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**

E-TENDER FOR

SELECTION OF A CONSULTANT For

Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port and steps for Promoting Cruise Business.

Issued by

**CHIEF ENGINEER, KOLKATA PORT TRUST
FOR KOLKATA PORT INFRASTRUCTURE DEVELOPMENT LIMITED
15 STRAND ROAD, KOLKATA 700001**

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**Civil Engineering Department
KOLKATA PORT TRUST**

TENDER NO. : KOPT/KDS/CIV /T/2454/116 dt. 20.01.2020

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Kolkata Port Trust
Civil Engineering Department

1.0 NOTICE INVITING TENDER

TENDER NO. : KOPT/KDS/CIV /T/2454/116 dt. 20.01.2020

E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) is invited from reliable, bonafide & experienced FIRMS with required experience as per Prequalification criteria stipulated in Tender Document FOR

SELECTION OF A CONSULTANT

For

Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port and steps for Promoting Cruise Business.

AS PER BILL OF QUANTITIES THE BID DOCUMENT MAY BE SEEN FROM THE CENTRAL PUBLIC PROCUREMENT PORTAL (CPPP). CORRIGENDA OR CLARIFICATIONS, IF ANY, SHALL BE HOISTED ON THE ABOVE MENTIONED WEBSITE ONLY.

The tender is also published on KoPT website (www.kolkataporttrust.gov.in).

SCHEDULE OF TENDER (SOT)

| | |
|---|--|
| a. TENDER No. | KOPT/KDS/CIV /T/2454/116 dt. 20.01.2020 |
| b. MODE OF TENDER | e-Procurement System (Online single part Techno-Commercial Bid and Price Bid through CPP Portal https://eprocure.gov.in/eprocure/app) The intending bidders are required to submit their offers electronically through e-tendering portal. No physical tender is acceptable by KOLKATA PORT TRUST. |
| c) i) Estimated Cost Of Work ii) Earnest Money Deposit @2% iii) Tender Document fee (non-refundable) | Not applicable The intending firms would require to submit an EMD of Rs. 1,50,000/- (Rs One lakh fifty thousand only) through DD/Banker Cheque in favour of Kolkata Port Trust, otherwise their offer will be summarily rejected. Copy of the DD/Banker's Cheque should be uploaded. As per cl. 2,page no.13. The intending bidders should submit the tender cost of Rs.1770/-(Rupees one thousand seven hundred and seventy only including GST @ 18%) (non-refundable) separately to KoPT through DD/Banker's Cheque in favour of Kolkata Port Trust; otherwise their offer will be summarily rejected. As per cl. 2,page no.13. |
| d. Date of NIT available to parties to download | 27.01.2020 to 02.03.2020 (up to 14:00 hrs.) |
| f. Pre - Bid Meeting date & Time | Pre bid meeting to be held on 17.02.2020 at 11.30 AM at Head Office in the Room of the Chief Engineer followed by Site visit if necessary. |

| | |
|---|---|
| g. Last date of issue of EMD & Tender Document fee in favour of Kolkata Port Trust. Last date of physically submission of Demand Draft/Cheque/Bank Draft. | 02.03.2020 06.03.2020 |
| h. Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at CPP Portal | 27.01.2020 (From 9-00 hours onwards) |
| i. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid. | 02.03.2020 (Up to 3:00 P.M.) |
| j. Date & time of opening of Techno-Commercial Bid | 03.03.2020 (After 3:00 P.M.) |

Note: In the event of any unforeseen closure of work / holiday on any of the above days, the same will be opened / held on the next working day without any further notice.

List of Annexures

Important Instructions for E- procurement :- Annexure - A
Commercial Terms & Conditions :- Annexure - B
Techno Commercial Bid(Cover-I) :- Annexure - C
List of Scanned Documents required to be uploaded :- Annexure - D
Price Bid/Financial Part :- Annexure - E
(Annexure A to Annexure E is to be treated as Techno Commercial Part)

Price Bid i.e. Financial Part (Both the Techno Commercial Part and Financial Part to be uploaded separately and will be available in the KoPT and website and CPP Portal)
General Conditions of Contract :- Annexure - F

A.K. Jain
Chief Engineer
KOLKATA PORT TRUST
Tender Inviting Authority

2.0 Important Instructions for e-Tender

Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.

Further, bidders are requested to go through the following information and instructions available on the CPP Portal <https://eprocure.gov.in/eprocure/app> before responding to this e-tender :

- Bidders Manual Kit
- Help for Contractors
- FAQ

Contact Persons (Kolkata Port Trust):

1. R Srivastava, Dy DMD,
2. A.B Pal Dy CE
3. S.Mitra, Suptdt. Engineer(Contract)

Phone no.

03322310105, 03371012398

e-mail :-

**santanumitra@kolkataporttrust.gov.in &
cecontract@kolkataporttrust.gov.in**

Contact persons (CPP Portal):

1. Shri Nazmush - Mob: 9563251950 email: webhelpdesk@gmail.com

See CPP Portal for contact details.

| | |
|---|---|
| 1 | Bidding in e-tender : a. Bidder(s) need to submit necessary EMD & Tender fees to be eligible to bid online in the e-tender. Tender fees is non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by KOPT. b. The process involves Electronic Bidding for submission of Technical and Commercial Bid |
| 2 | Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. |
| 3 | All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. |
| 4 | E-tender cannot be accessed after the due date and time mentioned in NIT. |
| 5 | KoPT reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof. |
| 6 | Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. |
| 7 | No deviation to the technical and commercial terms & conditions are allowed. |
| 8 | The bidders must upload all the documents required as per terms of tender. Any other document uploaded which is not required as per the terms of the tender shall not be considered. |

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| | |

9. The bid will be evaluated based on the filled-in technical & commercial formats.
 10. Bidder has fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda” .
A declaration in this regard is to be made by the bidder.
 11. (A) Part-I i.e. Techno commercial bid will be opened electronically on specified date and time as mentioned in the NIT. Bidder’s can witness electronic opening of Bid.
(B) Part-II i.e. Price Bid will be opened electronically of only those bidder(s) whose offer will be techno commercially qualified and accepted by KoPT. Such bidder(s) will be intimated the date of opening of Price Bid(Part-II) in due course through valid email confirmed by them.
(C) Necessary addendum/corrigendum (if any) of the tender would only be hoisted in the Central Public Procurement Portal (CPPP).
-

KOLKATA PORT TRUST
Office of the Chief Engineer,
Head Office Building, 15, Strand Road,
Kolkata 700 001.
Tele - 033 2230-3451 Extension: 398,399,400
Fax - (033) 2230-0413
E-mail [id: santanumitra@kolkataporttrust.gov.in](mailto:santanumitra@kolkataporttrust.gov.in) &
cecontract@kolkataporttrust.gov.in

3.0 Commercial Terms & Conditions

| SL. NO. | TERMS |
|------------|-------|
|------------|-------|

- 1 Mere participation in e-tender will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of techno-commercial evaluation of bids also.
- 2 Copy of valid NSIC Certificate or MSE Certificate under **MSME** has to be submitted along with the bid if applicable.
- 3 **EARNEST MONEY : As Per NIT**
E-Tenderers submitted without requisite Earnest Money are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) or MSME for items for which the tender is invited.
- 4 **Pre qualification Criteria :** a) The bidder must be a Company, Partnership or Proprietorship from in existence for at least 10 years ending last day of the month previous to the one in which tender is invited and should have International / National experience in providing consultancy services in respect of Market Demand study for International Cruise tourism i.e. **Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port and steps for Promoting Cruise Business** or other similar assignments **during last 7 years ending on 30.11.2019** with completed study as per below.
 - i) One single eligible study with fee charged Rs 60 lakhs or more. (or)
 - ii) Two individual eligible projects with fee charged Rs 38 lakhs or more (or)
 - iii) Three individual eligible projects with fee charged Rs 30 lakhs or more.

c) The tenderer should have an average Annual Turnover of at least Rs.75 lakhs from consultancy assignments executed during the last three financial years ending on 31.3.2019.

Note:

- (1) In case of consortium the combined experience of the consortium members shall be taken into consideration. However, the above mentioned project values should be of individual projects only.
- (2) The executed Project cost as specified by the bidder (in case of currency other than Indian Rupees) shall be calculated based on the currency rate prevailing on the date of opening of the bid for evaluation purpose.

Similar assignment means: Projects on Cruise Terminals/feasibility study of river cruise relating to tourism, tourism related consultancy projects in Ports.

5 SCOPE OF WORK :

As per E-Tender Document

- 6 The Terms and Conditions of E-Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.
- 7 The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract of Ko.P.T. In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Chief Engineer , KOLKATA PORT TRUST, thereon shall be final and binding upon all parties.
- 8 The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any. Trustees' General Conditions of contract is the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the undersigned on any working day before quoting for the Tender.
- 9 The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.
- 10 The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.
- 11 Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and submission of their bids or for any other expenses incurred in connection with such bidding.
- 12 Bidders are advised to visit the port prior to submission of their bid. He may contact the Chief Engineer/**Superintending Engineer (KPD)** or his authorized representative at his office at 15, Strand Road, Kolkata 700001 in this regard. Non compliance of the same will in no way relieve the successful bidder of any of his obligations in performing the work in accordance with this Bid Document within the quoted price.
- 13 **VALIDITY :**
The tender shall remain open for acceptance for a period of **4 months** from the date of opening of techno-commercial bid.

If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees / sanctioning Authority.

14 NON- RESPONSIVE BIDDER :-

The offer/tender shall be treated as non-responsive, if it :

- (i) is not accompanied by requisite earnest money /valid NSIC Registration Certificate /MSME Registration Certificate.
- (ii) is not accompanied by requisite tender paper cost / or valid NSIC/MSME Registration Certificate.

- (iii) validity of the offer is less than tender stipulation,
- (iv) does not meet the Qualification Criteria as stipulated in the NIT.
- (v) The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely/offer or tender if submitted with any deviation from the tender terms & conditions.

In addition to above, a bidder may be disqualified if -

a) The bidder provides misleading or false information in the statements and documents submitted.

b) Record of unsatisfactory performance during the last seven years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy etc.

The decision of Kolkata Port Trust in this regard shall be final and binding on the Bidder. Offer / tender is submitted with any deviation from the tender terms & conditions.

- 15 **EARNEST MONEY AND SECURITY DEPOSIT :** As per tender Document
- 16 **Performance Guarantee :** Not Applicable
- 17 In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled at the option of the Trustees' **apart from other actions.**
- 18 **PRICES:** As per BOQ given in the tender document.
- 19 The bidder shall quote his price as per the Bill of Quantities in the Price bid
- 20 Price(s) to be quoted should remain firm over the contract period.
- 21 **The prices quoted shall be including all statutory levies excluding GST, which shall be paid extra.**
- 22 **EVALUATION CRITERIA:** As per relevant clause of Tender document.
- 23 **PAYMENT:** As per Tender document.
- 24 **Location:** As per Tender document.
- 25 **Time of Completion:** As per Tender document.
- 26 Work is to be carried out as per terms & condition of the contract document.
- 27 **JURISDICTION OF COURT :**

The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of Kolkata.
- 28 **PERSONAL PROTECTIVE EQUIPMENT (PPE):**
- 29 Contractor and their workmen including driver & helper must use PPE i.e. safety helmet etc. at the time of work inside the dock premises. For safety measure Cl. No.18, page-25 may be referred to Compensation (Liquidated Damages) against failure to complete the work within the stipulated time as per tender condition.

- 30 Price adjustment clause: As per Tender document.
- 31 Technical capacity: As stipulated in Tender document.
- 32 Financial capacity: As stipulated in Tender document.
- 33 DOCK PERMITS : As per tender document.

Besides the above conditions all other conditions as stated in the NIT, BOQ, Special Conditions of Contract, Instruction to the tenderers, G.C.C. shall have to be agreed by the Bidders.

[illegible]

SHORT TENDER NOTICE

E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafide & experienced agency with required experience as per Prequalification criteria stipulated in Tender Document for the following work at Kolkata Port Trust.

| | | |
|---|---|---|
| Name of work | : | SELECTION OF A CONSULTANT For Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port and steps for Promoting Cruise Business |
| NIT No | : | KOPT/KDS/CIV /T/2454/116 dt. 20.01.2020 |
| Estimated Cost | : | Not applicable |
| Period Of Execution | : | 5(Five) Months (details shown in Clause 8 and 9 of special conditions of Contract) |
| Earnest Money | : | Rs. 1,50,000/- (Rs One lakh fifty thousand only) |
| Bid Document Fee(Non refundable) | : | Rs. 1770/-(Rupees one thousand seven hundred and seventy only) |
| Period of Download of E-Tender (Both Days Inclusive) | : | 27.01.2020 to 02.03.2020 (up to 14:00 hrs.) (Bid document will be available on Central Public Procurement Portal (CPPP). |
| Date and Time for pre-bid meeting & site visit | : | Pre bid meeting to be held on 17.02.2020 at 11.30 AM at Head Office in the Room of the Chief Engineer followed by Site visit if necessary. |
| Last date of submission of e-tender | : | 02.03.2020 (Up to 3:00 P.M.) |
| Last date of opening of the tender | : | 03.03.2020 (After 3:00 P.M.) Only the Techno Commercial Bid will be opened |
| ➤ Contact Person. | : | <p>1. R Srivastava, Dy DMD, 2. A.B Pal Dy CE 3. S.Mitra, Suptdt. Engineer(Contract)</p> <p>Phone no. 03322310105, 03371012398 e-mail :- santanumitra@kolkataporttrust.gov.in & cecontract@kolkataporttrust.gov.in</p> |

4.0: INSTRUCTIONS TO BIDDERE-TENDER FOR **SELECTION OF A CONSULTANT**
For**Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port and steps for Promoting Cruise Business**

TENDER NO : KOPT/KDS/CIV /T/2454/116

dt. 20.01.2020

GENERAL

The work as described in the tender shall be executed in Kolkata and in accordance with the attached General Conditions of Contract, Special Conditions of Contract, Particular Specifications, Drawings (if any) & detailed Bill of Quantities. Location Plan of the place of work might be inspected after the pre-bid meeting or on prior appointment on any working day before quoting for the tender.

2.0 Earnest money and cost of tender paper are to be physically deposited at the office of Chief Engineer at 15, Strand Road, Kolkata-700 001 by vendors/contractors through Bank Draft/Banker's Cheque/Demand Draft/Pay Order etc. **On any scheduled/nationalised Bank**, in favour of Kolkata Port Trust, payable at Kolkata, **within 3 working days after opening of tender.**

2.1 Details of cost of e-tender paper remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder:

- a) Name of remitting vendor/contractor :
- b) Tender No. :
- c) Amount remitted :
- d) Date of remittance :
- e) Bank Draft / Cheque No. :

2.2 Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder:

- a) Name of remitting vendor/contractor :
- b) Tender No. :
- c) Amount remitted :
- d) Date of remittance :
- e) Bank Draft / Cheque No. :

Tender submitted without requisite Earnest Money and cost of tender paper will be liable for rejection.

3.0 MODE OF SUBMISSION OF BID :

3.1 All bidders must submit their offers through e- tendering in accordance with the terms and conditions set out in the bid documents and no deviation will be accepted.

3.2 A Bid shall contain the following *scanned copies* of which are to be uploaded (Refer Annexure D):-

- i) GST registration certificate.
- ii) Valid Trade Licence(Valid for current period & also for type of work).
- iii) Valid Professional Tax Clearance Certificate / Up to date tax payment challan. If this is not applicable, the bidder must submit a declaration in this regard.
- iv) Proof of possessing valid Employees' Provident Fund (EPF) Account & EPF Registration Certificate.(if applicable)

- v) Proof of being registered with Employees' State Insurance Corporation (ESIC), ESI Registration Certificate.
(if applicable)
- vi) Details of the firm as per Schedule-O (in Part-I) of the tender document duly filled up.
- vii) Credentials in the form of copies of Letters of Award of Works along with corresponding/successful Completion Certificates from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
- viii) Last three years balance sheet and profit & loss account in support of Annual Financial turnover (i.e. 2018-19, 2017-18 and 2016-17) and the same should be audited as per relevant norms wherever required.
- ix) PAN Card
- x) Bank Draft/Banker's Cheque/ Pay order etc./ valid NSIC/MSME certificate regarding EMD & Cost of Tender documents.
- xi) A list of technically qualified and skilled persons would be engaged to supervise and execute the work **(to be mentioned in the letter head of the Firm)**
- xii) Self declaration of the bidder that the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India **(to be mentioned in the letter head of the Firm)**.
- xiii) Self-declaration regarding the proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work **(to be mentioned in the letter head of the Firm)**.
- xiv) A list of works which are in hand at the time of submitting the offer as per the enclosed proforma titled 'Concurrent Commitments of The Bidder' vide 'Annexure-C' (Schedule -T) in Part-I of the tender document.
- xv) Undertaking of the tenderer to be submitted as per enclosed Pro-forma (Annexure -D-1) in lieu of submission of signed copies of the full Tender document , G.C.C, addenda & corrigendum **in the letter head of the Firm.**
- xvi) Last page of "Bill Of Quantities" & the "Form Of Tender" duly filled up (without price quoted) shall be duly signed and stamped by the Bidder.

N. B.-1 The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities for clarification of his documents or credibility.

N.B.-2 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 and their **EMD will be forfeited for such action.**

3.3 All the bidders should submit the e-tender in accordance with the Mode of submission of Bid as afore-said.

4.0 SECURITY DEPOSIT:-

4.1 For the successful Bidder, the Earnest Money deposit will be converted to part of Security Deposit and the remaining security deposit will be recovered from the contractors each and every On-Account Bill [including the final bill, if necessary] at the percentage of each such bills as set forth in **Clause. 3.4, 3.5 & 3.6 of the General Conditions of Contract.**

4.2 Refund of S.D. and forfeiture S.D. shall be guided by Cl. 3.5 (i) & (ii) of the G.C.C.

5.0 Delay/ Extension of time/ Liquidated Damage/ Termination of Contract.

Clause 8.0 of G.C.C. to be referred regarding Delay/ Extension of time/ Liquidated Damage/ Termination of Contract.

6.0 REFUND OF EARNEST MONEY:-

The Earnest Money received, will be refunded or released as the case may be to the unsuccessful Bidders without any interest after opening of Price bid (Part – II) of the e-Tender document.

7.0 VALIDITY OF OFFER:-

The e-tender shall remain valid for a period of **4 (four) months** from the date of opening the same. If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his e-tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees/ Sanctioning Authority/Engineer.

8.0 DETAILED SCRUTINY OF E-TENDERERS :

8.1 During the course of examination of Part-I of the bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his / their bids.

9.1 During techno-Commercial Evaluation, i.e. evaluation of Part-I of tender, an offer shall be considered non-responsive in case it :-

- (i) is not accompanied by requisite Earnest Money /NSIC /MSME Registration certificate.
- (ii) is not accompanied by requisite Tender paper cost /NSIC /MSME Registration certificate.
- (iii) validity of the offer is less than tender stipulation,
- (iv) does not meet the Qualification Criteria as stipulated in the NIT.
- (v) The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely/offer or tender if submitted with any deviation from the tender terms & conditions.

In addition to above, a bidder may be disqualified if –

9.2 a) The bidder provides misleading or false information in the statements and documents submitted.

- b) Record of unsatisfactory performance during the last seven years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy etc.

The decision of Kolkata Port Trust in this regard shall be final and binding on the Bidder.

10. Statutory deductions will be made as applicable at the time of payment.

11. For Micro & Small Enterprises (MSEs) registered with NSIC & or MSME:-

11.1 Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) **or MSME** are exempted from depositing Cost of Tender Document and Earnest Money.

11.2 If Micro & Small Enterprises (MSEs) registered with **NSIC or MSME** intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. **Otherwise their offer will not be considered.**

11.3 Copy of valid NSIC Certificate for MSEs has to be submitted along with bid.

12.0 EVALUATION CRITERIA:-

As per Clause of Special Condition of Contract

13.0 ACCEPTANCE OF TENDER:-

13.1 Kolkata Port Trust reserves the right to accept / reject any / all offer(s) without assigning any reason thereof and also reserve the right to accept the tender in part or as a whole.

13.2 Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his tender liable to rejection.

13.3 The successful Tenderer will be notified in writing of the acceptance of his tender. The "Tenderer" then becomes the "Contractor" and he shall forthwith take steps to execute the Contract Agreement within six weeks of issue of Letter Of acceptance and fulfil all his obligations as required by the Contract.

14.0 MISCELLANEOUS:

- i) Bidder shall submit his offer for complete scope of work, strictly in accordance with the tender documents. Any deviation from the tender documents and / or any incomplete tender shall not be considered.
- ii) The bidder shall not impose his own terms & conditions in his offer or quote his rates based on his own terms and conditions, such E-Tenderers are liable to rejection at the option of the Trustees without further reference to the bidder.
- iii) All materials shall have to be procured by the successful Bidder and shall be of the best and approved quality conforming to relevant specifications. The successful Bidder shall also arrange for the supply of all labour, tools and plants as stipulated in the Special Conditions of Contract, required for efficient execution of the work.
- iv) All measuring units are in Metric System and rates and sums in the tender are in Indian Currency. The language used throughout shall be in English.
- v) The Tender Documents with all the enclosures, appendices, Abstract Form of Tender and Form of Tender shall be required to be complete, duly filled in and signed and uploaded.
- vi) Enlisted/registered contractor of KoPT will get the benefit of exemption of deposition of Earnest Money **upto the prescribed limit**. They are to upload the scan copy of the original T.R. issued to them by KoPT during registration to KoPT relating to **Permanent Security Deposit**.

-
- vii) **The Bidder shall give a declaration about the names of their relations employed in Kolkata Port Trust. It is not the intention to debar the Contractors from working if their relatives are working in Ko.P.T, but such a declaration is necessary in the interest of Trustees against any possible lapses.**
-

5.0: SPECIAL CONDITIONS OF CONTRACT

E-TENDER FOR “ SELECTION OF A CONSULTANT **For**

Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port and steps for Promoting Cruise Business

1. GENERAL:

These provisions though given in a separate section are part of the tender documents which must be read as a whole, the various sections being complementary to one another and are to be taken as mutually explanatory. These provisions shall be read in conjunction with the other parts of the tender documents viz. General Conditions of Contract, Notice Inviting E-Tenders, and Instructions to Bidder, Particular Specifications, Drawings, Bill of Quantities and other documents forming part of the Contract. In case of any discrepancy or ambiguity in the documents, the order of precedence of the documents as stated below will apply. In particular, these provisions will over ride those in the General Conditions provided there is discrepancy between them.

2. CORRELATION AND ORDER OF PRECEDENCE OF TENDER DOCUMENTS:

If the stipulations in the various tender documents be found to be at variance in any respect, one will override others (but only to the extent these are at variance) in the order of precedence as given in the list below, i.e. any particular item in the list will take precedence over all those placed lower down in the list.

- (a) Order letter.
- (b) Bill of Quantities.
- (c) Drawings.
- (d) Particular Specifications of work.
- (e) Special Conditions of Contract.
- (f) General Conditions of Contract.

In case of any dispute, question or difference either during the execution of the work or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Chief Engineer, Kolkata Port Trust, thereon shall be final and binding upon all parties.

The execution of work shall conform minutely to the approved & assigned drawings & specification & 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.

3. PRE-QUALIFICATION CRITERIA FOR BIDDERS: - As per Clause 4 of Annexure-B

3.1. Additional Conditions:

- The Bidder should have no conflict of Interest in taking up the subject work.
- Maximum of 1(one) consortium member (in addition to the lead member) will be allowed for this bid.
- Only those Bidders who qualify the minimum criteria shall be considered for further evaluation.

3.2. Evaluation Criteria

3.2.1 Kolkata Port Trust would evaluate the Technical Proposal/Tender in order to qualify Bidders for Technical Stage. Bidders who qualify the minimum eligibility criteria as brought out in the Notice inviting Proposal/Tender and as detailed in **Clause- 3.1.** of Special Condition of Contract. Qualifying requirement only will be considered for Price Bid stage evaluation namely, Financial Proposal evaluation.

3.2.2. If the Bidder is a consortium, evaluation will be made in line with stipulations in clause 3.1 of Special Condition of Contract.

3.2.3 A two stage procedure will be adopted in evaluating the proposals: (i) a Technical evaluation, which will be carried out prior to opening any financial proposal and (ii) a financial evaluation. On each of the parameters under the technical score, the Bidder would be required to achieve a minimum of 60% of the Technical Score assigned to that parameter so as to get included in the computation of the Total Technical Score for the Bidder and to be qualified. The maximum achievable Total Technical Score for every Bidder would be 100. The party/ies who have secured minimum Total Technical score of 70 points will be declared as qualified for opening of Financial Proposal.

3.2.4 The evaluation committee/Tender Committee appointed by the Employer will carry out its evaluation applying the evaluation criteria and point system specified below:

3.2.5 The scoring criteria to be used for evaluation shall be as follows.

3.2.5 (i) Financial Scoring Criteria:

The bidder with lowest qualifying financial bid (L1) will be given 100% score (amongst the technically qualified bidders). Financial scores for other bidders will be evaluated using the following formula.

Financial score of a bidder (Fn) =

$\{(\text{commercial bid of L1}/\text{commercial bid of the bidder}) \times 100\} \%$ (adjusted to 2 decimal places)

The technical and financial scores secured by each bidder will be added using weightage of 80% & 20% respectively to compute a composite bid score

The overall score will be calculated (upto two decimal places) as follows;

$$B_n = 0.80 \times T_n + 0.20 \times F_n$$

Where B_n = overall score of the bidder

T_n = Technical score of the bidder (out of 100 marks)

F_n = Financial score of the bidder

The bidder securing the highest composite score will be adjudicated as the most responsive bidder for award of contract.

| # | Evaluation Parameter | Total Marks |
|---|---|------------------|
| 1 | Relevant experience of the Bidder | 30 marks |
| 2 | Relevant experience of the Key Personnel | 60 marks |
| 3 | Quality of proposal: Approach & Methodology | 10 marks |
| | TOTAL | 100 marks |

3.2.5 (ii) Technical Scoring Criteria - Relevant experience of the Bidder

| # | Parameter | Marks | Maximum marks |
|---------------------------------|---|---|---------------|
| Experience of the bidder | | | |
| 1 | The bidder should have worked on at least three (3) tourism related consultancy projects . | At least 3 projects: 3 marks 4 - 6 projects: 5 marks 7 - 9 projects: 7 marks Additional 3 marks for experience of 10 or more 10 projects | 10 |
| 2 | The bidder should have worked on at least one consultancy project under cruise terminal/ river cruise/ water transport category in last 5 years | At least 1 project: 5 marks 3 projects: 7 marks 5 projects: 9 marks Additional 1 mark for experience in cruise related projects in India | 10 |
| 3. | The bidder should have worked on atleast 3 relevant assignments with traffic/ feasibility studies in Ports/ terminals and maritime sector in last 10 years. | At least 3 projects: 3 marks 4 - 6 projects: 5 marks 7 - 9 projects: 7 marks Additional 3 marks for experience of 10 or more projects. | 10 |

Relevant experience of the Key Personnel

| Position | Educational Background & Experience | Scoring | Total Marks |
|--------------------|--|---|-------------|
| Team Leader | Graduate in Engineering with MBA or CA / Cost Accountant or equivalent | This is the qualifying criteria. Proposed CV will be summarily rejected if the criteria is not met. | 20 |

| Position | Educational Background & Experience | Scoring | Total Marks |
|-------------------------------------|---|--|-------------|
| | Minimum 10 years of professional experience across the areas of feasibility, market assessment, and transaction advisory (10 Marks). | <ul style="list-style-type: none"> • More than 15 years: 10 marks • Between 11 to 15 years: 5 marks • 10 years: 03 marks | |
| | Led the Team in Minimum 5 relevant assignments with traffic / feasibility studies in ports/terminals and maritime sector in last 10 years (10 Marks) | <ul style="list-style-type: none"> • More than 10 assignments: 10 marks • Between 6 to 10 assignments: 08 marks • Upto 5 assignments: 06 marks | |
| Project Manager | Degree in Port Management / Post graduate in Management/Technology/Planning/ equivalent | This is the qualifying criteria. Proposed CV will be summarily rejected if the criteria is not met. | 10 |
| | Minimum 10 years of professional experience across the areas of feasibility, market assessment, and transaction advisory (4 Marks). | <ul style="list-style-type: none"> • More than 10 years: 4marks • 10 years: 3 marks | |
| | Minimum 5 relevant assignments with traffic / feasibility studies in ports/terminals and maritime sector in last 10 years (5 Marks) | <ul style="list-style-type: none"> • Maximum 5 Marks would be granted to the Highest No of eligible assignments . Others would be marked on pro-rata basis. [If Maximum No of eligible assignment is 15 and for another Project Manager have 12 eligible assignments his marks would be $12/15 \times 5 = 4$ | |
| | Undertaken atleast one cruise tourism related project in last 5 years (1 Mark). | <ul style="list-style-type: none"> • Additional one mark | |
| International Tourism Expert | MBA/ Degree in Hospital Management or equivalent | This is the qualifying criteria. Proposed CV will be summarily rejected if the criteria is not met. | 15 |
| | Minimum 15 years of professional experience | <ul style="list-style-type: none"> • More than 15 years: 05 | |

| Position | Educational Background & Experience | Scoring | Total Marks |
|-----------------------|---|---|-------------|
| | across the areas of expertise and services involve cruise market assessment, cruise tourism destination review and planning, cruise facility master planning and destination. (5 Marks). | marks <ul style="list-style-type: none"> Between 10 to 15 years: 03 marks | |
| | Should have experience of managing at least 5 international consultancy assignments Coastal/Cruise tourism, tourism circuit development with an exposure of international assignments in similar domain within the last 10 years. (5 Marks) | <ul style="list-style-type: none"> Maximum Marks 10 would be granted to the Highest No of eligible assignments. Others would be marked on pro-rata basis. [If Maximum No of eligible assignment is 15 and for another team's expert have 12 eligible assignments his marks would be $10/15 \times 10 = 6.67$] | |
| Marine Expert | Degree in Port Management / Marine Engineering or Master Mariner or equivalent. | This is qualifying criteria. Proposed CV will be summarily rejected if the criteria is not met. | 5 |
| | Minimum 10 years of professional experience as marine expert of which at least 2 projects related to marine/port related advisory (5 Marks). | <ul style="list-style-type: none"> More than 5 assignments: 5 marks Between 3 to 5 assignments: 04 marks 2 assignments: 02 marks | |
| Finance Expert | CA/Cost Accountant/MBA Finance. | This is the qualifying criteria. Proposed CV will be summarily rejected if the criteria is not met. | 10 |
| | Minimum 10 years of professional experience across the areas of financial feasibility, and project structuring. (5 Marks) | <ul style="list-style-type: none"> More than 10 years: 5 marks Between 7 to 10 years: 3 marks | |
| | Minimum 4 relevant assignments with traffic / feasibility studies in ports/terminals and maritime sector in last 10 years (5 Marks) | <ul style="list-style-type: none"> Maximum Marks 10 would be granted to the Highest No of eligible assignments. Others would be marked on pro-rata basis. [If Maximum No of eligible assignment is | |

| Position | Educational Background & Experience | Scoring | Total Marks |
|----------|-------------------------------------|--|-------------|
| | | 15 and for another team's expert have 12 eligible assignments his marks would be 12/15 X 5= 4] | |

4.0 Brief History of KoPT:

Kolkata is the oldest Major Port in the country. But the nucleus of the present day Kolkata Port lies much earlier with the grant of trading rights to the British settlement in Eastern India by the Moghul Emperor Aurangzeb. The city of Kolkata has a synergistic linkage with the Port.

In course of time, the power to rule this vast country passed from East India Company to the British Crown. The affairs of the Port were brought under the administrative control of the Government with the appointment of a Port Commission in 1870.

After independence, the Port was declared as a Major Port in 1975 after Major Port Trust Act, 1963 came into force.

5.0 Objectives:

- a) The study area is mainly located but not limited to the existing and potential National /International Routes/Circuits and attracting them to Kolkata Port as base point /turnaround ports including developing a new circuit comprising east coast ports in India, Bangladesh, Myanmar, Indonesia, Singapore, Andaman and Nicobar Island, Colombo with base at KoPT. (please check)

6.0 Existing facilities : The details of existing facilities in the study area may be ascertained by the consultant. If required inputs from Kolkata Port Trust may also be sought.

7.0 Scope of work:

7.1 Terms of Reference(TOR)

- a) To carry out feasibility study to understand the potential of International Cruise vessels calling Kolkata Port including demand forecast.
- b) To identify existing and potential National /International Routes/Circuits and attracting them to Kolkata Port as base point /turnaround ports including developing a new circuit comprising east coast ports in India, Bangladesh, Myanmar, Indonesia, Singapore, Andaman and Nicobar Island, Colombo with base at KoPT.
- c) To suggest marketing measures to be undertaken for attracting cruise vessels to Kolkata Port. Analysing existing Standardised Operating procedures (SOPs) of various agencies at Cruise Terminals i.e. Port authorities, immigration, Security, customs etc and identify gaps in the SOPs to be at par with the international cruise terminals.
- d) To identify type of cruise vessels that can call at Kolkata Port considering the limitations in dimension and draft of vessel acceptable at KoPT.

- e) To examine synergizing the existing Inland Tourism at NW-1, trip to Sunderbans, sightseeing, pilgrimage site etc with international cruise tourism and explore possibility of Sagarmala domestic cruise covering 5-6 places like Puri, Vizag, Cochin, Goa , Mumbai etc.
 - f) To identify creation of appropriate facilities based on technical suitability area required for setting up a standard International Cruise Terminal and probable locations with facilities like taxi stand, shopping areas, restaurants. Convenience store, luggage trolleys, x-ray machines, duty free shops, ATM, Money changers, Medical Stores, medical clinic, marina etc.
 - g) To prepare financial feasibility analysis with estimated cost in developing the facility, generation of expected revenue, mode of funding ,IRR, ERR.
 - h) Arrange interaction with established and prospective cruise line operators on Eastern Coast.
 - i) The technical service provider, selected through tendering process, should consider all necessary safety aspects, Indian Electricity Rules and Regulations with latest amendments, obtaining clearances from West Bengal Fire and Emergency Services.
- 7.2. The work will also include all appurtenant works as described and set forth in, **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.
- 7.3 The intending tenderer shall inspect the site of work 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.

8.0 Schedule of Services:-

The selected bidder shall, after taking instructions from KoPT authorities, render the following services:

8.1 Inception Stage

- 8.1.1 Ascertain KoPT's requirements, examine site constraints and potential after making necessary survey of the site and prepare a brief for KoPT's approvals.

8.2 Draft Report Stage

- 8.2.1 On the basis of the **approved inception report by KoPT**, prepare and submit a draft study report for KoPT's review and comments

8.3 Final Report

- 8.3.1 Will submit final report incorporating all comments/observations of KoPT.

9.0 **Time of completion**

9.1 The schedule for completion of time should be maintained as follows:

| # | Deliverables | Timeline | Payment |
|---|---|----------|-------------|
| 1 | Inception report | 1 month | 15% |
| 2 | Current status and Market demand assessment | 3 months | 25% |
| 3 | Submission of Draft Techno-feasibility Report | 4 months | 40% |
| 4 | Submission of Final Techno-feasibility Report | 5 months | 20% |
| | Total | | 100% |

10. **Payment terms and conditions**

10.1 No advance payment will be made for any services.

10.2 Ten percent (10%) of the fees payable at each stage will be held as Security Deposit which will be paid after completion of all works as per Scope of Work and Schedule of Services.

10.3 **Mode of Payment:**

In case any of the stages as stated in Mode of Payment has not needed to be executed, payment for that stage will not be made to the Selected Bidder.

Tenderer's 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 in addition to the terms of payment as defined in Mode of Payment.

11. KoPT shall have the exclusive right to use the report prepared by the Contractor for any purpose it may deem fit.
12. Data collected by the Contractor from KoPT for the purpose of feasibility study would be confidential and should not be used by him anywhere.

13. **Work Site:**

The study area is mainly located but not limited to the existing and potential National /International Routes/Circuits and attracting them to Kolkata Port as base point /turnaround ports including developing a new circuit comprising east coast ports in India, Bangladesh, Myanmar, Indonesia, Singapore, Andaman and Nicobar Island, Colombo with base at KoPT. (please check)

Bidders 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.

14. **INSPECTION OF SITE:**

The Bidder shall inspect the port and thoroughly familiarise himself with the nature of work, site conditions, and access to the site and location before submission of the tender. He should contact the **Dy DMD at his office at 15 Strand Road, Kolkata 700001** for collecting information about the site before submission of the tender. No excuse will be entertained afterwards on the above ground. In case any part of the site cannot be handed over to the successful Bidder in time, no compensation for loss of labour or any other cause nor any claim will be entertained by the Trustees. Suitable extension of time shall, however, be granted to the successful Bidder on that ground if applied for.

15. SITE CONDITIONS & METHOD OF WORK:

The work shall have to be executed as detailed in the Scope of Work & B.O.Q.

The Bidder shall take adequate measures so as to execute the work with due regard to the above.

16. Programme and Progress:

The Selected Bidder shall submit inception report within **1 month** from the date of Work Order / L.O.I. showing the methodology, sequencing of work and time schedule. The sequence of work shown in the programme must be practicable and compatible with technical specifications and conditions prevailing at site.

The Selected Bidder shall maintain the progress of work as per the approved programme. In case of any slippage of programme the Engineer may give necessary directive to comply to the programme. The Selected Bidder shall comply with the Engineer's directive in this regard, without any extra charge whatsoever.

In case of delays caused due to conditions or circumstances beyond the control of the Selected Bidder, the delays must individually be informed to the Engineer forthwith in writing and his acceptance in writing obtained.

17. Contract Price:

The **"Contract Price"** for this contract means the sum named in the tender.

18. SAFETY MEASURES:

The Selected Bidder shall adhere to safe construction practice, guard against hazardous and unsafe working conditions and follow all safety precautions for prevention of injury or accidents and safeguarding life and property.

19. ESCALATION / VARIATION ON PRICES:

No Escalation / Variation on the prices on any account will be considered for adjustment / payment.

20. COMPLIANCE WITH E.P.F & M.P.ACT & ESI ACT 1948.

The successful Technical Service Provider will have to comply with provision of EPF & MP Act –1952 (along with amendments, if any), and ESI Act 1948 issued from time to time.

The Contractor is to pay necessary ESI and EPF for the engaged labour as per the relevant Act implied for this job. Without the payment certificate or proof of the same bills will not be recommended for payment.

21. INDEMNIFICATION:

The Selected Bidder shall be deemed to indemnify and keep indemnified the Trustees from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of any of the provisions of any law, rules or regulations having the force of law, including but not limited to –

- a) The Minimum Wages Act, 1948.
- b) The Dock Workers (Regulation Of Employment) Act, 1948
- c) The Building And Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996
- d) The Dock Workers' Safety, Health & Welfare Act , 1986
- e) The Payment of Wages Act, 1936.
- f) The Workmen's Compensation Act, 1923.
- g) The Employees Provident Fund Act, 1952.
- h) The Contract Labour (Regulation and Abolition) Act, 1970; Rules 1971.
- i) The Equal Remuneration Act, 1976.
- j) The Employees State Insurance Act, 1948 & Employees State Insurance (Amendment) Act ,1989
- k) Child Labour (Prohibition and Regulation) Act, 1986.
- l) The Maternity Benefits Act 1961

- m) Interstate Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979.
- n) Motor Vehicle Act, latest revision
- o) The Payment of Bonus Act, 1965.

22. TAXES & DUTIES: -

The prices quoted shall be including all statutory levies excluding GST which will be paid extra.

- The Bidder to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- The Bidder agrees to comply with all applicable GST laws, including GST acts ,rules, regulations, procedures, circulars & instructions there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. The Bidder should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN. In case there is any mismatch between the details so uploaded in GSTN by the Bidder and details available with Kolkata Port Trust, then payments to the Selected Bidder to the extent of GST relating to the invoices/s under mismatch may be retained from due payments till such time Kolkata Port Trust is not sure that accurate tax amount is finally reflected in the GSTN to KoPT's Account and is finally available to Kolkata Port Trust in terms of GST laws and that the credit of GST so taken by Kolkata Port Trust is not required to be reversed at a later date along with applicable interest.
- Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to any non-compliance of tax laws by the supplier/service provider. Any loss of input tax credit to Kolkata Port Trust for the fault of supplier shall be recovered by Kolkata Port Trust by way of adjustment in the consideration payable.
- Supplementary invoices/Debit note/credit note for price revisions to enable Kolkata Port Trust to claim tax benefit on the same shall be issued by you for a particular year before September of the succeeding Financial Year.

The purchase order/ work order shall be void, if at any point of time you are found be to a black listed dealer as per GSTN rating system and further no payment shall be entertained.

23. SETTLEMENT OF DISPUTES:

If a dispute of any kind whatsoever arises between the Employer and Selected Bidder in connection with or arising out of the contract or the execution of the works, the same shall be dealt as per relevant provisions of the General Conditions of Contract.

24. Selected Bidder to execute Contract Agreement:

The Selected Bidder after acceptance of his tender shall be required to enter into and execute a Contract Agreement to be prepared in the form annexed to the General Conditions of Contract together with such modifications as may be necessary within one month from the date of placement of the order. The Selected Bidder shall have to submit copies in sextuplets of all documents; correspondence, connected papers etc. as detailed in the above form of Contract Agreement together with the instrument of Contract Agreement prepared on Non-Judicial stamped paper of requisite denomination having five more copies made on plain paper all at his own cost. The Selected Bidder shall have to submit three sets of such Contract Agreement duly executed, sealed, signed and witnessed for execution by the Trustees. The other three sets shall be completed in all respects but not signed. If the Selected Bidder or Bidders are a partnership concern, they will have to get Agreement signed by all the partners or by the partner who is authorized to sign for and on behalf of the other partners.

The Selected Bidder shall also comply with the requirements of Security Deposit for the due fulfillment of the contract. The blank proforma of tender documents shall be supplied in sextuplets to the Selected Bidder free of charge for preparing the documents of the aforesaid Contract Agreement.

The Selected Bidder shall have to copy out and prepare the documents of the Contract Agreement neatly and correctly. The necessary amendments, corrections etc. (if any) have to be done at his own cost. The Selected Bidder shall be required to keep close co-ordination and liaison with the Marine

Department and the Civil Engineering Department while executing the works. The **Superintending Engineer/or any representative of Chief Engineer** in charge of the work will direct the representatives of the Selected Technical Service Provider/Bidder to maintain liaison with different sections of the other departments and the Selected Bidder must keep the concerned **Superintending Engineer or any representative of Chief Engineer** of the Civil Engineering Department informed and/or posted with the programme contemplated with other departments. The **Superintending Engineer or any representative of Chief Engineer** of the Civil Engineering Department shall be nodal authority in all these co-ordination and / or liaison and all programmes must be vetted by him. In cases of exigencies, the Selected Bidder or his representatives may establish direct liaison/co-ordination but in all such case the **Superintending Engineer or any representative of Chief Engineer** should be informed promptly.

25. Calcutta Port Trust:

The expression “**CALCUTTA PORT TRUST**” appearing anywhere in the tender documents, shall be construed to read as “**KOLKATA PORT TRUST**”.

26. Clarification of Bids:

To assist in the examination and comparison of Tenders, the Employer may, at his discretion, ask any Tenderer/Bidder for clarification of his Tender, including breakup/analysis of unit rates. The request for clarification and the response shall be in writing, but no change in the price or substance of the Tender shall be sought, offered, or permitted except as required to conform the correction of arithmetic errors discovered by the Employer in the evaluation of the Tenders.

No Tenderer/Bidder shall contact the Employer on any matter relating to his Tender from the time of the Tender opening to the time the contract is awarded. If the Tenderer wishes to bring additional information to the notice of the Employer, he should do so in writing.

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

27. Working Period:

Inspection and visit at KoPT working office places normally may be carried out between 8 A.M. to 5 P.M. on the Trustees' working days only. However, the tenderer should note that if they are required to carry out the job on Sundays, holidays and after normal working hours and at night in addition to the normal working hours to expedite the progress of the work if permitted by **Competent Authority no separate payment** will be made and the tenderer should include in his rates the cost, if any, involved on those accounts.

28. Bank Guarantee in lieu of Cash Security Deposit:

Security deposit shall be recovered from the On A/C. Bill as per **Clause – 3.4 and 3.5 of General Conditions of Contract**. However, Bank Guarantee may be considered in lieu of Cash Security Deposit. In that case, the Selected Bidder shall have to submit to the Engineer a performance Bond in the form of an irrevocable guarantee from any Nationalized Bank at Kolkata in the proforma as given in the G.C.C. In this context **Clause 3.6 of G.C.C.** may be referred to.

29. Dock Permit:

For works inside the Docks, Dock permit required for men , materials, vehicles and equipments etc. are to be procured by the successful tenderer **at free of cost** as per recommendation of the executing departments/divisions indicating the specific number of free permits to be issued. But for creation of individual IDs in permit system a charge as applicable, will be levied per person (one time) even for companies/ Individuals who have been granted permission to obtain free permits by KoPT. In case 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.

30. 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.

31.Measures against pollution: -

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

The contractor shall, abide by all the regulations and rules of Kolkata Port Trust and those that may be issued from time to time without any extra cost to the KoPT.

32. Port Area Obligations:

The Dock area is a custom bounded area and as such the contractor shall comply with all regulations of the Port and Custom authorities and those that may be imposed from time to time in respect of the transit of all of contractor's plants, vehicles, materials, and staff in the area. Whenever regulations so require, permits shall have to be obtained for such transit of contractor's plants, vehicles, staff and workmen. The contractor shall instruct his staff and workmen to comply with all requirements in this "Restricted Area". The contractor shall suitably fence the area that may be allotted to him inside the "Bonded Area" of the port for stores and other requirements to the full satisfaction of the Port and Security Agencies.

The contractor shall, abide by all the regulations and rules of Kolkata Port Trust and those that may be issued from time to time without any extra cost to the KoPT.

33. JOINT VENTURES / CONSORTIUM AND OTHER FORMS OF ASSOCIATION

In case the tender is submitted in joint venture/consortium, the Bidder shall submit the following confirmation along with their offer submitted with this tender.

- i) All joint venture agreements / consortium agreements, technical collaboration agreement shall ensure that all parties of the joint venture/consortium are individually and jointly responsible for the tender conditions and such agreements are legally valid.
- ii) Joint venture/consortium should be in the nature of legally acceptable agreements and such agreements should be notarized.
- iii) Such joint venture/consortium agreement should contain explicitly the scope and responsibilities of all the partners in the joint venture/consortium in terms of financial and technical commitments/contribution. The JV/consortium should be equally, severally and jointly responsible.
- iv) One of the members of the consortium shall be authorized as being in-charge (lead member), and this authorization shall be evidenced by a power of attorney duly signed by the authorized signatories of the consortium Members as per the format enclosed in the tender document as (Annexure-VIA/VIB).

- v) The validity of the joint venture/consortium agreement entered upon on the award of Letter of Acceptance (LOA) by Kolkata Port Trust should continue for the entire period of contract as specified in the tender. All such agreements shall be irrevocable for the above periods.
- vi) Firms with at least 26% equity holding each shall be allowed to jointly meet the eligibility criteria. Not more than two firms to be allowed to form the JV.
- vii) Where the bidder is a consortium the average annual financial turnover of the individual members forming the consortium shall be submitted.
- viii) The entity processing the tender must be a member of the consortium submitting the tender.
- ix) It is clarified that an unsuccessful bidder or JV/Consortium shall not be permitted to join a successful JV/Consortium whose bid is accepted at a later date.
- x) In case of a Consortium, the combined Technical and Financial Capability of those members who have and shall have share of at least 26% (twenty six per cent) each, should satisfy the above conditions of eligibility, provided that each such member shall, for the entire period of the contract, hold share not less than 26%.

33.1 FURTHER CONDITIONS FOR JV/CONSORTIUM:

Intending tenderer(s), as Consortium, is eligible to participate in the tender. The term "Tenderer" used in this document would apply to either a Single Entity or a group of entities, i.e. a Consortium. Further, the Tenderer may be a natural person, private entity, government owned entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement to form a Consortium. A Consortium shall be eligible for consideration subject to the conditions set out in this tender document.

- i) The Tenderer shall not have a conflict of interest that affects the Tendering Process. Any Tenderer found to have a **Conflict of Interest** shall be disqualified. A Tenderer shall be deemed to have a **Conflict of Interest** affecting the Tendering Process, if:
 - ii) The Tenderer, its Member or Associate (or any constituent thereof) and any other Tenderer, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Tenderer, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such Tenderer, its Member or Associate, as the case may be) in the other Tenderer, its Member or Associate is less than 5 per cent of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act 1956, or any of its subsequent amendment. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows:
 - iii) Where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person

(the “Subject Person”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and

iv) Subject always to sub-clause (iii) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis ; provided, however, that no such shareholding shall be reckoned under this sub-clause.

v) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary;

OR

vi) A constituent of such Tenderer is also a constituent of another Tenderer;

OR

vii) Such Tenderer, or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Tenderer, or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Tenderer, its Member or any Associate thereof;
OR

viii) Such Tenderer has the same legal representative for purposes of this Tender as any other Tenderer; **OR**

ix) Such Tenderer, or any Associate thereof has a relationship with another Tenderer, or any Associate thereof, directly or through common third party/parties, that puts either or both of them in a position to have access to each others’ information about, or to influence the Tender of either or each other.

x) A Tenderer shall be liable for disqualification if any legal, financial or technical adviser of Kolkata Port Trust in relation to the Tender is engaged by the Tenderer, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Tender. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Tenderer, its Member or Associate in the past but its assignment expired or was terminated 6 (six) months prior to the date of issue of this Tender. Nor will this disqualification apply where such adviser is engaged after a period of 3 (three) years from the date of commercial operation of the contract.

Explanation: In case a Tenderer is a Consortium, then the term Tenderer, as used above, shall include each Member of such Consortium.

Note: Notwithstanding anything to the contrary contained in this tender document, in the event of any member of any Consortium suffering from a Conflict of Interest, the offer of

such consortium shall be treated as disqualified. However, in the event of similar situation arising / detected after placement of LOI, the same shall have to be addressed and resolved by the Consortium, failing which the contract, if entered into, shall be terminated.

In this regard, it must be borne in mind that suppression of such Conflict of Interest, if detected later, shall not absolve the Consortium of its responsibility and appropriate action shall be initiated in terms of the provision of the tender.

The Tenderer(s) shall have valid documents as listed in various clauses of this tender document including those given at Clause 6.0 and submit the same in the manner as stipulated.

33.2 Technical & Financial Capability.

The tenderer (whether a single entity or a consortium) must satisfy pre-qualification criteria as stipulated at Clause- 4.0.

33.3 Assessment of eligibility:

33.3.1 In case of a Consortium, the combined Technical and Financial Capability of those members who have and shall have share of at least 26% (twenty six per cent) each, should satisfy the above conditions of eligibility, provided that each such member shall, for the entire period of the contract, hold share not less than 26% (twenty six per cent).

33.3.2 The entity claiming the capability should have held, in the company owning the eligibility, a minimum of 26% equity during the entire period for which the eligible experience is being claimed.

33.3.3 Experience of any activity relating to an eligible activity shall not be claimed by more than one member of a consortium. In other words, no double counting by a consortium in respect of the same experience shall be permitted in any manner whatsoever.

33.3.4 The Tenderer shall submit a Power of Attorney as per format given at **Annexure-VIA** or **VIB** as the case may be, authorizing the signatory of the Tenderer to submit the tender.

33.3.5 Where the 'Successful Tenderer' is a 'Consortium', it shall be required to comply with the following additional requirements:

- a) Members of the Consortium shall nominate one member as the 'Lead Member'. The nomination(s) shall be supported by a Power of Attorney, as per the format at **Annexure-V**, signed by all the other members of the Consortium;
- b) Members of the Consortium shall enter into a binding Joint Bidding Agreement (JBA) (substantiated in the form specified at **Annexure-VIII**, for the purpose of

submitting Tender. The JBA, to be submitted along with the Tender, shall, inter alia:

- d) Clearly outline the proposed roles and responsibilities, if any, of each member; Commit the minimum stake to be held by each member;
- e) Commit the minimum stake to be held by each member;
- f) Include a statement to the effect that all members of the Consortium shall be liable and responsible jointly and severally for all obligations of Kolkata Port Trust in relation to the contract throughout the contract period.
- g) Except as provided under the Tender Document, including its Addendum, if any, there shall not be any amendment to the said JBA without the prior written consent of Kolkata Port Trust.

33.3.6 The Single Entity participating in the tender or all the members of the Consortium participating in the tender must not have been debarred by the Central/State Government or any Entity controlled by them or any other legal authority for participating in the tender/contract/agreement of whatever kind. N undertaking in this regard shall be given by the Tenderer in the Covering Letter as per Annexure-I.

33.3.7 A Tenderer including any Consortium Member or Associate shall, in the last 3 (three) years ending on the day preceding to the day of issue of the tender, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Tenderer, Consortium member or Associate, as the case may be, nor has been expelled from any project or contract terminated by any public entity for breach by such Tenderer, Consortium Member or Associate as per **Annexure-I**.

33.3.8 In computing the Technical capability and Financial Capacity of the Tenderer/Consortium Members, The Technical Capability and Financial Capacity of their respective Associates would also be eligible hereunder.

NOTE: For purposes of this tender, 'Associate' means, in relation to the Tenderer/Consortium Member, a person who controls, is controlled by, or is under the common control with such Tenderer/Consortium Member. As used in this definition, the expression 'control' means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty percent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law.

34. Change in composition of the Consortium

34.1 Change in the composition of a Consortium shall not be permitted by Kolkata Port Trust either during the 'Techno-commercial Evaluation Stage' [i.e., from the 'date of issuance of Tender.' up to the 'date of notification of the techno-commercially valid tenders'] or during the 'Price-Evaluation Stage' [i.e., from the 'date of notification of the techno-commercially valid tenders' up to the 'date of placement of Letter of Intent (LoI)']. Changes in consortium may be considered under exceptional circumstances after submission of inception report at the discretion of Kolkata Port Trust.

34.2 The reason for such change with proof, if applicable, shall be submitted along with the application. Request for change without any valid reason will not be entertained by Kolkata Port Trust.

34.3 The Lead Member continues to be the Lead Member of the Consortium;

34.4 In case of substitution, the substitute is at least equal, in terms of Technical & Financial Capability, to the Consortium Member who is sought to be substituted. In this regard, documents shall have to be furnished to establish that the proposed member is in possession of experience and having financial health at least equal to that of the substituted member during the period as stipulated in the pre-qualification criteria of the tender. (ii). In case of removal of any member without substitution, the remaining member(s) shall fulfil the pre-qualification criteria of the tender. (iii). In case of induction of any additional member(s), documents shall have to be furnished to establish experience and financial health of the proposed additional member.

34.5 The new Member(s) expressly adopt(s) the Tender already made on behalf of the Consortium as if it/they were a party to it originally, and is/are neither a Tenderer/Member/Associate of any other Consortium participating in this tender nor a single entity having participated in this tender.

34.6 Approval for change in the composition of a Consortium shall be at the sole discretion of Kolkata Port Trust and must be approved by Kolkata Port Trust in writing.

Note: If the Tenderer is a Consortium, then the entire Consortium may be disqualified / rejected. If such disqualification / rejection occurs after the tenders have been opened and the Lowest Tenderer gets disqualified / rejected, then the Authority reserves the right to take any such measure as may be deemed fit at the sole discretion of Kolkata Port Trust, including annulment of the Tendering Process.

In case the applicant is a Joint venture / consortium it is to be limited to two partners subject to each of them satisfying some part or all Minimum Eligibility Criteria. The Proposal shall be accompanied by a certified copy of legally binding Joint Venture agreement (format prescribed in Annex-V) signed by all firms to the joint venture/consortium confirming the following:

35. CONTRACT DATA**(A) GENERAL INFORMATIONS:**

| | | |
|----|--|--|
| 1 | Name of the work | SELECTION OF A CONSULTANT For Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port and steps for Promoting Cruise Business . |
| 2 | Employer | KOLKATA PORT TRUST |
| 3 | Employer's Representative | CHIEF ENGINEER, KOLKATA PORT TRUST, 15 STRAND ROAD, KOLKATA 700001 |
| 4a | Contact Persons for queries/ details/data | SHRI A. K. JAIN, CHIEF ENGINEER-033-22300413, 9836277661 |
| 4b | Contact Persons of CPP Portal | Shri Nazmush – Mob: 9563251950 email: webhelpdesk@gmail.com See CPP Portal for contact details. |

**SCHEDULE T
KOLKATA PORT TRUST**

Annexure-C(Contd)

CONCURRENT COMMITMENT(S) OF THE BIDDER (i.e Works In The Hand Of The Bidder At The Time Of Submission Of Tender Offer)

(To be submitted with Part-I of Offer)
Bidders must fill in the under noted columns.

| Sl. No. | Full particulars of works to be executed concurrently by the bidder. (i) Name of work. (ii) Client. (iii) W.O. No. & Date. | Sanctioned Tender Value. (in Rs.) | Completion time as stated in tender. | Name and address to whom reference can be made. |
|---------|---|--------------------------------------|--------------------------------------|---|
| 1 | (i) | | | |
| | (ii) | | | |
| | (iii) | | | |
| 2 | (i) | | | |
| | (ii) | | | |
| | (iii) | | | |
| 3 | (i) | | | |
| | (ii) | | | |
| | (iii) | | | |
| 4 | (i) | | | |
| | (ii) | | | |
| | (iii) | | | |

(To be submitted with Part-I of Offer) Annexure-C(Contd)
SCHEDULE 'O' SHEET – 1

The Bidders are also requested to furnish the following particulars:-

A) In case of Limited Company -

- 1) Name of Company :
- 2) Address of its present registered office. :
- 3) Date of its incorporation :
- 4) Full name and address of each of its Directors – :
any special particulars as to Directors if desire to be stated.
- 5) Name, address and other necessary particulars of :
Managing Agents, if any appointed by the Company.
- 6) Copies of Memorandum, Articles of Association :
(with the latest amendments, if any).
- 7) Copies of audited balance sheets of the Company :
for the last **three years**.

B) In case of a firm -

- 1) Name and address of the firm. :
- 2) When business started :
- 3) If registered a certified copy of certificate of :
registration.
- 4) A certified copy of the Deed of Partnership :
- 5) Full name and address of each of the partners :
and the interest of each partner in the
partnership – any special particulars as to
partners if desired to be stated.
- 6) Whether the firm pays income tax over :
Rs.10, 000/- per year

(To be submitted with Part-I of Offer)

SCHEDULE 'O' SHEET – 2.

C) In case of an Individual:

- 1) Full name and address of the Bidder any special :
particulars of the Bidder if desired to be stated.
- 2) Name of the father of the Bidder. :
- 3) Whether the Bidder carries on business in his own :
name or any other name.
- 4) When business was started and by whom. :
- 5) Whether any other person is interested in the :
business directly or indirectly, if so, name and
address etc. of such persons and the nature of
such interest.
- 6) Whether the Bidder pays Income Tax over Rs.10, :
000/- per year.

Dated:

(Full signature of Bidder)

(Proforma of Performance certificate/credential of works)
 [To be issued on issuing authority's letterhead duly signed with office seal]

| | | |
|----|--|--|
| 1. | Name of the Certifying Authority: | |
| 2. | Name of the work : | |
| 3. | Name of the Contractor : | |
| 4. | Schedule date of commencement and completion of the work as per Work Order : | |
| 5. | Date of actual commencement of work & date of actual completion : | |
| 6. | i) If there is time overrun, whether delay is due to the contractor (Yes/No.): ii) If yes, what is the extent of delay attributable to the contractor : | |
| 7. | Sanctioned Tender value & Actual value executed : | |
| 8. | Quality of work (Excellent/satisfactory/poor) : | |
| 9. | Remarks (If any) : | |

LIST OF TECHNICAL PERSONS TO BE ENGAGED IN THE JOB.

The tenderer shall submit below the particulars of Technical set up of company and also indicate the Technical personnel who will be looking after the works.

| Name of Technical personnel | Position held | Qualification | Period of service with the company |
|-----------------------------|---------------|---------------|------------------------------------|
| | | | |

Dated, the2019.

(Full Signature of the Tenderer)

Proforma of prequalification of the tenderer
(As per clause vii of Annexure-D)

- a. Constitution or legal status of Bidder (Attach copy)
- b. Place of registration:
- c. Principal place of business:
(Power of attorney of signatory of Bid (Attach)
- d. Turnover of the Firm:

| Year | Turn over |
|---|-----------|
| [INSERT THE YEARS AS PER PQC, i.e. LAST THREE FINANCIAL YEARS ENDING 31 ST MARCH OF THE PREVIOUS YEAR] | |
| | |
| | |
| | |

Attachments: Financial reports for the last three years: balance sheets, profit and loss statements, auditors' reports (in case of companies/corporation) etc. List them below and attach copies.

- e. Similar Works:

| Particulars | Year | No. of works | Value |
|---|------|--------------|-------|
| Total value of completed similar work as defined in the tender document during last 7 years ending last day of month previous to the one in which applications are invited. | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Attachments: Supporting documents, viz., Successful completion certificates from clients, and other documentations to substantiate the similarity of work as per definition of "Similar Work". Employer reserves the right to verify the information.

ANNEXURE – D**Scanned copy of the following documents to be uploaded:-**

- i) GST registration certificate.
- ii) Valid Trade Licence (Valid for current period & also for type of work).
- iii) Valid Professional Tax Clearance Certificate / Up to date tax payment challan. If this is not applicable, the bidder must submit a declaration in this regard.
- iv) Proof of possessing valid Employees' Provident Fund (EPF) Account.EPF Registration Certificate.
- v) Proof of being registered with Employees' State Insurance Corporation (ESIC), ESI Registration Certificate
- vi) Details of the firm as per Schedule-O (in Part-I) of the tender document duly filled up.
- vii) Credentials in the form of copies of Letters of Award of Works along with corresponding Completion Certificates from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
- viii) Balance sheet and Profit and Loss account / Trading account for the last 3 (three) financial years (i.e. 2018–19, 2017-2018 and 2016-2017). The same should be audited as per relevant norms wherever required.
- ix) Bank Draft/Banker's Cheque/ Pay order etc./ valid NSIC/MSME certificate regarding EMD & Cost of Tender documents.
- x) PAN Card
- xi) A list of technically qualified and skilled persons would be engaged to supervise and execute the work **(to be mentioned in the letter head of the Firm).**
- xii) Self declaration of the bidder that the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India **(to be mentioned in the letter head of the Firm).**
- xiii) Self declaration regarding the proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work **(to be mentioned in the letter head of the Firm).**
- xiv) A list of works which are in hand at the time of submitting the offer as per the enclosed proforma titled 'Concurrent Commitments of The Bidder' vide 'Annexure-C' (Schedule –T) in Part-I of the tender document.
- xv) Undertaking of the tenderer to be submitted as per enclosed Pro-forma (Annexure –D-1) in lieu of submission of signed copies of the full Tender document ,G.C.C,addenda & corrigendum **in the letter head of the Firm.**
- xvi) Last page of "Bill Of Quantities" & the "Form Of Tender" duly filled up (without price quoted) shall be duly signed and stamped by the Bidder.

N. B.-1 The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities.

N.B.-2 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 and their **EMD will be forfeited for such action.**

**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD, SIGNED, SCANNED AND UPLOADED]
Undertaking to be submitted in lieu of uploading/submitting signed copy of full tender document**

Ref. No.....

Dated:

The Chief Engineer,
Kolkata Port Trust,
Civil Engineering Department,
15, Strand Road,
Kolkata – 700 001

Dear Sir,

1. We,(Name of Tenderer) have fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any, downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda.

We are submitting this undertaking in lieu of submission of signed copy of the full tender documents GCC, Corrigendum and Addenda.

Yours faithfully,

Signature of Tenderer.....

Name:

Designation:

Date :

Seal of the tenderer.....

Annexure –E

कोलकाता पत्तन न्यास
Kolkata Port Trust
सिविल इंजीनियरिंग विभाग
CIVIL ENGINEERING DEPARTMENT
15, स्ट्रैंड रोड, कोलकाता -700001
15, Strand Road, Kolkata – 700001

NIT No.: KOPT/KDS/CIV /T/2454/116 dt. 20.01.2020

NOTE: Last Date of **Download** of tender documents : **02.03.2020 (up to 14.00 hours)**

Tender is due for submission by **3:00 P.M.** On **02.03.2020(up to 15.00 hours)**

Tender is to be opened on **03.03.2020** (After 15.00 Hours)

Part:II**PRICE BID (FINANCIAL PART)**

.....
SELECTION OF A CONSULTANT

For

**Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port
and steps for Promoting Cruise Business**

Annexure-E(Contd.)**E-TENDER FOR “Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port and steps for Promoting Cruise Business****NIT NO: KOPT/KDS/CIV /T/2454/116 dt. 20.01.2020****PART –II/PRICE BID****TENDER PARTICULARS**

| | | |
|---|---|---|
| ESTIMATED COST | : | Not applicable |
| EARNEST MONEY | : | Rs.1,50,000/- (Rupees one lakh fifty thousand only) |
| TIME OF COMPLETION | : | 5(Five) months |
| COST OF TENDER DOCUMENTS | | Rs. 1770/- (Rupees one thousand seven hundred and seventy only) |
| PERIOD OF DOWNLOAD OF E-TENDER (Both Days Inclusive) | | 27.01.2020 to 02.03.2020 (up to 14:00 hrs.) (Bid document will be available on Central Public Procurement Portal (CPPP). |
| DATE AND TIME FOR PRE-BID MEETING & SITE VISIT | : | Pre bid meeting to be held on 17.02.2020 at 11.30 AM at Head Office in the Room of the Chief Engineer followed by Site visit if necessary. |
| LAST DATE OF SUBMISSION OF E-TENDER AND OPENING OF COVER-I OF THE TENDER | : | Submission on 02.03.2020 (Up to 3:00 P.M.) Opening on 03.03.2020 (After 3:00 P.M.) (Only the Techno Commercial Bid will be opened) |

कोलकाता पत्तन न्यास
Kolkata Port Trust
 सिविल इंजीनियरिंग विभाग
 CIVIL ENGINEERING DEPARTMENT
PREAMBLE TO THE BILL OF QUANTITIES

E-TENDER FOR "SELECTION OF A CONSULTANT
 For

**Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port
 and steps for Promoting Cruise Business**

TENDER NO : KOPT/KDS/CIV /T/2454/116 dt. 20.01.2020

The Bill of Quantities must be read with the General Conditions of Contract, the Special Conditions of Contract and the Particular Specifications of Work and the Bidder is deemed to have examined the above documents and to have thoroughly familiarise himself with the total scope of work and its mode of execution.

1.2 The quantities given in the Bill of Quantities are approximate only and are given to provide a common basis for tendering. Payment will be made according to the quantities of each item of work actually carried out at the accepted rates as per Order Letter. The measurements of each item of work shall be measured jointly by the Engineer or his Representative.

1.3 General direction and description of work or materials given elsewhere in the contract documents are not necessarily repeated in the description of items in the Bill of Quantities.

1.4 The prices and rates entered by the Contractor in the Bill of Quantities shall be deemed to cover the complete and finished work, inter-alia, all costs and expenses which may be required for successful completion of the works together with all risks, liabilities, contingencies, insurance, octroi, royalties, taxes and obligations imposed or implied by the Contractor.

1.5 Where separate items such mobilisation, demobilisation, temporary works etc., have not been provided in the Bill of Quantities for works required under the Contract, then the cost of such works shall be deemed to have been included in the prices and rates of other items.

1.6 Without affecting the generality of the foregoing provisions, the prices and rates entered in the Bill of Quantities by the Contractor shall include inter-alia, all costs and expenses involved in or arising out the followings:-

1.7 The provision, storage, transport, handling, use distribution and maintenance of all materials, plants, equipment machineries and tools including all costs, charges dues demurrages or other outlays involved in the transportation.

1.8 The provision and maintenance of all his staff and labours and their payments, accommodation, transport, taxes and other requirements.

1.9 Setting out including the location and preservation of survey markers, measurement and supervision.

2.0 The provision, storage, transport, use handling, distribution and maintenance of consumable stores, fuel, water and electricity.

2.1 All First Aid, Welfare and safety requirements.

2.2 Damage caused to the works, plants, materials and consumables stores caused by weather.

2.3 Licence, fees and other charges for compliance of Government Acts and Rules that are in force and applicable.

2.4 The Contractor should be held responsible for the safe custody of materials, machineries etc. at site procured by him or issued to him by the Trustees.

2.5 This being a **item rate tender**, the Bidder shall quote his rates as percentage above / below / at par with the estimated amount put to tender **on line** based on his own analysis .

The Tender Price thus established would be taken for comparative evaluation of E-Tenderer.

2.6 The Contractor shall at all times keep the site and working areas free from all surplus materials, rubbish , other excavated/offensive matter etc. all of which shall be disposed off in a manner to be approved by the Engineer's Representative.

2.7 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, dispose off the debris beyond the port area all at his own expenses by his own transport and labour and clean out all part of the work and leave everything clean and tidy to the entire satisfaction of the Engineer, failing which suitable deduction will be made from final bill as per discretion of the Engineer/Engineer's representative.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

कोलकाता पत्तन न्यास
Kolkata Port Trust
सिविल इंजीनियरिंग विभाग
CIVIL ENGINEERING DEPARTMENT
BILL OF QUANTITIES

E-TENDER FOR "Undertaking Study for feasibility of International Cruise Vessel calling
Kolkata Port and steps for Promoting Cruise Business

TENDER NO : KOPT/KDS/CIV /T/2454/116 dt. 20.01.2020

| T.I. No. | Description of works | Quantity | Rate | Unit | Amount (Rs) |
|----------|--|----------------|-------------------|---------------|-------------------|
| 1. | Undertaking Study for feasibility of International Cruise Vessel calling Kolkata Port and steps for Promoting Cruise Business. | 1.00 operation | Not to quote here | Per Operation | Not to quote here |

Total tendered amount (in words..... **Not to quote here**
.....

[The prices quoted shall be including all statutory levies excluding GST which will be paid extra.]

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

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA
FORM OF TENDER

To
 The Chief Engineer,
 Kolkata Port Trust.

I/We _____
 _having examined the site of work, inspected the Drawings and read the specifications, General & Special Conditions of Contract and Conditions of the 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 **Five months** from the date of order to commence the work and in the event of our tender being accepted in full or in part. I / We also undertake to enter into a Contract Agreement in the form hereto annexed with such alterations or additions thereto which may be necessary to give effect to the acceptance of the Tender and incorporating such Specification, Bill of Quantities, Drawing and Special & General Conditions of Contract and I / We hereby agree that until such Contract Agreement is executed the said Specification, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the Contract.

THE TOTAL AMOUNT OF TENDER Rs. **Not to mention here**

(Repeat in words) _____ **Not to mention here**

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

I / We have deposited with the Trustees' Manager (Finance), HDC, vide Receipt No. _____ of _____ 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.

Dated: _____ (Signature of Bidder with Seal)

WITNESS :

Signature :

Name of the Bidder :

Name :

(In Block Letters)

Address :

Address :

Occupation :

ANNEXURE - E

**General Conditions of Contract
Forms and Agreements**

Sanctioned by the Trustees under Resolution No. 92 of the 6th Meeting
held on 27th May, 1993

Including Addendum Sanctioned by the Trustees Meeting held on July,
2014

KOLKATA PORT TRUST
KOLKATA DOCK SYSTEM & HALDIA DOCK COMPLEX
JULY , 2014

GENERAL CONDITIONS OF CONTRACT

| | CLAUSE | | PAGES |
|-----|--|-----|---------------|
| 1. | AMENDMENT TO GENERAL CONDITIONS OF CONTRACT | ... | GC 1 |
| 2. | DEFINITION | ... | GC 2 – GC 3 |
| 3. | DUTIES & POWERS OF ENGINEER & ENGINEER'S REPRESENTATIVE | ... | GC 3 – GC 5 |
| 4. | THE TENDER/OFFER AND ITS PRE-REQUISITES | ... | GC 5 – GC 9 |
| 5. | THE CONTRACT & GENERAL OBLIGATIONS OF CONTRACTOR | ... | GC 9 – GC 14 |
| 6. | COMMENCEMENT, EXECUTION AND COMPLETION OF WORK | ... | GC 14 – GC 17 |
| 7. | TERMS OF PAYMENT | ... | GC 18 – GC 20 |
| 8. | VARIATION AND ITS VALUATION | ... | GC 20 – GC 22 |
| 9. | DELAY/EXTENSION OF COMPLETION TIME/LIQUIDATED DAMAGE/TERMINATION OF CONTRACT | ... | GC 22 – GC 24 |
| 10. | MAINTENANCE AND REFUND OF SECURITY DEPOSIT | ... | GC 24 – GC 25 |
| 11. | INTERPRETATION OF CONTRACT DOCUMENTS, DISPUTES & ARBITRATION | ... | GC 25 – GC 27 |
| 12. | FORMS GC-1, GC-2 , GC-3 | | |
| 13. | FORM OF AGREEMENT | | |
| 14. | PROFORMA FOR B.G. FOR CONTRACT PERFORMANCE | | |
| 15. | INTEGRITY PACT DOCUMENT: PROFORMA | | |
| 16. | DRAFT Memorandum of Understanding between Ko.P.T. & Transparency International India | | |

GC - 1
AMENDMENT
TO

GENERAL CONDITIONS OF CONTRACT

❖ CI-3.4 THE TENDER /OFFER & ITS PRE-REQUISITES

Table under sub-clause (a)

| PREVIOUS | | | AS AMENDED | | |
|-------------------------|--|--|-------------------------|--|--|
| Estimated Value of Work | Amount of Earnest Money | | Estimated Value of Work | Amount of Earnest Money | |
| | For Works Contract | For Contract of Supplying Materials or Equipment only | | For Works Contract | For Contract of Supplying Materials or Equipment only |
| Up to Rs. 1,00,000=00 | 5% of the estimated value of work | 1% of the estimated value of work | Up to Rs. 10 Crore | 2% of the estimated value of work | 1% of the estimated value of work |
| Over Rs. 1,00,000.00 | 2% of the estimated value of work subject to a maximum of Rs. 20,000/- and minimum of Rs. 5,000/-. | ½% of the estimated value of work subject to a maximum of Rs. 10,000/- and minimum of Rs. 1,000/-. | Over Rs. 10 Crore | 2% on first Rs. 10 Crore + 1% on the balance | ½% of the estimated value of work subject to a maximum of Rs. 10,000/- and minimum of Rs. 1,000/-. |

[AMENDMENT SANCTIONED BY THE BOARD OF TRUSTEES VIDE RESOLUTION NO 210 OF THE TRUSTEES' MEETING HELD ON 26.02.2013]

Table under sub-clause (d)

| PREVIOUS | | | AS AMENDED | | |
|-----------------------|--------------------------|--------------------------------------|-----------------------|--------------------------|--|
| Class of Registration | Amount Of Fixed Security | Financial Limit Of Each Tender | Class of Registration | Amount Of Fixed Security | Financial Limit Of Each Tender |
| A | Rs 10,000/- | Any tender priced upto Rs 2,00,000/- | A | Rs 50,000/- | Any tender priced up to Rs 10,00,000/- |
| B | Rs 5,000/- | Any tender priced upto Rs 1,00,000/- | B | Rs 25,000/- | Any tender priced upto Rs 5,00,000/- |
| C | Rs 2,500/- | Any tender priced upto Rs 50,000/- | C | Rs 15,000/- | Any tender priced upto Rs 3,00,000/- |

[AMENDMENT SANCTIONED BY THE BOARD OF TRUSTEES VIDE RESOLUTION NO 82 OF THE TRUSTEES' MEETING HELD ON 12.10.2012]

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1. DEFINITIONS

- 1.0 In the contract, as here in after defined, the following words and expressions shall have the meaning herein assigned to them, except where the context otherwise required.
- 1.1 “Employer” or “Board” or “Trustees” means of the Board of Trustees for the Port of Calcutta, a body corporate under Section 3 of the Major Port Trusts Act, 1963, including their successors, representatives and assigns. Employer
- 1.2 “Chairman” means the Chairman of the Board and includes the person appointed to act in his place under Sections 14 and 14A of the Major Port Trusts Act, 1963 Chairman
- 1.3 “Contractor” means the person or persons, Firm or Company whose tender/offer has been accepted by the Trustees and includes the Contractor’s representatives, heirs, successor and assigns, if any, permitted by the Board/Chairman. Contractor

- 1.4 “Engineer” means the Board’s official who has invited the tender on its behalf and includes the Manager (Infrastructure & Civic Facilities) or other official as may be appointed from time to time by the Employer, with written notification to the Contractor, to act as Engineer for the purpose of the Contract, in place of the “Engineer” so designated. Engineer
- 1.5 “Engineer’s Representative” means any subordinate or Assistant to the Engineer or any other official appointed from time to time by the Engineer to perform the duties set forth in Clauses 2.4 to 2.6 hereof. Engineer’s Representative
- 1.6 “Work” means the work to be executed in accordance with the Contract and includes authorised “Extra Works” and ‘Excess Works” and “Temporary Works”. Works
- 1.7 “Temporary Works” means all temporary works of every kind required in or about the execution, completion or maintenance of the works and includes (without thereby limiting the foregoing definitions) all temporary erections, scaffolding, ladders, timbering, soaking vats, site offices, cement and other godowns, platforms and bins for stacking building materials, gantries, temporary tracks and roads, temporary culverts and mixing platforms. Temporary works
- 1.8 “Extra Works” means those works required by the Engineer for completion of the Contract which were not specifically and separately included in the schedule of items of the works i.e. (Bill of Quantities) of the tender. “Excess Works” means the required quantities of work in excess of the provision made against any item of the bill of Quantities. Extra works and Excess works
- 1.9 “Specifications” means the relevant and appropriate Bureau of Indian Standard’s specifications / International Standard’s Specifications (latest revisions) for materials and workmanship unless stated otherwise in the Tender. Specification

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- 1.10 “Drawings” means the drawings referred to in the Tender and specification and any modification of such drawings approved in writing by the Engineer and such other drawings as may from time to time be furnished or approved in writing by the Engineer. Drawings
- 1.11 “Contract” means and includes the General and Special Conditions of Contract, Specifications, Drawings, priced Bill of Quantities, the Tender / Offer, the letter of acceptance of the Tender/Offer, the Contract Agreement, if separately entered into and the Schedule of Rates and Price, if any, adopted by the Trustees at their discretion. Contract
- 1.12 “Constructional Plant” means all appliances or things of whatsoever nature required or about the execution, completion or maintenance of the works or temporary works and includes (without thereby limiting the foregoing definition) all machinery and tools but does not include materials or other things intended to form or forming part of the permanent works. Constructional Plant
- 1.13 “Site” means the land, waterways and other places, on, under, in or through which the works are to be executed by the Trustees for the purpose of the Contract. Site
- 1.14 “Contract Price” means the sum named in the letter of acceptance of the Tender/Offer of the Contractor, subject to such additions thereto and deductions therefrom as may be made by the Engineer under the provisions here in after contained. Contract Price
- 1.15 “Month” means English Calendar Month. Month
- 1.16 “Excepted Risks” are riot in so far as it is uninsurable, war, invasion, act of foreign enemies, hostilities) whether war be declared or not), Civil War, rebellion, revolution, insurrection or military or usurped power or use or occupation by the Trustees of any portion of the works in respect of which a certificate of completion has been issued (all of which are herein collectively referred to as the excepted risks). Excepted Risks
- 1.17 Word importing the singular only, also includes the plural and vice-versa where the context so requires. Singular/ Plural
- 1.18 The heading and marginal notes in these General Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the contract. Headings/ Marginal Notes.
- 1.19 Unless otherwise stipulated the work “Cost” shall be deemed to include overhead costs of the Contractor, whether on or off the site. Cost
- 2.0 DUTIES & POWERS OF ENGINEER & ENGINEER’S REPRESENTATIVE.

- 2.1 The Contractor shall execute, compete and maintain the works in terms of the contract to the entire satisfaction of the Engineer and Shall comply with the Engineer's direction on any matter whatsoever. **Engineer's Authority**

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- 2.2 The Contractor shall take instructions from the Engineer and subject to limitation of Clause 2.5 hereof, from the Engineer's Representative. **Authority of Engineer's Representative**
- 2.3 *The Engineer shall have full power and authority :* **Engineer's Power**
- (a) to supply to the contractor from time to time during the progress of the works such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the contractor shall carry out and be bound by the same.
 - (b) to alter or modify the specification of any material and workmanship and to inspect the work at any time.
 - (c) to order for any variation, alteration and modification of the work and for extra works.
 - (d) to issue certificates as per contract.
 - (e) to settle the claims & disputes of the Contractor and Trustees, as the first referee.
 - (f) To grant extension of completion time.
- 2.4 *The Engineer's Representative shall :* **Power of Engineer's Representative.**
- (i) watch and supervise the works.
 - (ii) test and examine any material to be used or workmanship employed in connection with the work.
 - (iii) have power to disapprove any material and workmanship not in accordance with the contract and the contractor shall comply with his direction in this regard.
 - (iv) take measurements of work done by the contractor for the purpose of payment or otherwise.
 - (v) order demolition of defectively done work for its reconstruction all by the Contractor at his own expense.
 - (vi) have powers to issue alteration order not implying modification of design and extension of completion time of the work and
 - (vii) have such other powers and authorities vested in the Engineer, which have been delegated to him in writing by the Engineer under intimation to the Contractor.

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- 2.5 *Provided always that the Engineer's Representative shall have no power :* **Limitation of Engineer's Representative's Power**
- (a) to order any work involving delay or any extra payment by the Trustees,
 - (b) to make variation of or in the works; and
 - (c) to relieve the Contractor of any of his duties or obligations under the Contract.
- 2.6 *Provided also as follows :* **Engineer's Overriding Power**
- (a) Failure of Engineer's Representative to disapprove any work or materials shall not prejudice the power of the Engineer thereafter to disapprove such work or materials and to order the pulling down, removal, breaking-up thereof and re-constructing at the contractor's cost and the contractor shall have no claim to compensation for the loss if any sustained by him.
 - (b) If the contractor shall be dissatisfied by reason of any decision of the Engineer's

Representative, he shall be entitled to refer the matter to the Engineer who shall thereupon confirm, reverse or vary such decision.

- (c) Any written instructions or written approval given by the Engineer's Representative to the contractor, within the terms of delegation of power and authority vested in the Engineer to his Representative in writing, shall bind the contractor and the Trustees as though it had been given by the Engineer, who may from time to time make such delegation.

3.0 THE TENDER/OFFER AND ITS PRE-REQUISITES

- 3.1 The Contractor shall, before making out and submitting his tender/offer, be deemed to have inspected and examined the site, fully considered all factors, risks and contingencies, which will have direct and indirect impact on his expenses and profit from the work and shall be specifically deemed to have taken the following aspects into consideration :
- (a) The form and nature of the site and its surroundings including their sub-surface, hydrological, tidal and climatic conditions, the means of access to the site and all other local conditions, including the likely charges and costs for temporary way-leave, if any, required for the work.
- (b) The drawings, specifications, the nature and extent of work to be executed and the quality, quantity and availability of the required materials and labour for the work and the need to execute the work to the entire satisfaction of the Engineer, and also by complying with the General and Special Conditions of Contract.
- The tender must encompass all relevant aspects/ issues.
Site & Local condition.
- Drawing/ Specification/ Nature & extent of work to be done.

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- (c) The accommodation required for the workmen and site office, mobilisation/demobilisation and storage of all plant, equipment and Construction materials.
- (d) The sources and means of procurement of water for drinking, washing and execution of work, and source and availability of electrical power, all at Contractor's cost.
- (e) Payment of taxes and duties and compliance of all applicable statutes, ordinances and law together with the rules made thereunder, the rules, regulations and bye-laws of public bodies or any local or other authority by the Contractor, keeping the Trustees indemnified against penalties and liabilities of every kind arising from the Contractor's failure in such compliance.
- (f) Payment of all kinds of stamp-duty for executing the agreement or for any legal instrument including Bank Guarantees and Indemnity Bonds.
- Accommodation for Contractor's men/materials.
- Water for drinking etc. /Electrical power.
- Payment of Taxes/duties and observance of all statutes.
- Payment of Stamp Duty by the Contractor.
- 3.2 The Contractor's tender shall be in ink on the Tender Forms supplied by the Trustees, unless stipulated otherwise in the Notice Inviting the Tender and shall be faultless in figures and free from erasing. Corrections, if any, shall only be made by scoring out and initialling of the revised figure.
- 3.3 If required by the Engineer or the Trustees, the Contractors in their tender or subsequently, shall disclose the names of their owners/partners/share holders at the required points of time. The failure in this regard shall be treated as a breach and a contract, if entered into, shall be liable to be cancelled.
- 3.4 (a) Unless otherwise stipulated in the Notice Inviting Tender / Offer, every tender must be submitted with Earnest Money of the amount calculated as per the following scale.
- Disclosure of Owner's name.
- Earnest Money and Security Deposit.

| Estimated Value of Work | Amount of Earnest Money | |
|-------------------------|--|--|
| | For Works Contract | For Contract of Supplying Materials or Equipment only |
| Up to Rs. 1,00,000=00 | 5% of the estimated value of work | 1% of the estimated value of work |
| Over Rs. 1,00,000=00 | 2% of the estimated value of work subject to a maximum of Rs. 20,000/- and minimum of Rs. 5,000/-. | ½% of the estimated value of work subject to a maximum of Rs. 10,000/- and minimum of Rs. 1,000/-. |

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- (b) Earnest Money shall be deposited with the Trustees' treasurer in cash or by Banker's Cheque of any Calcutta Branch of a Nationalised Bank of India drawn in favour of Calcutta Port Trust or in the form of any "Account Payee" Draft of any Nationalised Bank of India drawn in favour of "Calcutta Port Trust" and payable at Calcutta/Haldia, as the case may be, and the receipt granted therefor be kept attached to the Tender/Offer in the Sealed Cover. **Method of Paying E.M.**
- (c) Earnest Money of unaccepted tender shall be refunded without any interest through A/c. Payee Cheque drawn on a Nationalised Bank of Calcutta / Haldia. **Refund of E.M.**
- (d) The enlisted (registered) Contractors of the Trustees who have deposited fixed Security with the Trustees' FA & CAO / Manager (Finance) according to his Class of Registration, shall be exempt from depositing the Earnest Money, as per the following scale : **Exemption from E.M. to Regd. Firms**
- | Class of Registration | Amount of Fixed Security | Financial Limit of Each Tender |
|-----------------------|--------------------------|---------------------------------------|
| A | Rs. 25,000/- | Any tender priced up to Rs.5,00,000/- |
| B | Rs. 10,000/- | Any tender priced up to Rs.2,00,000/- |
| C | Rs. 5,000/- | Any tender priced up to Rs.1,00,000/- |
- (e) (i) Tender submitted without requisite Earnest Money may be liable to rejection. **Tender without EM liable to rejection.**
- (ii) If before expiry of the validity period of his Tender/Offer, the tenderer amends his quoted rates or tender/offer making them unacceptable to the Trustees and/or withdraws his tender/offer, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees. **Forfeiture of E.M. before Acceptance of offer.**
- (f) The Earnest Money of accepted tender/offer shall be retained by the Trustees as part of the Security Deposit, for which a separate Treasury Receipt shall be issued to the Contractor after cancellation of the previous Receipt of Earnest Money. **E.M. to be converted to part S.D.**
- (g) Balance security for works contract shall be recovered by deduction from all progressive Bill (including final Bill, if necessary) @ 10% of the gross value of work in each such bill, so that the total recovery may not exceed the quantum computed as per the under noted percentages of the total value of work actually done up to the stage of completion. **Mode of recovery of balance S.D.**

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| Value of Work | % of Security Deposit for works contract. | % of Security Deposit For contract of supply-ing materials & equipment only. | Scale of S.D. recovery. |
|---|--|---|-------------------------|
| For works up to Rs.10,00,000/-. | 10% (Ten percent) | 1% (One percent) | |
| For works costing more than Rs.10,00,000/- and up to Rs.20,00,000/- | 10% on first Rs.10,00,000/- + 7½% on the balance. | 1% on first Rs.10,00,000/- + ½% on the balance. | |
| For works costing more than Rs.20,00,000/- | 10% on first Rs.10,00,000/- + 7 ½% on the next Rs.10,00,000/- + 5% on the balance. | 1% on first Rs.10,00,000/- + ½% on the next Rs.10,00,000/- + ¼% on the balance. | |

(h) Balance Security for Contract of supplying materials and equipment computed in terms of the percentages given above, shall have to be deposited with the Trustees' Treasurer in advance and within 30 days from the date of placement of supply order, either in cash or by A/c. Payee Draft of a Nationalised Bank of India drawn in favour of Calcutta Port Trust and **S.D. for supply contracts to be deposited in advance.**

payable at Calcutta/Haldia, as the case may be.

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|---------|--|----------------------------------|
| (i) | No interest shall be paid by the Trustees to the Tenderer/Contractor on the amount of Earnest Money/Security Deposit held by the Trustees, at any stage. | No interest payable on E.M. /S.D |
| 3.5 (i) | The Security Deposit shall refunded to the Contractor in terms of Clause 9.3 hereinafter and subject to deduction, if any, under the provision of Sub-clause 3.5 (ii) herein below. Id, however, the Contract provides for any maintenance period. 50% of the Security Deposit may be refunded against any of the treasury Receipt for that amount on expiry of half of the maintenance period and the balance deposit on the expiry of the said maintenance period and after the Engineer has certified the final completion of work in Form G.C.2 and the Contractor has submitted his "No Claim" Certificate in Form G.C.3. | Mode of refund of S.D. |
| (ii) | The Security Deposit/Earnest Money may be liable to forfeiture at the option of the Trustees, if the Contractor fails to carry out the work or to perform/observe any of the conditions of the Contract. The Trustees shall also be at liberty to deduct any of their dues from the Security Deposit, fixed Security, Earnest Money or from any sum due or to become due to the Contractor under any other contract. | Forfeiture of S.D. |

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|-----|--|---|
| 3.6 | If stipulated in the contract as a Special Condition, the contractor shall have to submit to the Engineer a performance Bond in the form of an irrevocable guarantee from Calcutta/Haldia Branch, as the case may be, of any Nationalised Bank of India in the proforma annexed hereto and for the sum and period as mentioned in the letter of acceptance of the Tender/Offer, within 15 days from the date of such letter, failing which the Contract shall be liable to be terminated and the earnest money shall be liable to forfeiture; all at the discretion of the Engineer. The cost of obtaining this or any other Bank Guarantee and/or the revalidation thereof, wherever required, has to be borne by the Contractor and it shall be his sole responsibility to arrange for timely revalidation of such Bank Guarantee, failing which and for non-fulfilment of any contractual obligation by the Contractor, the Engineer and/or the Trustees shall be at liberty to raise claim against the Guarantee and/or enforce the same unilaterally. | Bank Guarantee in lieu of Cash S.D. in certain cases |
| 3.7 | "Every Tenderer/ Bidder shall submit, in respect of a tender value of more than Rs 5 Crore, along with their tender comprising Special Conditions of Contract, General Conditions of Contract, BOQ, Earnest Money, etc. a document called Integrity Pact Agreement duly signed by their authorized representative. The Proforma of the Integrity Pact Agreement shall as specified in the GCC. In case of tender value more than Rs 5 Crore, the Integrity Pact Agreement is an essential part and parcel of bid document to be submitted by each tenderer, without which the tender shall not be considered." | |
| 4.0 | THE CONTRACT & GENERAL OBLIGATIONS OF CONTRACTOR | |
| 4.1 | (a) The contract documents shall be drawn-up in English language. | English language to be used |
| (b) | The contract shall be governed by all relevant Indian Acts. As applicable only within the jurisdiction of the High Court at Calcutta, India, including the following Acts : | Applicability of laws on the contract |
| 1. | The Contract Act (India), 1872. | |
| 2. | The Major Port Trusts Act, 1963. | |
| 3. | The Workmen's Compensation Act, 1923. | |
| 4. | The Minimum Wages Act, 1948. | |
| 5. | The Contract Labour (Regulation & Abolition) Act,1970. | |
| 6. | The Dock Workers' Act,1948. | |
| 7. | The Arbitration and Conciliation Act (1996) (in the case of a definite Arbitration Agreement only). | |
| 4.2 | After acceptance of his Tender/Offer and when called on to do so by the engineer or his representative, the contractor shall, at his own expense, enter into and execute a Contract Agreement to be prepared by him in the form annexed hereto. Until such Contract Agreement is executed, the other documents referred to in the definition of the term 'Contract' here-in-before, shall collectively be the Contract. | Contractor to Execute Contract Agreement. |
| 4.3 | Several documents forming the contract are to be taken as mutually explanatory of one another. Should there be any discrepancy, ambiguity, omission or error in the various contract documents, the Engineer shall have the power to correct the same and his decision shall be final and binding on the parties to the Contract. | Interpretation of contract documents – Engineers' Power |

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- 4.4 Two copies of the Drawings referred to in the general and special Conditions of Contract and in the Bill of Quantities, shall be furnished by the Engineer to the Contractors free of cost for his use on the work, but these shall remain the property of the Trustees and hence, the Contractor shall return them to the Engineer or his Representative on completion of the work, if not torn or mutilated on being regularly used at site. All Drawings are Trustees' property.
- 4.5 The Contractor shall prove and make at his own expense any working or progress drawings required by him or necessary for the proper execution of the works and shall, when required, furnish copies of the same free of cost to the Engineer for his information and/or approval, without meaning thereby the shifting of Contractor's responsibility on the Engineer in any way whatsoever. Contractor to prepare working / progress drawings
- 4.6 The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof without the written permission of the Engineer. Even if such permission be granted, the Contractor shall remain responsible (a) for the acts, defaults and neglect of any sub-contractor, his agents, servants or workmen as fully as if these were the acts, defaults or neglects of the Contractor himself or his agents, servants or workmen and (b) for his full and entire responsibility of the contract and for active superintendence of the works by him despite being sublet, provided always that the provision of labourers on a "piece rate" basis shall not be deemed to be sub-letting under this clause. Contractor cannot sub-let the work
- 4.7 Unless otherwise specified, the Contractor shall be deemed to have included in his Tender/Offer all his cost for supplying and providing all constructional plant, temporary work. Materials both for temporary and permanent works, labour including supervision thereof, transporting to and from the site and in and about the work, including loading, unloading, fencing, watching, lighting, payment of fees, taxes and duties to the appropriate authorities and other things of every kind required for the construction, erection, completion and maintenance of the work. Contractors' price is inclusive of all costs
- 4.8 The Contractor shall be solely responsible for the adequacy, stability and safety of all site operations and methods of construction, even if any prior approval thereto has been taken from the Engineer or his Representative. The Contractor shall not be responsible for the correctness of the design or specification of the Temporary and Permanent works formulated by the Engineer; but the Contractor shall be fully responsible for the correct implementation thereof, as also for any design and specification prepared/proposed/used by the Contractor. Contractor is responsible for all construction process, except for correctness of design and specification formulated by the Engineer
- 4.9 Whenever required by the Engineer or his representative, the Contractor shall submit to him the details of his (a) programme for execution of the work, (b) proposed procedure and methods of work, (c) proposed deployment of plant, equipment, labour, materials and temporary works. The submission to and/or any approval by the Engineer or his Representative to any such programme or particulars shall not relieve the Contractor of any of his obligations under the contract. Contractor to submit his programme of work

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If for any reason the contractor be unable to adhere to his earlier programme, he shall submit his revised programme for completion of work within the stipulated time whenever asked to do so.

- 4.10 Necessary and adequate supervision shall be provided by the Contractor during execution of the works and as long thereafter as the Engineer or his representative shall consider necessary during the maintenance period. The Contractor or his competent and authorised agent or representative shall be constantly at site and instructions given to him by the Engineer or his representative in writing shall be binding upon the Contractor subject to limitation in Clause 2.5 hereof. The Contractor shall inform the Engineer or his representative in writing about such representative/agent of him at site. Contractor to supervise the works
- 4.11 The Contractor shall employ in execution of the Contract only qualified careful and experienced persons and the Engineer shall be at liberty to direct the Contractor to stop deployment of any of his staff, workmen or official at site and the Contractor shall within 48 hours comply with such instruction without any demur whenever the Engineer shall feel that the deployment of the person concerned will not be conducive to the proper and timely completion of the work. Contractor to deploy qualified men and Engineer's power to remove Contractor's men
- 4.12 The Contractor shall be responsible for the true and proper setting out of the works in relation to reference points/lines/levels given by the Engineer in writing. The checking of any setting-out or of any alignment or level by the Engineer or his Representative shall not in any way relieve the contractor of his responsibility for the correctness thereof and he shall fully provide protect and preserve all stakes, templates, bench marks, sight rails, pegs, level marks, profile marks and other things used in setting out the works. Contractor is responsible for line, level, setting out etc.
- 4.13 From the commencement of the works till issue of the completion certificate in Form G.C.1, vide Clause 5.12 hereof, the contractor shall take full responsibility for the care thereof. Save for the Contractor is responsible to

excepted risks, any damage, loss or injury to the work or any part thereof shall be made good by the Contractor at his own cost as per instruction and to the satisfaction of the engineer, failing which the Engineer or his Representative may cause the same to be made good by any other agency and the expenses incurred and certified by the Engineer shall deem proper. This Clause will not apply to that part of the work, which might have been taken over by the Trustees on partial completion of the work and in such case the Contractor's obligation will be limited to repairs and replacement for manufacturing or construction defects during the Maintenance period (Guarantee Period) as per the directions of the Engineer as also for defects/damages if any caused to the work by the Contractor during such repairs and replacement in the maintenance period.

protect the work

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- 4.14 The Contractor shall at his own cost protect support and take all precautions in regard to the personnel or structure or services or properties belonging to the Trustees or not which may be interfered with or affected or disturbed or endangered and shall indemnify and keep indemnified the Trustees against claim for injury, loss or damage caused by the Contractor in connection with the execution and maintenance of the work to the aforesaid properties, structures and services and/or to any person including the Contractor's workmen. Cost of Insurance Cover, if any, taken by the Contractor shall not be reimbursed by the Trustees, unless otherwise stipulated in the Contract.
- Contractor is responsible for all damages to other structures / persons caused by him in executing the work.
- 4.15 The Contractor shall immediately inform the Engineer's Representatives if any fossil, coins, articles of value or antiquity and structures and other remains or things of geological or archaeological importance be discovered at site which shall remain the property of the Trustees and protect them from being damaged by his workmen and arrange for disposal of them at the Trustees' expense as per the instruction of the Engineer's Representative.
- Fossils, Treasure trawls, etc. are Trustees' property
- 4.16 The Contractor shall be deemed to have indemnified and shall indemnify the Trustees against all claims, demands, actions and proceedings and all costs arising therefrom on account of :
- Contractor to Indemnify the Trustees against all claims for loss, damage, etc.
- (g) Infringement of any patent right, design, trademark or name or other protected right in connection with the works or temporary work.
 - (h) Payment of all royalties, rent, toll charges, local taxes, other payments or compensation, if any, for getting all materials and equipment required for the work.
 - (i) Unauthorised obstruction or nuisance caused by the contractor in respect of Public or Private or Private road, railway tracks, footpaths, crane tracks, waterways, quays and other properties belonging to the Trustees or any other person.
 - (j) Damage/injury caused to any highway and bridge on account of the movement of Contractor's plants and materials in connection with the work.
 - (k) Pollution of waterway and damage caused to river, lock, sea-wall or other structure related to waterway, in transporting contractor's plants and materials.
 - (l) The Contractor's default in affording all reasonable facilities and accommodation as per the direction of the Engineer or his Representative to the workmen of the Trustees and other agencies employed by or with the permission and/or knowledge of the Trustees on or near the site of work.
- 4.17 Debris and materials, if obtained by demolishing any property, building or structure in terms of the Contract shall remain the property of the Trustees.
- Dismantled materials Trustees' property

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- 4.18 The Contractor's quoted rates shall be deemed to have been inclusive of the following :
- Contractor's quoted rates/price must be all inclusive
- (a) Keeping the site free of unnecessary obstruction and removal from site of constructional plant wreckage, rubbish, surplus earth or temporary works no longer required.
 - (b) Cleaning and removal from site all the surplus materials of every kind to leave the site clean and tidy after completion of the work, without which payment against final bill may be liable to be withheld.
 - (c) Precautionary measures to secure efficient protection of Docks, the River Hooghly and other waterways against pollution of whatever nature during execution and maintenance of the works and to prevent rubbish, refuse and other materials from being thrown into the water by the Contractor's men or those of his agency.

- (d) Making arrangements for deployment of all labourer and workers, local or otherwise including payment for their wages, transport, accommodation, medical and all other statutory benefits and entry permits, wherever necessary.
- (e) Making arrangements in or around the site, as per the requirements of local authority or the Engineer or his Representative for preventing (i) spread of any infectious disease like smallpox, cholera, plague or malaria by taking effective actions for destruction of rats, mice, vermin, mosquitoes, etc. and by maintaining healthy and sanitary condition, (ii) illegal storage and distribution of Drugs, Narcotics, Alcoholic liquor, Arms and Ammunitions, (iii) unlawful, riotous or disorderly conduct of the Contractor's or his Sub-Contractor's workmen, (iv) deployment of workmen of age less than 16 years.
- 4.19 Every direction or notice to be given to the Contractor shall be deemed to have been duly served on or received by the Contractor, if the same is posted or sent by hand to the address given in the tender or to the Contractor's Site Office or to the Registered Office of the Contractor. The time mentioned in these conditions for doing any act after direction or notice shall be reckoned from the time of such posting or despatch. Notice to Contractor.
- 4.20 The Contractor and his Sub-contractor or their agents and men and any firm supplying plant, materials and equipment shall not publish or caused to be published any photographs or description of the works without the prior authority of the Engineer in writing. Contractor not to publish photograph or particulars of work

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- 4.21 The Contractor shall at the Trustees' cost to be decided by the Engineer render all reasonable facilities and Co-operation as per direction of the Engineer or his representative to any other Contractor engaged by the Trustees and their workmen to the Trustees' own staff and to the men of other Public Body on or near the site of work and in default the Contractor shall be liable to the Trustees for any delay or expense incurred by reason of such default. Contractor to provide facilities to outsiders
- 4.22 The work has to be carried out by the Contractor causing the minimum of hindrance for any maritime traffic or surface traffic. Work to cause minimum possible hindrance to traffic movement
- 4.23 All constructional plants, temporary works and materials when brought to the site by the Contractor shall be deemed to be the property of the Trustees who will have lien on the same until the satisfactory completion of the work and shall only be removed from the site in part or in full with the written permission of the Engineer or his Representative. Trustees' lien on Contractor's Plant & Equipment.
- 5.0 COMMENCEMENT, EXECUTION AND COMPLETION OF WORK.
- 5.1 The Contractor shall commence the work within 7 days of the receipt of Engineer's letter informing acceptance of the Contractor's tender/offer by the Trustees or within such preliminary time as mentioned by the Contractor in the Form of Tender or the time accepted by the Trustees. The Contractor shall then proceed with the work with due expedition and without delay, except as may be expressly sanctioned or ordered by the Engineer or his Representatives, time being deemed the essence of the contract on the part of the contractor. Preliminary time to commence work an maintenance of steady rate of progress
- 5.2 The Contractor shall provide and maintain a suitable office at or near the site to which the Engineer's Representative may send communications and instructions for use of the Contractor. Contractor's site office
- 5.3 Unless specified otherwise in the contract or prior permission of the Engineer has been taken, the contractor shall not execute the work beyond the working hours observed by the Engineer's Representative and on Sundays and Holidays observed in the Trustees' system, except in so far as it becomes essential on account of tidal work or for safety of the work. If the progress of the work lags behind schedule or the work has been endangered by any act or neglect on the part of the contractor, then the Engineer or his Representative shall order and the contractor at his own expense shall work by day and by night and on Sundays and Public Holidays. Any failure of the Engineer or his Representative to pass such an order shall not relieve the contractor from any of his obligations. The Engineer's decision in this regard shall be final binding and conclusive. Contractor to observe Trustees' working hours

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- 5.4 Unless stipulated otherwise in the contract all materials required for the work shall be procured and supplied by the contractor with the approval of the Engineer or his Contractor to supply all materials as per

Representative and subject to subsequent testing as may be required by the Engineer or his Representative. The Engineer shall exercise his sole discretion to accept any such materials.

requirement of the Engineer or his representative

- 5.5 Unless stipulated otherwise in the contract all materials, workmanship and method of measurement shall be in accordance with the relevant Codes (Latest Revision) of the Bureau of Indian Standards and the written instructions of the Engineer or his Representative. Where no specific reference is available in the contract, the material and workmanship shall be of the best of their respective kinds to the satisfaction of the Engineer.
- Materials & Works
- 5.6 Samples shall be prepared and submitted for approval of the Engineer or his representative, whenever required to do so, all at the Contractor's cost.
- Contractor to submit samples for approval
- Unless stipulated otherwise in the contract, the cost of any test required by the Engineer or his representative in respect of materials and workmanship deployed on the work, shall be borne by the Contractor.
- Contractor to arrange all testing at his own cost.
- 5.8 Regarding the supply of any materials by the Trustees to the contractor in accordance with the contract, the following conditions shall apply :
- (a) The Contractor shall, at his own expense, arrange for transporting the materials from the Trustees' Stores, watching, storing and keeping them in his safe custody, furnishing of statement of consumption thereof in the manner required by the Engineer or his representative, return of surplus and empty container to the Trustees' Stores as per the direction of the Engineer or his Representative.
- The Contractor shall account for and look after the Trustees' materials
- (b) Being the custodian of the Trustees' materials, the contractor shall remain solely responsible for any such materials issued to him and for any loss or damage thereof for any reason other than "Excepted Risks", the Contractor shall compensate the Trustees' in the manner decided by the Engineer and shall at no stage remove or cause to be removed any such material from the site without his permission in writing.
- Contractor to compensate for loss and damage to Trustees' materials
- (c) The Trustees' materials will generally be supplied in stages and in accordance with the rate of progress of work but except for grant of suitable extension of completion time of work as decided by the Engineer. The Contractor shall not be entitled to any other compensation, monetary or otherwise, for any delay in the supply of Trustees' materials to him. The Contractor shall, however, communicate his requirement of such materials to the Engineer from time to time.
- Delay in supply of Trustees' materials will only entitle the Contractor for extension of completion time of work

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- (d) Unless stipulated otherwise in the contract, the value of the Trustees' materials issued to the contractor shall be recovered from the contractor's bills and/or any of his other dues, progressively according to the consumption thereof on the work and/or in the manner decided by the Engineer or his representative and at the rate/s stipulated in the contract. These rates shall only be considered by the contractor in the preparation of his tender/offer and these will form the basis of escalation/variation, if in future the contractor is required to procure and provide any such material on the written order of the Engineer consequent on the Trustees' failure to effect timely supply thereof.
- Recovery from Contractor for Trustees' materials under normal circumstances
- (e) If the Engineer decides that due to the contractor's negligence, any of the Trustees' materials issued to the contractor has been – (i) lost or damaged, (ii) consumed in excess of requirement and (iii) wasted by the contractor in excess of normal wastage, then the value thereof shall be recovered from the contractor's bills or from any of his other dues, after adding 19 ¼% extra over the higher one of the followings -
- Recovery from Contractor for Trustees' materials under other circumstances.
- (1) The issue rate of the materials at the Trustees' Stores and
- (2) The market price of the material on the date of issue as would be determined by the Engineer.
- 5.9 The Engineer or his Representative shall have the power to inspect any material and work at any time and to order at any time – (i) for removal from the site of any material which in his opinion is not in accordance with the contract or the instruction of the engineer or his representative, (ii) for the substitution of the proper and suitable materials, or (iii) the removal and proper re-execution of any work which in respect of material and workmanship is not in accordance with the contract or the instructions of the Engineer. The Contractor shall comply with such order at his own expense and within the time
- Contractor to replace materials/work not acceptable to the Engineer or his Representative

specified in the order. If the contractor fails to comply, the Engineer shall be at liberty to dispose any such materials and re-do any work in the manner convenient to the Trustees by engaging any outside agency at the risk and expense of the contractor and after giving him a written prior notice of 7 days.

- 5.10 No work shall be covered up and put out of view by the contractor without approval of the Engineer or his Representative and whenever required by him, the contractor shall uncover any part or parts of the work or make openings in or through the same as may be directed by the Engineer or his representative from time to time and shall reinstate or make good those part of works thus affected to the satisfaction of the Engineer, all at the cost of the contractor.
- Contractor to seek approval of Engineer or his Representative before covering up any portion of work

The Trustees shall reimburse such cost as determined by the Engineer, if the initial covering up was with prior written order of the Engineer or his Representative.

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- 5.11 On a written order of the Engineer or his Representative, the contractor shall delay or suspend the progress of the work till such time the written order to resume the execution is received by him. During such suspension the contractor shall protect and secure the work to the satisfaction of the Engineer or his Representative. All extra expenses in giving effect to such order shall be considered by the Trustees, unless such suspension is –
- Contractor to suspend work on Order from Engineer or his Representative

- (a) otherwise provided for in the contract, or
- (b) necessary by reason of some default on the part of the contractor, or
- (c) necessary by reason of climatic conditions on the site, or
- (d) necessary for proper execution of the works or for the safety of the works or any part thereof.

The Engineer shall settle and determine such extra payment and/or Extension of completion time to be allowed to the contractor, as shall, in the opinion of the Engineer be fair and reasonable, and the same shall be final and binding on the Contractor.

- 5.11.1 If at any time before or after commencement of the work the Trustees do not require the whole of the work tendered for the Engineer shall notify the same to the contractor in writing and the contractor shall stop further works in compliance of the same. The Contractor shall not be entitled to any claim for compensation for underived profit or for such premature stoppage of work or on account of curtailment of the originally intended work by reason of alteration made by the Engineer in the original specifications, drawings, designs and instructions.

- 5.12 When the whole of the work has been completed to the satisfaction of the Engineer and has passed any final test prescribed in the contract, the contractor shall, within 21 days of submission of his application to the Engineer, be entitled to receive from him a certificate for completion of work in Form G.C.1, annexed hereto. If any part of the total work having been completed to the satisfaction of the Engineer, be taken over and/or used by the Trustees, the Contractor shall on application be entitled to partial completion certificate in the Form G.C.1 indicating the portion of the work covered by it, so that the Contractor's liability during maintenance period of the contract, if any, shall commence from the date mentioned in such certificate so far as the completed portion of the work is concerned.
- Completion Certificate G.C.1.

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6.0 TERMS OF PAYMENT :

- 6.1 No sum shall be considered as earned by or due to the Contractor in respect of the work till final and satisfactory completion thereof and until a certificate of final completion in Form G.C.2 has been given by the Engineer. All interim payments are advances till issue of Certificate in Form G.C.2
- On account payments, if any, made prior to issue of the certificate in Form G.C.2, shall all be treated as mere advance, which shall stand recoverable in full or in part, if the Engineer so decides in the context of Contractor's unfulfilled contract condition, if any.
- 6.2 All payments shall be made to the Contractor only on the basis of measurements of actual work done, as recorded in the Trustees' measurement books and at accepted tendered or at agreed rates, as the case may be, except as otherwise provided in the contract and when the Engineer decides any other rate for change in the scope of work or omission, if any, on the part of the Contractor. Payment on the basis of measurements at agreed rates.
- 6.3 For work of sanctioned tender value more than Rs.50,000/- or having an initially stipulated completion period of 4 months or more, on account payments may be made at the discretion of the Engineer or his Representative at intervals deemed suitable and justified by him. Provided always that subject to execution of work of substantial value in the context of the contract price, the interval of such on account payments shall be decided by the Engineer or his Representative, which shall ordinarily not be less than 1 month in between two payments for on account bill and/or advance. Limitation for on account payment
- 6.4 Measurement for works done shall be progressively taken by the Engineer's Representative and entered in the Trustees' Measurement Book, at intervals deemed suitable and proper by him and/or the Engineer. The Contractor or his duly accredited Representative or Agent shall remain present at the time of such measurement and assist the engineer's Representative in every manner required by him. After the measurements taken have been entered in the Measurement Book, the Contractor or his Agent shall sign the Measurement Book at the end of such Measurements over the Contractor's Rubber Stamp as a token of acceptance of all such measurements, recorded above and prior to such signature. If the Contractor or his Agent fails to participate even after 3 days written notice from the Engineer's Representative, the measurement shall be taken ex-parte by the Engineer's Representative and those shall be accepted by the Contractor. Recording of measurements

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- 6.5 Based on the quantum of work and the value thereof computed in the Measurement Book, the Contractor shall type out his bill in the proforma approved by the Engineer and submit the same to the Engineer's Representative in quadruplicate, duly signed by him or his accredited Agent over his Rubber Stamp. The Engineer or his Representative may in his absolute discretion, allow advance payment against such bill to the extent of an amount not exceeding 75% of the "net payable" sum of the said bill, subject to adjustment thereof against the bill at the time of checking and auditing the bill at the Trustees' end. The measurement Book will not be handed over to the Contractor; but he will obtain the abstracts of quantities, amounts and recoveries to type out the bill. Contractor to prepare and submit his bills
- 6.6 At the discretion of the Engineer or his Representative and only in respect of accepted offers/where estimated amount put to tender would be Rs.2,00,000/- or more, advance payment may be made to the extent of 75% of the value of any material purchased and brought to the site by the Contractor. Provided always that –
- (i) the materials shall, in the opinion of the Engineer or his Representative be of imperishable nature,

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| <ul style="list-style-type: none"> (ii) the value of such materials shall be assessed by the engineer or his Representative at their own discretion, (iii) a formal agreement has been drawn up with the contractor, under which the Trustees secure a lien on the contractor's materials, (iv) the materials are safe-guarded by the contractor against losses, shortage and misuse due to the contractor postponing the execution of the work or otherwise, (v) in the event of storage of such materials within the Trustees' protected areas in the Docks, the contractor shall submit an Indemnity Bond in the proforma and manner acceptable to Trustees' whereby the contractor shall indemnify the Trustees against all financial loss/damage, on account of loss/damage to such materials for whatever reasons, | <p>Advance payment against Non-perishable materials</p> |
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- (vi) in the event of storage of such materials outside the Trustees' protected areas the Contractor shall submit to the Engineer an irrevocable Bank Guarantee favouring the Trustees and for the same sum as is being advance, in the proforma and manner acceptable to the Trustees. The Guarantee shall be of a Calcutta/Haldia Branch of any Nationalised Bank or a Schedule Commercial Bank, as the case may be, acceptable to the Trustees and shall remain valid till the anticipated period of consumption of such materials in the work. The Bank Guarantee must bear an undertaking by the issuing Bank guaranteeing automatic payment of the guaranteed sum to the Trustees by the Bank on the date of expiry of the validity of the Guarantee, unless with the prior written approval of the Engineer on behalf of the Trustees, the Bank has extended the validity of the Guarantee.
- (vii) The amount of advance shall be recoverable from the contractor's bills or any other dues, progressively with the consumption of the materials on the basis of quantity consumed. Consequent on full recovery of the advance the Indemnity Bond/Bank Guarantee, vide Sub-clause (v) & (vi) above, shall be returned to the Contractor duly discharged by the Engineer on behalf of the Trustees.

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| 6.7 | No certificate of the Engineer or his representative shall protect the Contractor against or prevent the Trustees from obtaining repayment from the Contractor, in case the Engineer or his representative should overcertify for payment or the Trustees should over-pay the Contractor on any account. | Recovery for wrong and over payment |
| 6.8 | No claim for interest shall be admissible or payable to the Contractor at any stage and in respect of any money or balance or Bank Guarantee, which may be due to the Contractor from the Trustees, owing to dispute or otherwise or for any delay on the part of the Trustees in making interim or final payment or otherwise. | Interest not admissible to Contractor |
| 7.0 | VARIATION AND ITS VALUATION : | |
| 7.1 | The Quantities set out in the Bill of Quantities of the tender shall be treated as estimated quantities of the work and shall never be deemed as actual or correct quantities of the works to be executed by the contractor in fulfilment of his obligation under the contract. | Quantities in Bill of Quantities of Tender |
| 7.2 | The Engineer shall have the power to order the Contractor in writing to make any variation of the quantity, quality or form of the works or any part thereof that may, in his opinion, be necessary and the Contractor upon receipt of such an order shall act as follows : | Engineer's power to vary the works |

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| 7.2 | <ul style="list-style-type: none"> (a) Increase or decrease the quantity of any work included in the contract. (b) Omit any work included in the contract. |
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- (c) Change the Character or quality or kind of any work included in the contract.
- (d) Change the levels, lines, position and dimensions of any part of the work, and
- (e) Execute extra and additional work of any kind necessary for completion of the works
- 7.3 No such variation shall in any way vitiate or invalidate the contract or be treated as revocation of the contract, but the value (if any) of all such variations evaluated in accordance with the Engineer's sole decision shall be taken into account and the contract price shall be varied accordingly. Variation by engineer do not vitiate the contract
- 7.4 Provided always that written order of the Engineer shall not be required for increase or decrease in the quantity of any work upto 15% where such increase or decrease is not the result of any variation order given under this clause but is the result of the quantities exceeding or being less than those stated in the bill of quantities. Provided also that verbal order of variation from the Engineer shall be complied with by the Contractor and the Engineer's subsequent written confirmation of such verbal order shall be deemed to be an order in writing within the meaning of this clause. Where written order for variation is not needed
- 7.5 (a) The Contractor shall not be entitled to any claim of extra or additional work unless they have been carried out under the written orders of the Engineer. Payment for extra or additional, or omitted work or substituted work, Engineer's powers
- (b) The Engineer shall solely determine the amount (if any) to be added to or deducted from the sum named in the tender in respect of any extra work done or work omitted by his order.
- (c) All extra, additional or substituted work done or work omitted by order of the Engineer shall be valued on the basis of the rates and prices set out in the contract, if in the opinion of the Engineer, the same shall be applicable. If the contract does not contain any rates or prices directly applicable to the extra, additional or substituted work, then the Engineer may decide the suitable rates on the basis of Schedule of Rates (including surcharge in force at the time of acceptance of tender), if any, adopted by the Trustees with due regard to the accepted contractual percentage, if any thereon. In all other cases the Engineer shall solely determine suitable rates in the manner deemed by him as fair and reasonable, and his decision shall be final, binding and conclusive.
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- (d) If the nature or amount of any omission or addition relative to the nature or amount of the whole of the contract work or to any part thereof shall be such that, in the opinion of the Engineer, the rate of prices contained in the contract for any item of the works or the rate as evaluated under sub-clauses (b) and (c) of this clause, is by reason of such omission or addition rendered unreasonable or in-applicable, the Engineer shall fix such other rate or price as he deems proper and the Engineer's decision shall be final, binding and conclusive.
- 8.0 DELAY / EXTENSION OF COMPLETION TIME / LIQUIDATED DAMAGE / TERMINATION OF CONTRACT
- 8.1 Should the quantum of extra or additional work of any kind or delayed availability of the Trustees' materials to be supplied as per contract or exceptionally adverse climatic conditions and natural phenomenon or strikes, lock-outs, civil commotion or other special circumstances of any kind beyond the control of the Contractor, cause delay in completing the work, the contractor shall apply to the Engineer in writing for suitable extension of completion time within 7 days from the date of occurrence of the reason and the Engineer shall thereupon consider the stated reasons in the manner deemed necessary and shall either reject the application or determine and allow in writing the extension period as he would deem proper for completion of the work with or without the imposition of "Liquidated Damage" Clause (No.8.3 hereof) on the Contractor and his decision shall be final and binding on the Contractor. If an extension of completion time is granted by the Engineer without imposition of liquidated damage, from the Clause No.8.3 of the Liquidated damage shall apply from its date of expiry, if the work be not completed within the extended time, unless stated otherwise in the decision communicated by the Engineer, as aforesaid. Extension of completion time
- 8.2 (a) If the Contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Engineer in writing, the Contractor shall pay as compensation (Liquidated Damage) to the Trustees and not as a penalty, 1/2% (half percent) of the total value of work (contract piece) as mentioned in the letter of 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. The amount of Liquidated damages shall be determined by the Engineer, which shall be final and binding. 'Liquidated Damage' and other compensation due to Trustees

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- (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) of this clause, 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 any of his other obligations/liabilities under the contract and in case of the Contractor's failure and at the absolute discretion of the Engineer, 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 Engineer or his Representative.
- 8.3 Without being liable for any compensation to the Contractor, the Trustees may, in their absolute discretion, terminate the contract and enter upon the site and works and expel the Contractor there from after giving him a minimum 3 days' notice in writing, due to occurrence of any of the following reasons and decision of the Trustees in this respect, as communicated by the Engineer shall be final and conclusive :
- Default of the Contractors remedies & powers/Termination of Contract.
- (i) The Contractor has abandoned the contract.
 - (ii) In the opinion of the Engineer, either the progress of work is not satisfactory or the work is not likely to be completed within the agreed period on account of Contractor's lapses.
 - (iii) The Contractor has failed to commence the works or has without any lawful excuse under these conditions has kept the work suspended for at least 15 days despite receiving the Engineer's or his Representative's written notice to proceed with the work.
 - (iv) The Contractor has failed to remove materials from site or to dismantle or demolish and replace work for 7 days after receiving from the Engineer or his representative the written notice stating that the said materials or work were condemned and rejected by him under these conditions.
 - (v) The Contractor is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
 - (vi) Any bribe, commission, gift or advantage is given, promised or offered by or on behalf of the contractor to any officer, servant or representative of the Trustees or to any person on his or their behalf in relation to the obtaining or to the execution of the contract.
 - (vii) The Contractor is adjusted insolvent or enters into composition with his creditors or being a company goes into liquidation either compulsory or voluntary.

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- 8.3.1 Upon receipt of the letter of termination of work, which may be issued by the Engineer on behalf of the Trustees, the Contractor shall hand over all the Trustees' tools, plant and materials issued to him at the place to be ascertained from the Engineer, within 7 days of receipt of such letter.
- 8.3.2 In all such cases of Termination of work, the Trustees shall have the power to complete the work through any other agency at the Contractor's risk and expense and the Contractor shall be debited any sum or sums that may be expended in completing the work beyond the amount that would have been due to the Contractor, had he duly completed the work of the work in accordance with the contract.
- 8.3.3 Upon termination of contract, the Contractor shall be entitled to receipt payment of only 90% of the value of work actually done or materials actually supplied by him and subject to recoveries as per contract, provided the work done and materials conform to specifications at the time of taking over by the Trustees. The payment for work shall be based on measurements of actual work done and priced at approved contract rates or other rates, as decided by the Engineer. The payment for materials supplied shall be at the rates as decided by the Engineer, which shall in no case be more than market rates prevailing at the time of taking over by the Trustees. The Engineer's decision in all such case shall be final, binding and conclusive.

- 8.3.4 The Trustees shall have the power to retain all moneys due to the Contractor until the work is completed by other agency and the Contractor's liabilities to the Trustees are known in all respect.

9.0 MAINTENANCE AND REFUND OF SECURITY DEPOSIT

- 9.1 On completion of execution of the work the Contractor shall maintain the same for a period, as may be specified in the form of a Special Condition of the Contract, from the date mentioned in the Initial Completion Certificate in Form G.C.1. Any defect/fault, which may appear in the work during aforesaid maintenance period, arising, in the sole opinion of the Engineer or his representative, from materials or workmanship not in accordance with the contract or the instruction of the Engineer or his representative, shall, upon the written notice of the Engineer or his representative, be amended and made good by the Contractor at his own cost within seven days of the date of such notice, to the satisfaction of the Engineer or his representative, failing which the Engineer or his representative shall have the defects amended and made good through other agency at the Contractor's risk and cost and all expenses, consequent thereon or incidental thereto, shall be recoverable from the Contractor in any manner deemed suitable by the Engineer.
- Contractor's obligation for maintenance of work.

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- 9.2 The Contractor shall not be considered completed and the work shall not be treated as finally accepted by the Trustees, until a Final Completion Certificate in Form G.C.2 annexed hereto shall have been signed and issued by the Engineer to the contractor after all obligations under the Contract including that in the maintenance period, if any, have been fulfilled by the Contractor. Previous entry on the works or taking possession, working or using thereof by the Trustees shall not relieve the Contractor of his obligations under the contract for full and final completion of the work.
- Certificate of final completion
- 9.3 On completion of the contract in the manner aforesaid, the Contractor may apply for the refund of his Security Deposit by submitting to the Engineer (i) The Treasury Receipts granted for the amount of Security held by the Trustees, and (ii) his "No further claim" Certificate in Form G.C.3 annexed hereto (in original), where upon the Engineer shall issue Certificate in Form G.C.2 and within two months of the Engineer's recommendation, the Trustees shall refund the balance due against the Security Deposit to the Contractor, after making deduction therefrom in respect of any sum due to the Trustees from the Contractor.
- Refund of Security Deposit
- 10.0 INTERPRETATION OF CONTRACT DOCUMENTS, DISPUTES AND ARBITRATION
- 10.1 In all disputes, matters, claims, demands or questions arising out of or connected with the interpretation of the Contract including the meaning of Specifications, drawings, designs and instructions or as to the quality of workmanship or as to the materials used in the work or the execution of the work whether during the progress of the works or after the completion and whether before or after the determination, abandonment or breach of the contract the decision of the Engineer shall be final and binding on all parties to the contract and shall forthwith be given effect to by the Contractor.
- Engineer's decision
- 10.2 If the Contractor be dissatisfied with any such decision of the Engineer, he shall within 15 days after receiving notice of such decision require that the matter shall be referred to Chairman, who shall thereupon consider and give a decision.
- Chairman's award.
- 10.3 If, however, the Contractor be still dissatisfied with the decision of the Chairman, he shall within 15 days after receiving notice of such decision require that within 60 days from his written notice, the Chairman shall refer the matter to an Arbitrator of the panel of Arbitrators to be maintained by the Trustees for the purpose and any such reference shall be deemed to be a submission to arbitration within the meaning of Indian Arbitration Act, 1940 or any statutory modification thereof.
- Arbitration.
- 10.3.1. If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another person from panel shall be appointed as Sole Arbitrator and he shall proceed from the stage at which his predecessor left it.

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- 10.3.2 The Arbitrator shall be deemed to have entered on reference on the date he issues notice to both the parties fixing the date of first hearing.
- 10.3.3 The time limit within which the Arbitrator shall submit his award shall normally be 4 months as provided in Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator may, if found necessary, enlarge the time for making and publishing the award, with the consent of the parties..
- 10.3.4 The venue of the arbitration shall be either Calcutta or Haldia as may be fixed by the Arbitrator in

his sole discretion. Upon every or any such reference the cost of any incidental to the reference and award respectively shall be in the discretion of the Arbitrator who may determine, the amount thereof or by whom and to whom and in what manner the same shall be borne and paid.

- 10.3.5 The Award of the Arbitrator shall be final and binding on all parties subject to the provisions of the Indian Arbitration Act 1940 or any amendment thereof. The Arbitrator shall give a separate award in respect of each item of disputes and respective claim referred to him by each party and give reason for the award.
- 10.3.6 The Arbitrator shall consider the claims of all the parties to the contract – within only the parameters of scope and conditions of the contract in question.
- 10.3.7 Save as otherwise provided in the contract the provisions of the Arbitration Act, 1940 and rules made thereunder, for the time being in force, shall apply to the arbitration proceedings under this Clause.
- 10.4 The Contractor shall not suspend or delay the work and proceed with the work with due diligence in accordance with Engineer's decision. The Engineer also shall not withhold any payment, which, according to him, is due or payable to the Contractor, on the ground that certain disputes have cropped up and are likely to be referred to arbitration.
- 10.5 Provided always as follows:
- [a] Nothing of the provisions in paragraphs 10.3 to 10.3.7 hereinabove would apply in the cases of contracts, where tendered amount appearing in the letter of acceptance of the tender / offer is less than Rs.40,00,000/-.
 - [b] The Contractor shall have to raise disputes or differences of any kind whatsoever in relation to the execution of the work to the Engineer within 30 days from the date of occurrence of the cause of dispute and before the preparation of the final bill, giving detailed justifications, in the context of contract conditions.

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- [c] Contractor's dispute if any arising only during the maintenance period, if any, stipulated in the contract, must be submitted to the Engineer, with detailed justification in the context of contract conditions, before the issuance of final completion certificate in Form G.C.-2 *ibid*.
No dispute or difference on any matters whatsoever, the Contractor can raise pertaining to the Contract after submission of certificate in form G.C.3 by him.
- [d] Contractor's claim / dispute raised beyond the time limits prescribed in sub-clauses 10.5[b] and 10.5 [c] hereinabove, shall not be entertained by the Engineer and / or by any Arbitrator subsequently.
- [e] The Chairman / Trustees shall have the right to alter the panel of Arbitrators, vide Clause 10.3 hereinabove, on their sole discretion, by adding the names of new Arbitrators and / or by deleting the names of existing Arbitrators, without making any reference to the Contractor.

(TO BE SUBMITTED WITH COVER- I OFFER)

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA
FORM OF TENDER (UNPRICED)

To
 The Chief Engineer
 Kolkata Port Trust

I/We _____

having examined the site of work, inspected the Drawings and read the specifications, General & Special Conditions of Contract and Conditions of the 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 _____ months / weeks from the date of order to commence the work and in the event of our tender being accepted in full or in part. I / We also undertake to enter into a Contract Agreement in the form hereto annexed with such alterations or additions thereto which may be necessary to give effect to the acceptance of the Tender and incorporating such Specification, Bill of Quantities, Drawing and Special & General Conditions of Contract and I / We hereby agree that until such Contract Agreement is executed the said Specification, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the Contract.

THE TOTAL AMOUNT OF TENDER Rs. **NOT TO BE QUOTED IN COVER I OFFER**

(Repeat in words) **NOT TO BE QUOTED IN COVER I OFFER**

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

I / We have deposited with the Trustees' Manager (Finance), HDC, vide Receipt No. _____ of _____ 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.

Dated :

 (Signature of Bidder with Seal)

WITNESS :

Signature :
 Name : (In Block
 Letters)
 Address :
 Occupation :

Name of the Bidder :

Address :

KOLKATA PORT TRUST
FORM G.C.1

Contractor _____

Address _____

Date of completion :

Dear sir(s),

This is to certify that the following work viz :-

Name of work :

.....

.....

Estimate No. E.E.0.....Dt.....

C.E.O.....Dt.....

Work Order No.....

Allocation.....

Contract No.

which was carried out by you is in the opinion of the undersigned complete in every respect on the _____ day of _____ 2000 in accordance with terms of the Contract and you are required to maintain the work as per Clause 62 of the General Conditions of Contract and under provisions of the Contract for a period of _____ weeks / months / years

from the _____ day of _____ 2000 to _____ day of _____ 2000 .

Yours faithfully,

Signature.....
(ENGINEER/ENGINEER'S REPRESENTATIVE)

Name.....

Designation.....

OFFICE SEAL

KOLKATA PORT TRUST
FORM G.C.2.

Certificate of Final Completion.

The Financial Adviser & Chief Accounts Officer
The Manager (Finance), Haldia Dock Complex.

This is to certify that the following work viz:-

Name of work :

Estimate No. E.E.O.....dt.....
C.E.O.....dt.....

Work Order No.....

Contract No.

Resolution & Meeting No.

Allocation :

which was carried out by Shri/Messrs..... is now complete in every respect in accordance with the terms of the Contract and that all obligations under the Contract have been fulfilled by the Contractor.

Signature.....
(ENGINEER/ENGINEER'S REPRESENTATIVE)
NAME.....
DESIGNATION.....
OFFICE SEAL

KOLKATA PORT TRUST

FORM G.C.3**(‘NO CLAIM ‘ CERTIFICATE FROM CONTRACTOR)**

The Chief Engineer
Kolkata Port Trust
Haldia.

(Atten:.....)

Dear Sir,

I / We do hereby declare that I / we have received full and final payment from the Calcutta Port Trust for the execution of the following work viz:-

Name of work : _____

Work Order No :- _____

Contract No. _____

Agreement No.....Dt.....

and I / we have no further claim against the Calcutta Port Trust in respect of the above-mentioned job.

Yours faithfully,

(Signature of the Contractor)

Dated _____

Name of Contractor.....

Address:.....

(OFFICIAL SEAL OF THE CONTRACTOR)

KOLKATA PORT TRUST
PROFORMA OF FORM OF AGREEMENT

THIS AGREEMENT made _____ day of _____ 20____ between the "Board Of Trustees for the Port Of Calcutta , a statutory body constituted under Major Port Trust Act ,1963 under the rules there under and statutory modification thereto having Registered Office at 15, Strand Road , Calcutta -700001 (hereinafter called "EMPLOYER" which expression unless excluded by or repugnant to the context be deemed to include his successor/s in office) on the one part and _____ (hereinafter called the "CONTRACTOR" which expression shall unless excluded by or repugnant to the context he deemed to include his heirs, executors, administrators, representative, successor in officer and permitted assigns) of the other part.

WHEREAS The TRUSTEES are desirous that certain works should be executed viz _____ and have accepted a Tender/Offer by the contractor for the execution, completion and maintenance of such works .

NOW THIS CONTRACT AGREEMENT WITNESSETH as follows :-

1. In this agreement words expressions shall have the same meanings as are respectively assigned to them in General 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 :-
 - i. The said Tender/Offer & the acceptance of Tender/ Offer.
 - ii. The Drawings.
 - iii. The General Conditions Of Contract.
 - iv. Special Conditions Of Contract (If any).
 - v. The Conditions Of Tender.
 - vi. The Specifications.
 - vii. The Bill Of Quantities.
 - viii. All correspondences by which the contract is added, amended, varied or modified in any way by mutual consent.
3. In consideration of the payments to be made by the Trustees to the Contractor as hereinafter mentioned the contractor hereby covenant with the Trustees to execute ,complete and maintain the work in conformity in all respects with the provisions of Contract.
4. The Trustees hereby covenants to pay to the contractor in consideration of such execution ,completion and maintenance of the works the Contract Prices at the times and in the manner prescribed by the contractor .

IN WITNESS whereof the parties hereto have caused their respective Common Seals to be hereunto as fixed (or have set their respective hands and seals) the day and year first above written.
 have executed these presents on the day and year first above written.

The Seal of _____

Was hereunto affixed in the presence of :

Name :- _____

Address :- _____

OR

SIGNED SEALED AND DELIVERED

By the said _____

In the presence of :

Name :- _____

Address :- _____

The Common Seal of the Trustees was hereunto affixed in the presence of :

Name :- _____

Address :- _____

Proforma Of Irrevocable Bank Guarantee (PERFORMANCE BOND) in lieu of cash Security Deposit, to be issued by the Kolkata/ Haldia Branch, as the case may be, of any nationalised Bank of India on Non-Judicial Stamp Paper worth Rs 50/- or as decided by the Engineer/ Legal Adviser of the Trustees.

Ref. _____ Bank Guarantee No. _____ Date _____

To
The Board of Trustees for the Port of Kolkata,
15, Strand Road
Kolkata – 700 001

Dear Sirs,

In consideration of the Board of Trustees For the Port of Kolkata, - (hereinafter referred to as the “EMPLOYER” which expression shall unless repugnant to the context or meaning thereof include its successors administrators and assigns) having awarded to _____, with registered office at _____ (hereinafter referred to as the “CONTRACTOR” which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) a CONTRACT by issue of EMPLOYER’S work order dated _____ the same having been unequivocally accepted by the Contractor resulting in a ‘CONTRACT’ bearing Letter Of Award No _____ dated _____ Valued at Rs _____ for “_____” and the contractor having agreed to prove a Contract performance Guarantee for the faithful performance of the entire Contract equivalent to Rs. _____ (rupees only) to the EMPLOYER.

We, the _____ Bank, _____, Kolkata/ Haldia having its Head Office at _____ (hereinafter referred to as the “Bank”, which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Employer on demand any and all monies payable by the Contractor to the extent of Rs. -(only) as aforesaid at any time upto _____ without any demur, reservation, contest, recourse or protest an/or without any reference to the CONTRACTOR, Any such demand made by Employer on the Bank shall be conclusive and binding notwithstanding any difference between EMPLOYER and CONTRACTOR or any dispute pending before any Court, tribunal, Arbitrator or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of employer and further agrees that the guarantee herein contained shall continue to be enforceable till the Employer discharges his guarantee.

EMPLOYER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the CONTRACT by CONTRACTOR. Employer shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or any right which they might have against Contractor, and to exercise the same at any time in any manner, and other to enforce or to forebear to enforce any covenants, contained or implied, in the CONTRACT between EMPLOYER and CONTRACTOR or any other course of remedy or security available to EMPLOYER. The Bank shall not be released of its obligations under these presents by any exercise by EMPLOYER of its liberty with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of employer or any other indulgence shown by EMPLOYER or by any other matter or thing whatsoever which under Law would, but for this provision, have the effect of relieving the bank. The Bank also agreed that EMPLOYER at its option shall be entitled to enforce this Guarantee against the Bank as principal debtor, in the first instance without proceeding against CONTRACTOR and notwithstanding any security or other guarantee that EMPLOYER may have in relation to the CONTRACTOR’S liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs _____ (rupees _____ only) and it shall remain in force up to and including _____ and shall be extended from time to time for such period, on whose behalf this guarantee has been given.

Dated, this _____ day of _____, 2010 _____ at _____

WITNESSES

| | |
|-----------------------------|---|
| ----- (Signature) | ----- (Signature) |
| ----- (Name) | ----- (Name) |
| ----- (Official address) | ----- (Designation with Bank Stamp) + Attorney as per power of Attorney No. |

Dated

ANNEXURE-A**GUIDELINES FOR INDIAN AGENTS OF FOREIGN SUPPLIERS**

- 1.1 There shall be compulsory registration of Indian agents of Foreign suppliers for all Tenders. An agent who is not registered with KoPT shall apply for registration in the prescribed Application-Form.
 - 1.2 Registered agents will file an authenticated Photostat copy (duly attested by a Notary Public)/Original certificate of the principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission/ remuneration/salary/retainer ship being paid by the principal to the agent before the placement of order by KoPT.
 - 1.3 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.
- 2.0 DISCLOSURE OF PARTICULARS OF AGENTS/REPRESENTATIVES IN INDIA. IF ANY.**
- 2.1 Tenderers of Foreign nationality shall furnish the following details in their offer:
 - 2.1.1 The name and address of the agents/representatives in India, if any and the extent of authorization and authority given to commit the Principals. In case the agent/representative be a foreign Company, it is to be conformed whether it is real substantial Company and details of the same shall be furnished.
 - 2.1.2 The amount of commission/ remuneration included in the quoted price(s) for such agents/ representatives in India.
 - 2.1.3 Confirmation of the Tenderer that the commission/remuneration if any, payable to his agents/ representatives in India, is to be paid by KoPT in Indian Rupees only.
 - 2.2 **Tenderers of Indian Nationality shall furnish the following details in their offers:**
 - 2.2.1 The name and address of the foreign principals indicating their nationality as well as their status, i.e. whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents /representatives.
 - 2.2.2 The amount of commission/remuneration included in the price(s) quoted by the Tenderer for himself.
 - 2.2.3 Confirmation of the foreign principals of the Tenderer that the commission/remunerations, if any, reserved for the Tenderer in the quoted price(s), is to be paid by KoPT in India in equivalent Indian Rupees.
 - 2.3 In either case, in the event of contract materializing, the terms of payment will provide for payment of the commission/remuneration, if any payable to the agents/representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.
 - 2.4 Failure to furnish correct and detailed information as called for in paragraph-2.0 above will render the concerned tender liable for rejection or in the event of a contract materializing, the same liable to termination by KoPT. Besides this there would be a penalty of banning business dealings with KoPT or damage or payment of a named sum.

APPENDIX - A

KEY PERSONNEL AND SUB-CONSULTANT

The Project Team shall include, but not be limited to, at least the following Key Experts:

| | |
|---|---|
| (a) Team Leader | |
| Educational Qualification | Graduate in Engineering with MBA or CA/Cost Accountant or equivalent. |
| Essential Experience | Minimum 10 years' experience. |
| (b) Project Manager | |
| Educational Qualification | Degree in Port Management / Post Graduate in Management / Technology/Planning/equivalent. |
| Essential Experience | Minimum 10 years' experience. |
| (c) International Tourism Expert | |
| Educational Qualification | MBA, Degree in Hospitality Management or equivalent. |
| Essential Experience | Minimum 15 years experience. |
| (d) Marine Expert | |
| Educational Qualification | Degree in Port Management / Marine Engineering / Master Mariner or equivalent. |
| Essential Experience | Minimum 10 years experience. |
| (f) Finance Expert | |
| Educational Qualification | CA / Cost Accountant / MBA (Finance). |
| Essential Experience | Minimum 10 years experience. |

Note: (1) The consultant shall provide sufficient technical experts / staff to complete this assignment in time. In case progress of assignment demands additional personnel to cope with the situation, Consultants have to deploy additional personnel at no extra cost to the Employer.

(2) The consultant should upload all the scanned copies of the certificates of the Key Personnel along with their CV in support of their qualification