

कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
वरिष्ठ कार्यकारी अभियंता के कार्यालय (रवींद्र सेतु)
Office of the Sr. Executive Engineer (Rabindra Setu)

No. RS/T/119/01

Dated: 01.04.2015

NIT No. RS/T/119/2015/03 dt.01.04.15

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

Name of Work: Tender for maintenance & upkeepment of R/Setu office including providing assistance to departmental Engineers/Supervisory staff for inspection & carrying out various maintenance works and maintenance of various electrical installation of R/Setu office and adjacent areas for a period of one year from the date of placement of work order.

Estimated Amount: Rs. 4, 06,320.00

Time of Completion: 12 (Twelve) months from the date of placement of work order.

Earnest Money: Rs.8,200/-

Tender documents can be obtained from the office of the undersigned during office hours on any working day and (up to 12 noon) up to **21.04.2015** on payment of **Rs.300/-** only per set (non-refundable) on application in duplicate or may be downloaded from the KoPT website before 12 noon up to **21.04.2015** on production of valid Permanent Account No, Sales Tax Clearance Certificates / valid Labour License No. and Trade License No.(as applicable) & documentary evidence in support of prequalification criteria , ESI Regn. & E.P.F., etc.

1. Tenderer should have experience in general Civil Engineering works like Construction/Repairing /Misc.repairing /cleaning or upkeepment works of buildings/bridges/industrial structures during last 7 [seven] years ending last day of month previous to the one in which applications are invited should be either of the following:

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

2. The intending tenderer should have average Annual Financial turnover during the last 3 years ending 31st March of the previous financial year should be at least 30% of the estimated amount put to tender.

The tenders must be submitted by 3 P.M. on **22.04.2015** and tender will be opened shortly after 3 P.M. on the same day in presence of tenderers or their authorized 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 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.

Sd/-
वरिष्ठ कार्यकारी अभियंता (रवींद्र सेतु)

कोलकाता पत्तन न्यास

Kolkata Port Trust

वरिष्ठ कार्यकारी अभियंता के कार्यालय (रवींद्र सेतु)

Office of the Sr. Executive Engineer (Rabindra Setu)

NIT No.: RS/T/119/2015/03 Dt.01.04.15

NOTE: Last Date of Purchase of tender

documents : 21.04.15 (up to 12 noon)

Tender is due for submission by 3:00 P.M.

On **22.04.15**

Tender for maintenance & upkeepment of R/Setu office including providing assistance to departmental Engineers/Supervisory staff for inspection & carrying out various maintenance works and maintenance of various electrical installation of R/Setu office and adjacent areas for a period of one year from the date of placement of work order.

Sr. Executive Engineer (R/Setu)

वरिष्ठ कार्यकारी अभियंता (आर/सेतु)

Office of the Sr. Executive Engineer (Rabindra Setu)

कोलकाता पत्तन न्यास

Kolkata Port Trust

वरिष्ठ कार्यकारी अभियंता के कार्यालय (रवींद्र सेतु)

NIT No. RS/T/119/2015/03 dated 01.04.15

Tender for maintenance & upkeepment of R/Setu office including providing assistance to departmental Engineers/Supervisory staff for inspection & carrying out various maintenance works and maintenance of various electrical installation of R/Setu office and adjacent areas for a period of one year from the date of placement of work order.

Sealed tenders are invited from bonafide, resourceful, experienced and reputed firms (among registered contractors of KoPT) for the subject work of estimated amount of **Rs.4,06,320.00** [approx] as per following Prequalification Criteria on **Percentage above / below /at Par basis** on estimated rates / amount as shown in the Bill of Quantities in accordance with this **Notice Inviting Tender, the General Conditions of Contract, enclosed Instruction to Tenderer, Special Conditions of Contract, Technical Specifications for this Work and Bill of Quantities.**

Prequalification Criteria:

1. A) Tenderer should have successfully completed General Civil Engineering works like Construction / Repairing / Misc. repairing / cleaning or upkeepment works of buildings / bridges / industrial structures during last 7[seven] years ending last day of month previous to the one in which applications are invited should be either of the following:

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

B) The intending tenderer should have average Annual Financial turnover during the last 3 years ending 31st March of the previous financial year should be at least 30% of the estimated amount put to tender.

C) Work experience, as a sub-contractor or supply contractor shall not be considered as the requisite qualification.

2. Each tenderer shall have to deposit a sum of **Rs.8,200/- (Rupees eight thousand two hundred only)** as Earnest Money in the form of **Bankers' Cheque / Demand Draft / Pay Order drawn** in favour of **"KOLKATA PORT TRUST"** on any Scheduled Bank payable at Kolkata **without which no tender will be considered.** The Bankers' Cheque / Demand Draft / Pay Order should be submitted together with the sealed tender in a separate envelope. Only those tenders submitted along with the Earnest Money shall be considered.

3. The amount of Earnest Money will be refunded or released to the unsuccessful tenderer without interest, after the selection of a successful tenderer and in the case of the successful tenderer this amount will be adjusted against the Security Deposit. If any tenderer withdraws his tender before 4(four) months from the date fixed for receiving the same, the Earnest Money Deposit will be forfeited by the Trustees' by way of liquidated damages.

4. It is impressed upon the tenderer that his tender should be based on the Conditions stipulated in the tender document and that the tenderer should not stipulate his own condition in deviation thereof, as apart from the likelihood of vitiating the tender, such deviations will lead to non-uniformity of tenders and it will be difficult to make assessment of the correct value of the tenders for purposes of comparison. In that event tender may be considered incomplete and may be rejected.

5. Materials, except departmental Rails, check blocks, bearing plates, bolts, etc. , required for the work shall be procured and supplied by the successful tenderer and shall be of the best and approved quality and should comply with the relevant I.S. / I.R.C./MOST or other relevant Specifications.

6. The tenderer shall include in their prices sums payable as Taxes Particularly VAT, Royalty, Service Tax or otherwise to the Government or Public Bodies or Individual and such taxes shall not be an extra charge payable by the Trustees'.

7. "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"

8. All tenderer should enclose a check list duly filled up enclosing the relevant documents as per the proforma attached with the tender documents "ANNEXURE- C "

If the tenderer fails to submit such check list duly filled up, the tender would not be considered for opening. If contents of the check list turn out to be misrepresentation of facts, then such bids would be rejected even after opening of price bid with a recorded warning to the bidder.

9. i) All intending tenderer at the time of tender shall disclose all necessary documents as to whether they are covered under ESI Act or not.

ii) In case they are covered under ESI 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 in original affirmed before a first class Judicial Magistrate in a Non-Judicial Stamp Paper worth **Rs.10/-** to that effect as per enclosed KoPT approved format. (Format of affidavit is enclosed at the end of the techno-commercial Bid).

Regarding submission of Affidavit, the stamp paper should be either in the name of the tenderer or with name of the Advocate who has signed in the Affidavit. The bidder may purchase stamp-paper prior to the publication of tender but the Affidavit must be sworn after the date of hoisting/publication of NIT.

iv) In case they are not covered under ESI Act they must additionally indemnify KoPT against all damages & accident occurring to his labour in a non-judicial stamp papers worth

Rs. 50/- (Format of indemnity Bond is enclosed at the end of the techno-commercial Bid).

10. The intending tenderer shall intimate their EPF Registration No. Failing which their tender would be liable to cancel.

11. The undersigned does not bind to accept the lowest or any offer / tender and reserves the right to accept any tender either in part or as a whole and to reject any tender without assigning any reason whatsoever.

12. Tender documents shall be issued from the office of the Senior Executive Engineer, Rabindra Setu, Kolkata-700 001. The Tenderer shall have to deposit with the Trustees' Financial Adviser & Chief Accounts Officer at 15, Strand Road, Kolkata-700 001 a sum of Rs.300/-[Non-refundable] towards cost of Tender documents.

13. Tenderer may also submit the tender getting down loaded from the Web site of Kolkata Port Trust. In that case the bidding party shall have to pay the amount of Rs.300/- [Non-refundable] towards the cost of bid document by draft or Bankers' Cheque drawn in favour of "KOLKATA PORT TRUST" at the time of submission of tender documents.

14. If the offers are not received according to the instructions detailed here above, they shall be liable for rejection. The corrections and remarks shall be either type-written or must be in ink and duly authenticated.

15. Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements.

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

17. The tender shall be submitted in one sealed envelope superscribing the NIT No., name of the work at top and Name of the Contractor with mobile no at the bottom of the cover.

18. The tender shall be submitted in sealed covers superscribed the name of work to the Senior Executive Engineer, Rabindra Setu, by 3 P.M. on 22.04.2015. After that no tender will be accepted. Last date of purchase of Tender documents is 21.04.2015 [up to 12 Noon]. In the event of any unforeseen circumstances such as Natural Calamities, Strikes, Bandhs, Holidays etc. on that day, the tenders may be submitted by 3 P.M. on next working day to be opened shortly thereafter.

वरिष्ठ कार्यकारी अभियंता(रवींद्र सेतु)
Sr. Ex. Engineer (Rabindra Setu)

INSTRUCTION TO TENDERERS

1 The subject work is required to be carried out with high degree of precision, supervision, quality control and construction techniques. The tenderers are, therefore, required to go through all the provisions of the tender document including Special Conditions / Instructions and Bill of Quantities before filling the tender. In the event of contradiction between either of the two documents; Special Conditions will supersede General Conditions and Bill of Quantities shall supercede General Specification.

2. The tenderers shall inspect the site and its neighbourhood and acquaint themselves with actual working condition. Accessibility of the site, source of water and electricity, available working space etc., should be investigated before submitting the tender. All such factors having likely bearing on rates and progress of the work involved should be taken into consideration while submitting the tender. No claim for any extra payment will be considered by reason of any difficulty, which may arise during the progress of this work, which in the opinion of the Engineer could have been foreseen. For such inspection, he may contact the Senior Executive Engineer (Rabindra Setu) at his office near Rabindra Setu.

3. Tenderers' attention is drawn to Clause 3.4, 3.5, 3.6 & 8.2 of the General Conditions of Contract regarding Earnest Money, Security Deposit prescribed in the tender and Liquidated Damage.

4. The Tender / Offer shall be valid for acceptance for a period of 4 (four) months from the date of opening of the tender.

5. The Engineer reserves the right to delete any item of work or introduce any new item, in the tender, if required to be done to complete the work envisaged. The Engineer also reserves the right to delete and / or modify any **Technical Specification** or introduce any new modification for any particular item of work or for the scheme as a whole.

6. The tenderer is to work out his rates at **Percentage above par / below par / at par basis** or taking into account the full details of works.

7. The tenderer must fill in the **Form of Tender**.

8. Taxes and Duties:

The rate quoted by the tenderer should be completed in all respect and should include all taxes, octroi, surcharge etc. payable to Government or any other concern and no extra payment, whatsoever will be entertained by the Trustees' under any circumstances.

9. Rate for payment against extra Items:

For any unforeseen work not covered under the Bill of Quantities and Condition of Contract, depending on contingent situation at site, if required for successful completion of the work, extra items have to be carried out by the Contractor. If those items are already available in Trustees' Schedule of rate, payment will be made on the basis of Trustees' Schedule of rate; otherwise,

- (i) The rate of payment shall be fixed on the following basis.
 - a) Cost of materials consumed including transport and wastage, plus
 - b) Cost of labour actually engaged in the works, plus
 - c) Taxes and Duties as applicable, plus
 - d) 16 % on the aggregate of (a) and (b) towards overhead, profit and cess.
- (ii) For any work involving only labour, rate of payment shall be fixed on cost of labour actually engaged in the work plus 11 % towards profit and cess.
- (iii) For only supply of any material at site, rate of payment shall be fixed on actual cost of material plus transport, loading & unloading (if any) plus 11 % towards profit and cess.

10. Working Period:

As the work is urgent in nature, the work may required to be carried out round the clock including on Sunday and Holiday with prior permission of the Engineer –in Charge without any extra cost.

11. Time of Completion:

The work is required to be completed within **12 (Twelve) months** from the date of placement of Work order/ LOI.

12. Escalation:

No escalation, variations on the prices of **labour, materials and POL** will be entertained and thus the rate should be quoted with due consideration of the same.

13. Suspension of Work / Idle time:

The matter shall be decided by the **Clauses** as stipulated in **General Conditions of Contract vide** Clause No.5.11 and other relevant Clauses in this respect. No idle charges on any account like labour and establishment whatsoever due to any reason thereof will be entertained by the Trustees.

14. Water:

- i) Water required for construction work will have to be arranged by the Tenderer at their own cost.
- ii) KoPT will arrange to provide a source of supply for drinking water at a suitable point free of cost from where the contractor may draw a line for purpose of drinking water only. Under no circumstances, the contractor would be allowed to use such drinking water for constructional works.
- iii) In any case Dock water will not be allowed to be used for any work including curing.

15. Power Supply:

If possible a supply of power shall be made available at required points on payment of usual charges to the Trustees' as per the KoPT Rules. However, it is to be noted that in the event of KoPT fails to make available supply of powers, the Contractor shall have to make his own arrangement for the supply of power at no extra cost to the Trustees'.

16. On A/C. Payments for measurement work:

The Contractor shall be paid on strand measurement / actual measurement of the finished work on the basis of his quoted rates in the priced bill of quantities. It is to be clearly understood that this not a lump sum tender. Tenderers attention is drawn to Clause 6 of the General Conditions of Contract on the relevant subject. The Engineer shall hold sole discretion as regards to release of on A/C. Payment.

17. The successful tenderer will be required to comply with the relevant provisions of Building and other constructions 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 constructions workers' Welfare Cess Act.1996 and the rules framed hereunder.

18. 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 the appropriate authority.

19. 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.

20. 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.

21. Bidder shall not use 'White Ink' for correction at any place of the tender paper.

22. Non-conformation to the instruction at Point No. 21 above shall be treated as non-responsive and hence, may disqualify the tender.

23. Any effort by the Tenderer to influence the Employer's Tender evaluation, Tender comparison or contract award decisions, may result in the rejection of his Tender.

Scope of Work

In this work, provision has been made for day to day maintenance, upkeepment and cleaning of Rabindra setu office including adjoining areas, providing assistance to the Engineers at day and night works and providing services of electricians for maintenance of electrical installations including all appurtenant works as described and set forth in Bill of Quantities, Special Conditions of Contract, Particulars Specification of works, Specification for materials & workmanship with all additional or varied works which may thereafter be required in accordance with Clause 7 of General Conditions of Contract and as per direction and up to the satisfaction of the Engineer-in-Charge.

1. (a) For BOQ Item No-1 & 2 of BOQ, payment to be made on per operation basis on which at least 2 (two) persons (for each item) shall have to be engaged for each days /night work (for eight hours) up to the satisfaction of the Engineer.
- (b) For BOQ Item No. -2(a) insurance coverage have to be made for the entire period of work irrespective of number of operations actually to the operated i.e. 2 nos. labourers for 365 days or total number of days of contract. Insurance of Labourers are to be made before commencement of the actual work at site.
- (d) For working at Bridge superstructure, at high altitude, climbing allowance [@ 20% on M.W. Act.] to be paid to the working labourers.
- (e) One operation means working between 8.00 A.M. to 5.00 P.M. for days work. For night work each operation means working between 9.00 P.M. to 5.00 A.M.
- (f) For BOQ Item No.-2(b), for working at night, night allowance @ 10% of rate on M.W. Act. have to be paid to the working labourers.
- (g) For BOQ Item No.-3, one skilled licensed electrician with a helper and necessary tools and tackles are to be engaged for checking & maintaining the existing electrical facilities at Rabindra Setu office, aviation line connection, etc. as and when necessary.
2. For BOQ Item No.-1, contractor has to supply following materials as per actual day to day requirement / consumption to upkeep/clean the Rabindra Setu office and all toilets of office complex:

- (a) Dust Pan
- (b) Broomstick
- (c) Duster
- (d) Toilet cleaners (Harpic, etc.)
- (e) Toilet freshener (Odonil, etc.)
- (f) Naphthalene balls
- (g) Manure

3. For BOQ Item No.-2(a), contractor has to supply on hire basis Helmet, Safety belt and other safety instruments required to ensure safety of his working personnel for working at high altitude.

4. The contractor should ensure that the above mentioned materials are supplied in due time and the laborers are paid as per M.W. Act in due time. Otherwise, the contract will be liable to be terminated at the discretion of the Engineer.

5. As the working site is a high security zone, contract laborers/ workers, to be engaged for the work must have Identity Card vetted by concerned security agency and also follow the guidelines circulated from time to time by KoPT authority.

6. If required the period of contract may be extended at the existing rates and conditions with the consent of lowest tenderer.

7. In case of exigencies, additional tools & plants may be required to be supplied by the contractor without any extra cost.

8. If required the period of contract may be extended at the existing rates and conditions with the consent of working contractor.

The intending tenderer shall inspect the site of work in consultation with the **Senior Executive Engineer, Rabindra Setu** and acquaint himself with the nature of work before preparing his tender. His attention is drawn to **Clause No. 3.1** of the General Conditions of Contract in this regard. No excuse on ignorance as to the site conditions, availability of space for storing materials and approaches to site etc., will be entertained.

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

a) Provide all materials, supervision, services, tools and plants, transportation, water supply, temporary drainage, dewatering of surface, etc. as required for safety and work purposes etc.

b) The Contractor shall at all times carry out work in a manner creating least interference to the flow of Traffic (where necessary) while consistent with the satisfactory execution of the same.

SPECIAL CONDITIONS OF CONTRACT

1) **General :**

Except where otherwise stated or approved by the Engineer, Relevant Indian Standard Specifications (latest edition), Road Congress Specifications (latest edition) shall be complied with in respect of materials, workmanship and method of measurement etc. The Special Condition of Contract are part of the tender documents which must be 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 other part of tender documents, viz. General Condition of Contract, General specification for materials and workmanship, drawing, Bill of Quantities and other instructions to the tenderer herein in the tender document forming part of the contract.

2) **Work Site:**

The work site is located at Rabindra Setu [Howrah Bridge]. Tenderer must visit the work site and its surrounding before submission of the tender, so that due consideration is given to the local conditions at site. The intending tenderer should contact **Senior Executive Engineer (Rabindra Setu)** at his office at **205, Strand Bank road, Kolkata-700 007** in order to make the site inspection along with his representative.

3) **Sufficiency of Tender:**

i) The tender drawings and all data / information as furnished herein or inspected and / or collected by the tenderer for the purpose of the work should be properly assessed, interpolated or utilised in his offer at his own responsibility and KoPT does not guarantee sufficiency or adequacy of the data / information so supplied to him or collected or understood by the tenderer.

ii) The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates stated in the priced Bill of Quantities and the rates shall cover all his obligations under the contract and all matters and things necessary for the proper construction, completion, commissioning and maintenance of the work.

iii) In case rate of particular item is printed erroneously in B.O.Q., the rate stated in the schedule of rates/sanctioned special rates will prevail over the rate misprinted in B.O.Q.

4) **Responsibility of the Contractor for methodology of works:**

i) The Contractor shall be solely responsible for the methodology and detailed working for the whole of the works, keeping in mind the site conditions and shall supply to the Engineer such particulars thereof as he may require from time to time.

ii) The Contractor shall submit within the time stipulated by the Engineer in writing, the details of actual methods that would be adopted by the Contractor for the execution of each item of the work supported by necessary details.

5) **Method of Measurement:**

The Contractor shall be paid on actual measurement of the finished work or on the basis of standard measurement according to his quoted rates in the priced bill of quantities. It is to be clearly understood that this not a lump sum tender.

6) Safety:

The contractor shall follow all safety precautions for prevention of injury or accidents and safeguarding human lives and property. Bridge safety regulations shall be strictly observed. 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. The Contractor shall provide lights and signals at his own cost. Lights shall be so placed or screened so as not to interfere with any navigational light or signal or other marking.

7) Temporary Works:

The successful tenderer shall allow for providing labour and materials for the construction and removal of all temporary works, e.g. site office, site store, scaffolding, fencing lighting; watching, tube well and pipe lines etc. required for drinking water purpose of contractor's men, water supply, vats, platform, etc. as may be necessary for the successful execution, completion and maintenance of works without any extra cost to the Trustees and the rates should be quoted accordingly. No rent shall, however, be charged to the contractor for construction/erection of such temporary sheds and structures.

8) 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 for 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.

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 Licence from the Competent Authority for deploying requisite Nos. of labours in the work and submit to the Engineer-In-Charge prior to commencement of the work.

9) Protection of existing services:

The contractor must pay full attention to the fact that the existing service facilities for users are not distributed at any time due to storing of materials and rubbish and take every precaution to keep the entrance passage clear if the same are being used by the labourers.

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 any further work considered necessary by the Engineer's representative without any delay otherwise the cost of such repairing shall be recovered for his running bill for which Engineer's decision shall be final and binding.

10) 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.

The contractor shall forward any usable materials found during the course of construction at the work site or its vicinity to KoPT stores/yards all as per direction of the Engineer-in-Charge.

11) Discrepancies in Contract Documents:

The several documents forming the contract shall be taken, as mutually explanatory of one another and in case of one and in case of discrepancies the **Specifications and Bill of Quantities** shall prevail over **signed drawings, Bill of Quantities** 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. The execution of work shall conform minutely to the approved and assigned drawings and specification and any other details drawings which shall be provided/duly approved by the Engineer during the progress of the work as to such other drawings those have formed part of the contract documents.

12) Employment of Local Resources:

The contractor shall pay special attention to engage the maximum possible number of local Engineer, other technical personnel, office workers, labourers (skilled, semiskilled, unskilled) both at site and in office, details of such recruitment etc. shall be submitted to the Engineer periodically or as and when called for.

13) Workmen and Wages:

The Contractor shall deliver, if ordered, a weekly return for all labour employed in writing in the requisite form as instructed by the Engineer or his representative.

The contractor shall have to engage sufficient number of technically qualified and skilled persons as per Govt./KoPT rules to supervise and execute the work **and this should be mentioned in the "Schedule-T" of the Contract.**

- 14) The work has to be carried out in an operational zone. The tenderer should keep in mind that the work is to be executed without hampering the operational activities and should complete the work within the stipulated time specified in the tender.

15) Measure against Pollution:

The Contractor shall have to take proper measure against environmental pollution during execution of work as directed by the Engineer.

BILL OF QUANTITIES

Tender for **maintenance & upkeepment of R/Setu office including providing assistance to departmental Engineers/Supervisory staff for inspection & carrying out various maintenance works and maintenance of various electrical installation of R/Setu office and adjacent areas for a period of one year from the date of placement of work order.**

Sl. No.	Description of works	Quantity	Rate		Amount	
			Rs.	P.	Rs.	P.

1.	Providing operational service for day to day maintenance & upkeepment of R/Setu Office, sweeping of the office complex & adjoining area, maintaining the garden at office complex & other misc. activities required for running the office etc. as directed.(Payment will be made on the basis of per day operation) [One operation means services of 2 (two) nos. unskilled labourers for 8 working hours]	300 Operations	638.00 Per Operation (Rupees six hundred thirty eight only)	1,91,400.00
2.	Providing assistance to departmental Engineers/Supervisory staff for carrying out various maintenance works & inspection during day & night hours as and when necessary (operation means assistance on eight hour basis) [One operation means services of 2 (two) nos. unskilled labourers for 8 working hours] (a) Day operation (at Bridge superstructure, etc. including Insurance coverage). (b) Night operation (at Bridge deck level)	180 Operations 80 Operations	762.00 Per Operation (Rupees seven hundred sixty two only) 647.00 Per Operation (Rupees six hundred forty seven only)	1,37,160.00 51,760.00
3.	Providing services of Electrician with helper for maintenance of electrical installations of R/Setu office, aviation obstruction light & other scattered electrical installations earmarked for Police surveillance etc. on per day operation basis as & when necessary, (Payment will be made on the basis of per operation).	40 Operations	650.00 Per Operation (Rupees six hundred fifty only)	26,000.00

Total Amount =Rs. 4, 06,320.00

C. O. to Page No. – 14

B. F. From Page No. -13

Total Amount = Rs. 4, 06,320.00

Tenderer to fill up the following [score out which is not applicable]

(a).....%
(in figures)

.....Percent



Below par (-) **Rs.**

(in words)

(b).....

At par

NIL

(c).....%
(in figures)

..... Percent
(in words)



Above par (+) **Rs.**

Total Tendered Amount = Rs.

Total tendered amount (in words).....

.....

Maximum number of workmen likely to be engaged in a day's work..... numbers

Permanent Income Tax A/C. No.....

Date:

(Signature of Tenderer)

[Total amount of tender, completion time and preliminary time
as quoted / stated above are to be carried over to Form of
Tender attached]

कोलकाता पत्तन न्यास के न्यासी बोर्ड
THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

निविदा फार्म / FORM OF TENDER

CONTRACT NO. RS/T/119/2015/03 Dt.01.04.15

The Chief Engineer,
Kolkata Port Trust,
Kolkata- 700001.

I/We
of

having examined the site of works, inspected the Drawings and read the Specifications, General & 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 & Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates & prices set out in the annexed Bill of Quantities within **12 (Twelve) months** (including preliminary time) 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 there to which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of Quantities, Drawings and Special & General Conditions of Contract and I/We hereby agree that until such Contract Agreement is executed the said Specifications, 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 in words).....
.....

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

I/We have deposited with KOLKATA PORT TRUST, a sum ofvide Pay Order/Demand Draft No.....dt.....of.....(name of Bank) as Earnest Money.

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

Signature of Tenderer
(Seal of the Tenderer)

Witness:

Signature _____

Name _____
(In Block Letters)

Name of the
Tenderer: _____

Address: _____

Dated: _____

Address: _____

Occupation: _____

Annexure- A

(Format of Affidavit)

On the Rupees Ten Non-Judicial Stamp Paper.

BEFORE THE 1ST CLASS JUDICIAL MAGISTRATE AT

AFFIDAVIT

I..... son of aged about.....
year, 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 said 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 files before the Kolkata Port Trust as per the Clause No.8 of the Tender No. RS/T/119/2015/03 dt.01.04.15 issued by Kolkata Port Trust in respect of the work “**Tender for maintenance & upkeepment of R/Setu office including providing assistance to departmental Engineers/Supervisory staff for inspection & carrying out various maintenance works and maintenance of various electrical installation of R/Setu office and adjacent areas for a period of one year from the date of placement of work order**”.

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

DEPONENT

Identified by me

Annexure- B

(Format of Indemnity Bond)

On the Rupees Fifty Non-Judicial Stamp Paper.

INDEMNITY BOND

By THIS BOND I, Shri/Smt....., son of

Shri/SmtResiding at
..... by occupation the
Partner/Proprietor/Director having office at, am a tenderer
under Civil Engineering Department, Kolkata Port Trust (A statutory Body under MPT Act, 1963).

2. WHEREAS, the said Kolkata Port Trust had asked the every tenderer, who is not covered under E.S.I. Act or exempted to furnish an Indemnity Bond in favour of Civil Engineering Department , Kolkata Port Trust against all damages and accident to the Labourer Tenderer/Contractor.

3. NOW THIS BOND OF INDEMNITY WITNESSTH THAT the Tenderer/Contractor named herein above shall indemnify the Kolkata Port Trust against all damages and accident occurring to the Labourers of the Tenderer/Contractor as demanded by the Kolkata Port Trust and which shall be legal and/or claimed by the Kolkata Port Trust during the execution of the work stated in the NIT No. RS/T/119/2015/03 dt.01.04.15.

4. AND the Contractor hereunder agree to indemnity and at all times keep indemnified the Kolkata Port Trust and its administrator and representative and also all such possible claim or demand for damages and accidents.

In WITNESS WHEREOF I,, the Partner/
Proprietor/Director..... Hereto set and seal this the
..... Day of in the yearat

Signature of the Indemnifier

Sureties:

1. Signature:

Name:

Address:

2. Signature

Name:

Address:

Witnesses:

3. Signature

Name

Address

Annexure- C

PROFORMA FOR CHECK LIST

(To be submitted separately over the sealed envelope)

The Senior Executive Engineer,
Rabindra Setu,
Kolkata Port Trust.

Ref: NIT No: RS/T/119/2015/03 dated 01.04.2015

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 necessary.

1. Treasury receipt in original for Cost of Tender documents and Demand Draft/ Bankers Cheque for Earnest Money.
2. Proof of experience as per pre- qualification criteria.
3. Copy of ESI registration certificate,

Or,

An affidavit in original affirmed before a first class Magistrate indicating that ESI Act. is not applicable on Non- Judicial stamp paper worth Rs.10.00 and Indemnity bond in original in favour of Kolkata Port Trust drawn on a Non- Judicial stamp worth Rs. 50.00 both as per attached proforma of tender.

4. Copy of VAT Reg. Certificate.
5. Copy of I.T. Pan Certificate.
6. Copy of Trade License.
7. Copy of E.P.F. Registration No.
8. Copy of Labour license (If applicable)
9. Copy of annual financial turnover with profit & loss account for last 3 years ending 31st March of the previous financial year.

Enclo: As stated above.

Yours faithfully

(Signature of the Tenderer with seal)