5.	<b>Evaluation Criteria</b>	<b>17</b>
	<b>Form of Agreement (Annex-A)</b>	<b>18-19</b>
6.	<b>Earnest Money particulars</b>	<b>20</b>
7.	<b>Schedule of rates</b>	<b>21</b>

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX**

**Issue letter of Tender Document  
For Supply, Installation & Operation of  
Photocopier Machines  
For  
Haldia Dock Complex, Kolkata Port Trust**

**Tender No. Ad/Photocopy/ 2015**

**Tender subject: Photocopying Work for Haldia Dock Complex**

Number of pages as shown in the Index Sheet are contained herein.

This set of Tender Document is issued to:

Name of Tenderer : -----

Address of Tenderer : -----

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Date of Issue : -----

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

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX**

**INVITES TENDER FOR SUPPLY, INSTALLATION and OPERATION of  
PHOTOCOPIER MACHINES FOR HALDIA DOCK COMPLEX**

Haldia Dock Complex invites tender from experienced contractors/organizations capable of undertaking photocopying work for Haldia Dock Complex by providing i) one or more Photocopier Machine (s) ii) photocopy paper, other consumables & iii) man to operate such machine(s) at Jawahar Tower Complex of HDC at Haldia Township and Operational Building of HDC at Chiranjibpur, Dist. Purba Medinipur where payment would be made on "per copy" basis as per the rate to be quoted by the tenderer. An in-house calculation for consumption of expected monthly average photocopies required for Haldia Dock Complex has been calculated which reflects that average monthly consumption of photocopies may be required to the tune of 86250 (approximately). Past experiences reveals that in an average 3:2 ratio of photocopies are being consumed at Jawahar Tower and Chiranjibpur Operation Building of Haldia Dock Complex. Therefore, an average expected photocopies may be consumed for Jawahar Tower to the quantity of 51750 and 34500 for Chiranjibpur Operation Building of Haldia Dock Complex though, the consumption of photocopies may be declined due to several reasons so, a specific guarantee regarding quantity of consumption of photocopies can not be given due to its indefinite demand. This is mere an overview to the tenderer for gaining idea about the average consumption of photocopies at Haldia Dock Complex. The contract would be for a period of 3 (three) years from the date of commencement of the photocopy work.

<b>Earnest Money</b>	<b>Tender Document Preparation Cost</b>	<b>Last date and time of Sale of Tender Document</b>	<b>Date &amp; time of Pre-Bid Meeting</b>	<b>Last date and time of Submission of Tender</b>	<b>Opening of "Earnest Money" &amp; "Techno-Commercial Part" of the Tender</b>
Rs.50,000/-	Rs. 1000/-	1300 hrs. of 12.04.2015	1100 hrs. of 05.04.2015	1300 hrs. of 17.04.2015	1500 hrs. of 17.04.2015

Details of the Tender is available in website <http://www.haldiadock.gov.in>, <http://www.kolkataporttrust.gov.in> and the Central Public Procurement Portal (CPPP) i.e. <http://www.eprocure.gov.in>.

The tender document can be downloaded from the aforesaid websites in which case the Tender Document Preparation Cost shall be paid in the manner detailed in the tender document. The tender document can also be obtained in person from the office of Sr. Dy. Manager (Admn.), Haldia Dock Complex, Jawahar Tower Complex, P.O. Haldia Township, Dist. Purba Medinipur, Pin-721607 (Telephone No. 03224-263178, Fax No. 03224-263152 upto 1300 hrs. on 10.04.2015 on submission of a written application & on payment of Rs. 1000/- (non-refundable) towards Tender Document Preparation Cost.

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

**HALDIA DOCK COMPLEX**

**ADMINISTRATION DIVISION  
JAWAHAR TOWER ANNEXE,  
P.O. HALDIA TOWNSHIP  
DIST. PURBA MEDINIPORE**

**GENERAL INSTRUCTION TO TENDERERS**

**1. Eligibility :**

Sealed tenders are invited from experienced contractors/organizations for photocopying work by providing man, machine, photocopy paper and other consumables for the exclusive use of Kolkata Port Trust, Haldia Dock Complex for a period of 3 years in accordance with the conditions of contract.

**2.a). Earnest Money :**

Each tender shall have to deposit Earnest Money with the Sr. Dy. Manager (Finance), HDC in sum of Rs. 50,000/- in cash / Demand Draft payable at Haldia drawn in favour of Haldia Dock Complex, Kolkata Port Trust. The Demand Draft or the photocopy of the Treasury Receipt in case of cash deposit, obtained from Cash Office, Finance Division, HDC should be submitted along with the Earnest Money Page, techno-commercial part of the tender, without which tender is liable to be cancelled. Cheques, Government papers etc. will not be accepted.

**b) Security Deposit :**

Total value of Security Deposit stands to the tune of Rs. 2,00,000/- (Rupees Two Lakhs only). The Security Deposit may be liquidated at a time by the successful tenderer deducting the amount of Earnest Money earlier deposited or the Security Deposit shall be collected by deduction from each running bill of the contractor @ 5% of the gross amount of the bill, till the sum alongwith sum already deposited as Earnest Money. Deposition of Earnest Money is being guided in accordance with clause 3.4 (f) and (g) of the General Conditions of Contract.

**c) Refund of Forfeiture Security Deposit :**

Refunding and forfeiting of the Security Deposit shall be guided by Cl. 3.5 (i) & (ii) of the G.C.C.

**3. Validity :**

The tender shall remain valid for acceptance for a period of 120 days from the date of opening of the tender. If any tenderer withdraws his tender before 120 days from the date of opening of the tender, Earnest Money deposit will be liable to forfeit.

**4.** The tenderer shall be deemed to have carefully examined and fully understood the instructions to the Tenderers, Special Conditions of Contract, Scope of work etc.

**5.** It is impressed upon the tenderer that the tenderer shall not stipulate his own terms and conditions in deviation of the given terms and conditions in this tender document.

**6. Documents required:**

The tenderer shall submit copies of the following documents along with the techno-commercial part of the tender :-

- a) Copies of valid & relevant Trade Licence.
- b) Partnership deed (duly attested) in case the tenderer is a partnership firm,  
Or  
Certified copy of Memorandum of Association, in case the tenderer is a company,  
Or  
A statement indicating that the tenderer is the Proprietorship firm, in case the tenderer is a Proprietorship firm.
- c) Documents relating to audited financial position including a copy of the latest Balance Sheet, Profit & Loss Account.
- d) Valid document of upto date payment of Professional Tax for tenderer.
- e) This tender document duly signed and stamped as acceptance of HDC's terms & conditions
- f) Copy of Treasury Receipt issued by Cash Office, Finance Division, HDC against earnest money deposit or Demand Draft as Earnest Money deposition.
- g) The tenderer shall have to submit proof of being owner of photocopying machine and running business of photocopying work for the last 2 years.
- h) A statement showing the details (like make of machines, year of purchase of machines, speed of the machines, different sizes of photocopies may be done, percentage of clarity output, conditions of the machines, numbers of repairing done, last repairing done, present valuation of the machines etc.) of the Photocopier Machines presently owned by the tenderer and installed at the office of the tenderer.

**7. Procedure of Submission of Tender Document :**

The tender document completed in all respect, properly filled in and duly signed shall be submitted in three parts in separate three sealed covers :

- a) First sealed cover superscribed as 'Tender For Photocopying Job – Earnest Money' along with the tenderer's name and address should contain :
  - i) Page 20 of the tender document duly filled in and signed

## Techno Commercial Part

- ii) Receipt of proof of deposit of Earnest Money
- b) Second sealed cover superscribed as 'Tender for Photocopying Job - Techno-Commercial Part' along with the tenderer's name and address should contain:
  - i) Pages 3 to 19 of the tender document duly filled in and signed.
  - ii) Required certificate and documents as indicated in point 6 & above (duly signed)
  - iii) Any other document which the tenderer wants to submit (duly signed)
- c) Third sealed cover superscribed as 'Tender for Photocopying Job – Price Part' along with the tenderer's name and address should contain :

Page 21 of the tender document duly filled in and signed.
- d) All the above three separate sealed cover should be put into another separate sealed cover duly superscribed with the Tender No. and Tender Subject and name and address of the bidder.

### 8. Pre bid Meeting:

All tenderers should be present during the Pre-bid meeting to be held at 11-00 hours on 23.04.2015 at the Conference Room of Administrative Office, Jawahar Tower Annexe, Haldia Township, Pin. –721607 In case the tenderers feel that some of the terms & conditions of this tender document are prejudicial to their interest, they should discuss the same during the pre-bid meeting for clarification / modification. No request for modification of tender-document would be entertained after the Pre-bid meeting.

### 9. Amendment of Tender Document :

At any time upto the due date for submission of offer or even after opening of the bids, Port may, for any reason, whether at its own initiative or in response to clarifications requested by the tenderer(s), modify the Tender Document by the issuance of Addenda.

In order to afford prospective tenderer(s), a reasonable time in which to take an Addendum into account, or for any other reason, Port may, at its discretion, extend the Submission due date. Tenderer(s) will also be given reasonable time to respond to Addendum if such is issued after opening of the offer.

**10. Date and time of submission and opening of offer :**

- i) The tender should be submitted at the office of the Sr. Dy. Manager (Administration), Haldia Dock Complex, Jawahar Tower Complex, P.O. Haldia Township, Dist. Purba Medinipur, Pin-721607 not later than 13-00.hrs. on 02.05.2015, after which time and date, no offer shall be accepted. Offers may also be sent through registered post so that it reaches the said office by the above mentioned time and date. Sr. Dy. Manager (Admn.) shall not be held responsible for postal delay.
- ii) The 'Earnest Money' and 'Techno-commercial Part' of the tender shall be opened at 1500 hrs. on 04.05.2015 at the office of the Sr. Dy. Manager (Administration), Haldia Dock Complex, Jawahar Tower Complex, P.O. Haldia Township, Dist. Purba Medinipur, Pin-721607. The tenderer or his authorized representative may witness the opening, if they so desire.
- iii) The 'Price Part' of only techno-commercially qualified bidders, will be opened on a subsequent date, for which date & time will be intimated separately to the techno-commercially qualified tenderers only.

**11. Termination of contract :**

The contract may be terminated anytime within the valid period of the contract by HDC at its sole discretion for any of the following factors & for such cancellation, HDC will under no circumstances be responsible for any financial repercussion to the contractor(s):-

- a) Non-supply of required number of photocopies within the allowed lead time, for more than 3 consecutive occasions.
- b) Breach of any terms and conditions of the contract.
- c) Any unlawful act of the contractor(s) on any third party on behalf of the contractor entailing any damage / loss to the property / material of KoPT or any inconvenience to KoPT.
- d) After usual expiry of the contract period.
- e) Undertaking any job of an outsider within HDC's premise.



**12. Contractor's obligations**

- a) The contractor(s) shall strictly adhere to all rules and regulations as laid down by the Central & State Government, Haldia Dock Complex, Kolkata Port Trust and other statutory Authorities in this regard, in the matter of Photocopier Machine(s), photocopying papers etc.
- b) HDC will not be responsible for any damage to the Photocopier Machine(s) supplied by the contractor during the course of operation of the contract. The Contractor, in their own interest, should obtain suitable and sufficient coverage from the appropriate authority and no claim/correspondence on this account will be entertained. The contractor, however, will keep the Room allotted to them under lock and key when the same is not in use.
- c) The successful tenderer shall be required to execute at his own cost and expense a 'Contract Agreement' on a non-judicial stamp paper of Rs. 50.00 (Rupees Fifty) only, signed jointly under official seals as per enclosed format.(Annex-A)

### **SPECIAL CONDITIONS OF CONTRACT**

#### **1. Scope of work :**

The work comprises supply and installation of Photocopier Machine(s) at least one each, to be installed at the designated rooms of Jawahar Tower Complex of HDC at Haldia Township and Operational Building of HDC at Chiranjibpur and operation of the same by the contractor or his people from 09-00 hours to 19-00 hours on all working days of HDC. However, depending on the requirement of urgent work, the Photocopier Machine shall be required to be operated on Saturdays, Sundays, holidays (for the Machine to be installed at Jawahar Tower Building) and Sundays & Holidays (for the machine to be installed at Chiranjibpur Operational Building) and beyond 19-00 hours or before 09-00 hours also. In case of urgency, the contractor shall be in a position to get photocopies done, at his office, during before and after normal office hours.

The contractor would supply photocopying paper (75 GSM or more of J K) or Diplomat brand) and Toner from OEM. It would be the responsibility of the contractor to maintain his photocopier Machine(s) with the help of his own people or through the authorized representative of the equipment manufacturer, at his own cost.

#### **2. Specification of the Photocopier Machine(s)**

The contractor would be required to supply Photocopier Machine(s) of any brand having speed of not less than 40 copies per minute. Though HDC would prefer to have brand new Photocopier Machine(s), the contractor may however supply old machines which should not be older than 2 years from the date of manufacturing subject to the condition that the old machines produce acceptable copy quality to the port. However, the delay in supply of photocopies due to breakdown of the Machine or otherwise will be the sole responsibility of the contractor. KoPT would deduct compensation in case photocopies of acceptable quality are not supplied within allowable lead time.

#### **3. Timings :**

The Photocopier Machine(s) would be required to be manned and operated from 0900 hours to 1900 hours on all working days of HDC. If the volume of work so demands, the contractor would be required to operate the Machine(s) on Saturdays, Sundays and Holidays and beyond 19-00 hours. In any case, the contractor would be paid only on per copy basis and no additional sum for working on Saturdays, ( for the machine installed at Jawahar Tower only) & Sundays and holidays or before/beyond the time period of 9-00 hours to 19-00 hours (for both the machines installed at Jawahar Tower & Operational Building) shall be payable.

**4. Requisition of Photocopy :**

Only authorized signatories of HDC (of various divisions housed in Jawahar Tower Complex of HDC at Haldia Township and Operational Building of HDC at Chiranjibpur) would place requisition for the photocopying job. It would be the responsibility of the contractor or his operator of the Photocopier(s) to check the authenticity of the signature of the authorized signatory of HDC. While handing over the photocopied paper(s) to the representative of HDC, signature of HDC's representative in confirmation of receipt of the same, would be made on the requisition slip itself, which would become the basis to prefer monthly bill. However, this procedure may be fine tuned during execution of the contract to mutual convenience.

**5. Accommodation for the Machine Operator :**

HDC would provide a rent free Room for installation of the Photocopier Machine(s) in the Jawahar Tower Complex of HDC at Haldia Township and Operational Building of HDC at Chiranjibpur premises. Though Jawahar Tower Complex of HDC at Haldia Township and Operational Building of HDC at Chiranjibpur premises are guarded round the clock, it would be responsibility of the contractor to take care of the security of the Machine(s) installed by them. In any case, the operator would not be allowed to remain in the Office building premises between **23-00 hours and 07-00** hours of the next day.

**6. Security Deposit :**

In case of successful tenderer, the earnest money deposit amounting to Rs. 45,000/- would be converted to Security Deposit for which a fresh Treasury Receipt would be issued after deposition of the Treasury Receipt against earnest money deposit.

In case of unsuccessful tenderers, the earnest money deposit would be refunded without interest, after surrender of the relevant original Treasury Receipt subsequent to finalization of the tender.

**7. Refund of Security Deposit :**

- a) 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 him subject to the following conditions :

## Techno Commercial Part

- b) After deducting the amount from the Security Deposit, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by HDC.
- c) The tenderer shall have to apply for the refund of Security Deposit along with original Treasury Receipt issued against Security Deposit.
- d) Before releasing the Security Money, the contractor shall also have to submit a certificate to the effect that they have no claim(s) against HDC 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 Deposit, the tenderer may furnish the certificate in the following format:

"I/We hereby certify that there is no claim against HDC 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".

### 8. Rates to be fully inclusive of all expenditure :

Bidders will put their rates in the price bid which will be inclusive of all taxes and duties excluding Service Tax. The successful bidder(s) must have cleared all duties with regard to Taxes, Insurance and have otherwise complied with all rules and regulations of the Central & the State Governments during the period of contract. HDC shall not be liable to pay any money to the tenderer at all in way of operation of this contract except the specific charges per copy (quoted by the tenderer). All other charges / costs should be borne by the tenderer.

Service Tax and/or Cess thereon will be paid extra (if applicable) and also after submission of the payment challan by the successful bidder(s).

In case of imposition of Service Tax and/or Cess thereon, the same would be paid by HDC to the Contractor at actual subject to the contractor getting Registration for Service Tax, raising of Invoice under Rule 4A of the Service Tax Rules and submission of proof of payment of duties as may be called for by HDC.

### 9. Allowable Lead Time :

The tenderer shall have to supply the required number of photocopies of acceptable quality within the following allowable lead time in order to get full payment :-

No. of photocopies required	Allowable lead time
Upto 10 copies (either 1 original x 10 copies or 2 originals x 5 copies or 10 originals x 1 copy, etc.)	30 minutes
From 11 copies upto 30 copies (either 1 original x 30 copies or 2 originals x 15 copies or 30 originals x 1 copy, etc.)	90 minutes
From 31 copies upto 100 copies (either 1 original x 100 copies or 2 originals x 50 copies or 100 originals x 1 copy, etc.)	180 minutes
From 101 copies upto 1000 copies (either 1 original x 1000 copies or 2 originals x 500 copies or 1000 originals x 1 copy, etc.)	360 minutes
More than 1000 copies.	12 hours or overnight as the case may be

**10. Compensation Charge :**

In case, the requisitioned photocopies are not delivered within the allowable lead time as mentioned in Para 9 above for whatever reasons including breakdown of photocopier machine(s), HDC shall deduct the running bill of the tenderer in the following manner towards compensation:-

The quantum of delay	The quantum of deduction
i) If the delay in delivering requisitioned photocopies is within 50% of the allowable lead time of the respective category.	50% of the chargeable amount for the documents delivered late would be deducted.
ii) If the delay in delivering requisitioned photocopies is within 75% of the allowable lead time of the respective category.	75% of the chargeable amount for the documents delivered late would be deducted.
iii) If the delay in delivering requisitioned photocopies is more than 75% of the allowable lead time of the respective category..	90% of the chargeable amount for the documents delivered late would be deducted.

**11. Terms of Payment :**

- a) Payment against the guaranteed minimum number of photocopies is ensured.

- b) Monthly bills along with the written instructions obtained from the departments should be submitted for photocopies supplied during the calendar month, payment of which will be made within 30 days from the date of submission of the bill, provided the bill correct in all respect is submitted within next month.
- c) The bills would be payable by Administration Division on calendar month basis.

Requisition book will be supplied by the contractor in the prescribed format.

**12. Compliance of relevant Acts, Ordinance etc.:**

The tenderer shall be required to comply with the relevant acts and laws including the Minimum Wages Act, 1948, Employees Liability Act, 1938, Industrial Dispute Act, 1947 and the Contract Labour (Regulation & Abolition) Act, 1970 or statutory amendment and the modifications thereof or any other laws relating thereto and the rules made there under from time to time.

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

The tenderer shall indemnify HDC against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his Sub-contractors.

The Regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

**13. Dispute :**

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

**14. Damage & loss to private property & injury to workmen:**

The tenderer(s) shall at his (their ) own expenses reinstate and make good to the satisfaction of HDC and pay compensation for any injury, loss or damage accrued to any property or rights whatever including property and rights of HDC (or Agents), servants or employees of HDC, the injury , loss of damage arising out of or in any way in connection with the execution or purported execution of the contract(s) and further, the contractor(s) shall indemnify KoPT against all claims enforceable against HDC (or Agents), servant or employees of KoPT or which would be so enforceable against HDC where HDC is a private person, in respect of any such injury (including injury resulting to death), loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

**15. Reporting of Representative:**

The tenderer shall depute one of his representatives at the office of Sr. Dy. Manager (Admn.), HDC between 10 a.m. and 12 noons on every Friday (if Friday is a holiday for HDC, then previous working day) during the contractual period, for proper coordination. No extra charges shall be paid for this.

**16. Escalation :**

During the period of contract for 3 years, the tenderer shall not be entitled to receive any escalation for any increase in the price of labour, materials consumed or any other item & including charges of taxes & duties. Also any new imposition of taxes & duties is to be absorbed by the tenderer.

**17. Operating & Maintenance Crew:**

The tenderer shall at his own cost maintain sufficient number of operators, technicians etc. for smooth and efficient running of the Photocopier Machine(s).

The tenderer shall be responsible for satisfactory service, conduct of his personnel. If the conduct of any personnel provided by the tenderer is not found to be satisfactory, the tenderer shall forthwith replace such person on being advised to do so.

**18. Non-assign ability:**

No contract or any share of interest therein, shall in any manner or degree be transferred or assigned or sublet by the tenderer directly or indirectly to any person, firm or company whatsoever.

- 19.** On expiry of the contract or after termination of the contract, the contractor shall vacate HDC's premises and give vacant, undisputed, peaceful possession within 7 days or expiry for termination of contract and remove all his belongings within the stipulated time, failing which, HDC shall remove all the belongings of the contractor at contractor's risk and cost and no damage or any cost shall be entertained. Before handing over the possession of the aforesaid room to HDC, the contractor must make good the damage, if any, caused by him.
- 20.** The Room to be provided for installation of the photocopier machine, has fan, light, and plug point for photocopier machine. The Contractor if he so desires, may install AC machines as required in the aforesaid rooms, all charges of which is to be borne by the contractor himself. The electricity for the running the photocopier machine and the fan and light only, will be provided by KoPT free of cost to the contractor.



**EVALUATION CRITERIA**

**Techno-Commercial Part :**

- i) No bid document will be entertained if the Earnest Money for the tender is not submitted.
- ii) To be Techno-Commercially qualified, the tenderer should have submitted all the documents as has been asked for to the satisfaction of HDC. The representative of HDC may also visit office of the tenderer for inspection if so required.

**Price-Part :**

Price Part of the Techno-Commercially qualified tenders will be evaluated in the following manner:-

Let rate quoted for photocopying single side A4 size paper be	R1
Let rate quoted for photocopying double side A4 size paper be	R2
Let rate quoted for photocopying single side A3 size paper be	R3
Let rate quoted for photocopying double side A3 size paper be	R4
Let rate quoted for photocopying single side fullscape size paper be	R5
Let rate quoted for photocopying double side fullscape size paper be	R6

Then the evaluating formulae will be as below:

$$\frac{[(R1+R2) \times 90] + [(R3+R4) \times 5] + [(R5+R6) \times 5]}{100 \times 2}$$

Insertion of any extra item in the Bill of Quantity shall render such offer liable for rejection.

**Annex-A**

**KOLKATA PORT TRUST**

**FORM OF AGREEMENT**

This Agreement made this day of \_\_\_\_\_ between the Board of Trustees for the Port of Kolkata, a body corporate constituted by the Major Port Trust Act, 1963 (Act No. 38 of 1963) (hereinafter called 'Trustees') which expression shall, unless excluded by or repugnant to the context be deemed to include their successors in office on one part and \_\_\_\_\_ (thereinafter called the 'the Contractor') which expression shall unless excluded by or repugnant to the context be deemed to include its permitted assigns or successors in interest **for photocopying work for HALDIA DOCK COMPLEX**. Whereas the Trustees are desirous that certain work should be undertaken viz., supply photocopier machine(s) along with consumables, spare parts, paper and manpower for a period of 3 years with effect from \_\_\_\_\_ and have accepted the Tender submitted by the **Contractor** for the execution of such works. Now this Agreement witnesseth as follows :-

- 
1. In the Agreement, words and expressions shall have the same meanings as are respectively assigned in them in the Conditions of Contract hereinafter referred to.
  2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.,
    - a) The said Tender and the acceptance of the Tender.
    - b) The General Instructions to the Tenderers.
    - c) The Conditions of Contract.
    - d) Schedule of Rate.
    - e) All correspondence by which the contract is added, amended, varied or modified in any way, by mutual consent as per the list attached as **Annexure-'X'**.
  3. In consideration of payments to be made by the Trustees to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Trustees to render service for photocopying by providing men, machine, paper and other consumables for a period of 3 years with effect from \_\_\_\_\_ in conformity with the provisions of the contract. The Trustees hereby covenant to pay the Contractor in consideration of \_\_\_\_\_ for a period of 3 years with effect from \_\_\_\_\_ at the contract price at the time and in the manner prescribed by the contract.

In witness whereof the parties here to have caused their respective common seals to be hereunto affixed (or hereunto set their respective hands and seals) the day and year first above mentioned.

The Common Seal of the Board  
of Trustees for the Port of  
Kolkata was hereunto affixed  
in the presence of.

The board of Trustees for  
the Port of Kolkata.

Name .....

Address .....

-----

Secretary

-----

-----

Signed Sealed and delivery  
at Kolkata in the presence of

Name ..... \_\_\_\_\_

Address .....

.....

.....

PARTICULARS OF EARNEST MONEY

Purpose for deposition of Earnest Money	Amount of Earnest Money	Particulars of Demand Draft / Treasury Receipt
Photocopying work for Haldia Dock Complex, Kolkata Port Trust	Rs. 50,000/-	

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the witness along  
with address

Signature of the Tenderer along  
with official seal

**Date :**

**SCHEDULE OF RATES**

<b>Category</b>	<b>Category Symbol</b>	<b>In figures</b>	<b>In words</b>
Charges for photocopying single side A4 size paper.	R1		
Charges for photocopying double side A4 size paper.	R2		
Charges for photocopying single side A3 size paper.	R3		
Charges for photocopying double side A3 size paper.	R4		
Charges for photocopying single side full scape size paper.	R5		
Charges for photocopying double side full scape size paper.	R6		

Note : i) The rate quoted should be inclusive of all taxes and duties exclusive of any service tax and/or cess thereon.

Note : ii) Reduction / enlargement of the matter to be photocopied, shall not attract any additional cost, e.g. photocopy of book etc.

\_\_\_\_\_  
 Signature of the witness along  
 with address

\_\_\_\_\_  
 Signature of the Tenderer along  
 with official seal

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX**

**Notice Inviting Tender**

<b>Tender Number</b>	<b>Description of Tender</b>
Ad/Photocopy/2015	Supply, installation and operation of one or more Photocopier Machines each at Jawahar Tower Complex, HDC, Haldia Township and Operational Building, HDC at Chiranjibpur on 'Per copy' payment basis as per quoted rates. Estimated average monthly photocopy may be done morethan 80,000 in both the installations of HDC. The contract would be valid for a period of 3 years from date of effect.

Details of the tender is available in website <http://www.haldiadock.gov.in>, <http://www.kolkataporttrust.gov.in> and the Central Public Procurement Portal (CPPP) i.e. <http://www.eprocure.gov.in> and in leading news paper of West Bengal.