

**TENDER DOCUMENT**

KOLKATA PORT TRUST/कोलकाता पत्तन न्यास

अधीक्षणअभियंता(सिविल),एणविरोगमेंत का कार्यालय/Office of the Superintending Engineer(Civil),Environment

सिविल इंजीनियारिंग बिभाग / Civil Engineering Department

गेट नॉ ३, के पी डॉक्स , कोलकाता – ७००२३/Gate No:- 3 , K P Docks, Kolkata – 700 023

e-mail :-cp.gomes@kolkataport.gov.in/a.bagchi@kolkataport.gov.in

E-Tender is invited from reliable, bonafide & experienced **enlisted contractors of Kolkata Port Trust** as per Prequalification criteria stipulated in this Tender Document for the work **“Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020(2<sup>nd</sup> call).”** as per the details specified in the following tender document through e- tender mode through Central Public Procurement Portal (CPPP) ONLY.

Details of the tender /soft copy of tender document in pdf format are also published on Ko.P.T website [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in).

**Addendum/ Corrigendum / Clarification etc, if any, shall be hoisted / intimated through the above mentioned websites only.**

**This being an e-tender, bidders / tenderers shall have to participate in bidding process through CPP Portal only.**

**SCHEDULE OF TENDER (SOT)**

1	NOTICE INVITING TENDER No:-	Civ/ENV-4/26A/2019-20/1020 dated 11/03/2020.
2	MODE OF TENDER	e-procurement / e-tender system ONLY. <b>Online</b> single part Techno-Commercial Bid and Price Bid through CPP Portal( <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ) The intending bidders are required to submit their offers electronically through e-tendering portal. Against this NIT, no physical tender is acceptable by Kolkata Port Trust.
3	E-tender No.	2020_KoPT_551691_pack1
4	Date of NIT available to parties to download	From 14-03-2020 to 20-03-2020.
5	Pre-Bid Meeting starting date & Time	None.
6	Pre -Bid Meeting closing date & Time	None.
7	Estimated amount put to tender	₹ 2,08,654.25 (Rupees Two Lakh Eight Thousand Six Hundred Fifty Four And Twenty Five Paise Only)
8 (i)	Earnest Money Deposit	EXEMPTED FOR ENLISTED CONTRACTORS of Civil Engineering Department, who shall upload copy of Treasury Receipt(s) of permanent Security Deposit submitted by them.

**e-tender No :- 2020\_KoPT\_551691\_pack1**

(ii)	Tender Cost [ Non-Refundable]	In the form of a Banker's Cheque / Pay Order/ Demand Draft from any of the Nationalized/Scheduled Banks in India having branch in Kolkata drawn in favour of "Kolkata Port Trust "for `590(Rupees Five Hundred ninety only) including GST @ 18 % as the cost towards purchase of tender document (applicable for downloaded NIT only) or Treasury Receipt of the deposit issued by the Treasurer, Kolkata Port Trust, as the case may be.
(iii)	Transaction Fee	None .
9	Last date of submission of EMD & Bid Document fee at KDS	Within 23-03-2020.
10(i)	Date of Starting of e-tender for submission of on line Techno-Commercial Bid and price Bid at CPP Portal	14-03-2020 (from 10:00 hours onwards).
(ii)	Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	20-03-2020 (upto 15:30 Hrs)
(iii)	Date & time of opening of both Techno-Commercial Bid & Price Bid.	23-03-2020 (shortly after 15:00Hrs) 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 Annexure to this SOT**

<b>(i)</b>	Important Instructions for E- procurement	<b>:-</b>	<b>Annexure-A</b>
<b>(ii)</b>	Commercial Terms & Conditions	<b>:-</b>	<b>Annexure-B</b>
<b>(iii)</b>	Techno Commercial Bid	<b>:-</b>	<b>Annexure-C</b>
<b>(iv)</b>	List of Scanned Documents required to be uploaded	<b>:-</b>	<b>Annexure-D</b>
<b>(v)</b>	Price Bid	<b>:-</b>	<b>Annexure-E</b>
<b>(vi)</b>	Specifications of the Compost Plant	<b>:-</b>	<b>Annexure-F</b>

**Important instructions for e-procurement (Annexure-A)**

e-tender for "Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020.(2<sup>nd</sup> call)"

[NIT No:- Civ/ENV-4/26A/2019-20/1020 dated 11/03/2020 ]

The bidders / tenderers are requested to read the terms & conditions (Annexure-B) of this tender before submitting their online tender / offer. **Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender.**

<b>1.</b>	<p><b><u>Important Instructions for e-Tender</u></b></p> <p>Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.</p> <p>Further, bidders are requested to go through the following information and instructions available on the CPP Portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> before responding to this e-tender :</p> <ul style="list-style-type: none"> <li>➤ Bidders Manual Kit</li> <li>➤ Help for Contractors</li> <li>➤ FAQ</li> </ul> <p><b><u>Contact Persons (Kolkata Port Trust):</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Designation</th> <th style="width: 25%;">Contact Number #</th> <th style="width: 25%;">e-mail.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">C P Gomes</td> <td style="text-align: center;">Superintending Engineer</td> <td style="text-align: center;">03371003726</td> <td style="text-align: center;"><a href="mailto:cp.gomes@kolkataporttrust.gov.in">cp.gomes@kolkataporttrust.gov.in</a></td> </tr> <tr> <td style="text-align: center;">Anindya Bagchi</td> <td style="text-align: center;">Executive Engineer</td> <td style="text-align: center;">03371003483</td> <td style="text-align: center;"><a href="mailto:a.bagchi@kolkataporttrust.gov.in">a.bagchi@kolkataporttrust.gov.in</a></td> </tr> </tbody> </table> <p style="text-align: center;"># From 10:00 AM To 5:00 PM excluding Saturdays, Sundays &amp; Holidays.</p> <p><u>Contact persons (CPP Portal):</u></p> <p>1. Shri Nazmush – Mob: 9563251950 email: <a href="mailto:webhelpdesk@gmail.com">webhelpdesk@gmail.com</a> See CPP Portal for contact details.</p>	Name	Designation	Contact Number #	e-mail.	C P Gomes	Superintending Engineer	03371003726	<a href="mailto:cp.gomes@kolkataporttrust.gov.in">cp.gomes@kolkataporttrust.gov.in</a>	Anindya Bagchi	Executive Engineer	03371003483	<a href="mailto:a.bagchi@kolkataporttrust.gov.in">a.bagchi@kolkataporttrust.gov.in</a>
Name	Designation	Contact Number #	e-mail.										
C P Gomes	Superintending Engineer	03371003726	<a href="mailto:cp.gomes@kolkataporttrust.gov.in">cp.gomes@kolkataporttrust.gov.in</a>										
Anindya Bagchi	Executive Engineer	03371003483	<a href="mailto:a.bagchi@kolkataporttrust.gov.in">a.bagchi@kolkataporttrust.gov.in</a>										

<b>2</b>	<p><b><u>OPENING OF TENDER :-</u></b></p> <p>Part I Techno-Commercial bid and Part II Price bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.</p>
<b>3</b>	<p>All entries in the tender should be entered in online Technical &amp; Commercial Formats without any ambiguity.</p>
<b>4</b>	<p>All notices and correspondence to the bidder(s) may be sent by email only during the process till finalization of tender by Ko.P.T Hence the bidders are required to ensure that their <b>contact email I.D</b> provided is valid and updated.</p>

5(i)	Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to <b>check</b> the web site once again before the due date of tender submission to ensure that they have not missed any addendum/ corrigendum / clarification etc. uploaded against the said tender after downloading the tender document. The responsibility of downloading the related documents, if any, will be that of the downloading parties.
(ii)	No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site.
6	E-tender cannot be accessed after the due date and time mentioned in NIT.
7	During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
8	The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
9	All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter CONTRACTOR.
10	It is mandatory that all the bids are submitted with <b>digital signature certificate</b> otherwise the same will not be accepted by the system.
11	Ko.P.T reserves the right to cancel or reject or accept or withdraw or re-invite the tender in full or part as the case may be without assigning any reason thereof.
12	No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
13	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
14	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the CPP Portal and this tender document.
15	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
16	The bid will be evaluated based on the filled-in technical & commercial formats.
17	Any order resulting from this open e-tender shall be governed by the commercial terms and conditions mentioned in this tender document.

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<b>Commercial Terms &amp; Conditions</b>
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e-tender for "Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020.(2<sup>nd</sup> call)"

[NIT No:- Civ/ENV-4/26A/2019-20/1020 dated 11/03/2020 ]

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.
2	Price Bids (Part-II) of only those eligible bidders whose Techno commercial Bids are complete and in order shall be considered.
3	Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
4	Due date of submission of tender will not be extended under any situation.
5	EARNEST MONEY: As Per NIT .
6	E-Tenderers submitted without requisite Earnest Money (if payable) are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) for items for which the tender is invited.
7	SCOPE OF WORK: As per E-tender Document.
8	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.
9	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.
10	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.
11	JURISDICTION OF COURT : The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.
12	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.

SL. NO.	TERMS
13	Bidders are advised to visit the site of work prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, existing road facilities for carrying materials etc. before submission of the e-tender. He may contact the <b>Superintending Engineer , Environment Division or his authorized representative at his office at 3 No. , K P Docks , CGR Road, Kolkata 700023</b> 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.
14	VALIDITY: The tender shall remain open for acceptance for a period of 4 months from the date of opening of 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.
15	<p>NON- RESPONSIVE BID :- The offer/tender shall be treated as non-responsive, if it :</p> <ul style="list-style-type: none"> <li>(i) is not accompanied by requisite earnest money(if payable),</li> <li>(ii) is not accompanied by requisite tender paper cost,</li> <li>(iii) validity of the offer is less than tender stipulation,</li> <li>(iv) does not meet the Qualification Criteria as stipulated in the NIT.</li> <li>(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 &amp; conditions.</li> </ul> <p>In addition to above, a bidder may be disqualified if –</p> <p>a) The bidder provides misleading or false information in the statements and documents submitted.</p> <p>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.</p>
16	SECURITY DEPOSIT : As per tender Document
17	Performance Guarantee : Not Applicable
18	In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, then apart from other actions , Security Deposit may be forfeited and the order be cancelled at the option of the Trustees'. the option of the Trustees' 'apart from other actions.

SL. NO.	TERMS
19	PRICES: As per BOQ given in the tender document.

- 20** The bidder shall quote his price as per the Bill of Quantities in the Price bid.
- 21** The Bidder shall indicate his quoted rate correctly.
- 22** Orders may be placed in full/part to the lowest bidder.
- 23** Price(s) to be quoted should remain firm over the contract period.
- 24** All taxes & duties are deemed to be included in the quoted rate except Goods & Service Tax as applicable.
- 25** EVALUATION CRITERIA: As per relevant clause of Tender document.
- 26** PAYMENT: As per Tender document.
- 27** Location: As per Tender document.
- 28** Time of Completion: As per Tender document.
- 29** Work is to be carried out as per terms & condition of the contract document.
- 30** PERSONAL PROTECTIVE EQUIPMENT (PPE):  
Contractor and their workmen including driver & helper must use PPE i.e. safety helmet etc. at the time of work inside the Dock operational area.
- 31** Compensation (Liquidated Damages) against failure to complete the work within the stipulated time as per tender condition.
- 32** Price adjustment clause: As per Tender document.
- 33** Technical capacity: As stipulated in Tender document.
- 34** Financial capacity: As stipulated in Tender document.
- 35** DOCK PERMITS: As per tender document.
- 36** 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.

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**TECHNO- COMMERCIAL BID**

**e-tender for "Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020.(2<sup>nd</sup> call)"**

**[NIT No:- Civ/ENV-4/26A/2019-20/1020 dated 11/03/2020 ]**

**CONTENTS:-**

- (i) Notice Inviting (e)-Tender
- (ii) Instructions To Bidders
- (iii) Special Conditions Of Contract



**SHORT TENDER NOTICE**

e-tender under single stage single part system 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	:	e-tender for "Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020 (2 <sup>nd</sup> call)" [NIT No:- Civ/ENV-4/26A/2019-20/996 dated 18/02/2020]
e-tender No	:	<b>2020_KoPT_551691_pack1</b>
Estimated Cost	:	2,08,654.25 (Rupees Two Lakh Eight Thousand Six Hundred Fifty Four And Twenty Five Paise Only)
Time of Completion	:	<b>From award of work upto 31/10/2020.</b> <b>[Period of execution.]</b>
Earnest Money	:	ENLISTED CONTRACTORS of Civil Engineering Department ARE EXEMPTED FROM SUBMISSION OF EMD.
Period of Download of E-Tender(Both Days Inclusive)	:	14-03-2020 to 20-03-2020 (UPTO 15:00 HRS.) (Bid document will be available on CPP Portal). <b><u>Bidders will have to participate in bidding process through this website only.</u></b>
Date and Time for pre-bid meeting & site visit	:	No pre-bid meeting.
Last date of submission of e-tender	:	20-03-2020 Submission Up to 15:30 hrs.
Opening of the tender	:	23-03-2020 Shortly after 15:00 hrs.
Cost of Tender Document (Non-refundable)	:	590/-(Rupees five hundred ninety only)
Contact Person	:	C P Gomes, Superintending Engineer (Env) A.Bagchi, Ex. Engineer (Env).

Details of the Tender & Tender Documents are available in CPP Portal and bidders have to participate in bidding process through CPP Portal ONLY.

**NOTICE INVITING TENDER**

**WORK TITLE:** -e-tender for "Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020."

e-tender under single stage single part system are invited from resourceful, experienced and bonafide ENLISTED Contractors of Ko.P.T with sound technical and financial capabilities on fulfilling the following Pre-qualification Criteria;

**PRE-QUALIFICATION CRITERIA FOR BIDDERS: -**

1.The intending bidder must have successfully completed Any civil engineering work including Facility Management, Upkeepment works during the last 7(seven) years ending last day of month previous to one in which applications are invited and the experience should be either of the following:-

(i) 03 (Three) completed works each costing not less than 40 % of the estimated amount put to tender.

Or (ii) 02 (Two) completed works each costing not less than 50 % of the estimated amount put to tender.

Or (iii) 01 (One) completed work costing not less than 80% of the estimated amount put to tender.

2. The Average Annual Financial Turnover of the bidding firm during the last three years, ending on **31-03-2019**, should be at least **30%** of the estimated amount put o tender.

3. Work experience as a sub-contractor or supply contactor shall **not be** considered as the requisite qualification.

**TENDER AUTHORITY:-**

The Superintending Engineer (Env), 3, K P Docks , Kolkata-700023.

Due Date of submission	20-03-2020	Time	UPTO 15:30 hrs.	Date of Opening of the Tender	23-03-2020	Time	15:00 hrs. Onwards.
Period of Download of E-tender (Both Days Inclusive)	14-03-2020 to 20-03-2020 (UPTO 15:00 HRS.) (Bid document will be available on CPP Portal). Bidders will have to participate in bidding process through website <a href="https://etenders.gov.in/e procure/app">https://etenders.gov.in/e procure/app</a>						
Date and Time for pre-bid meeting & site visit	No pre-bid meeting.						
Cost of Tender document (Non-refundable)	` 590/- (Rupees five hundred ninety only)						
Earnest Money Deposit	ENLISTED CONTRACTORS of Civil Engineering Department ARE EXEMPTED FROM SUBMISSION OF EMD.						
Time Of Completion	From award of work upto 31/10/2020. [Period of execution.]						
Estimated Cost Of Work	` 2,08,654.25 (Rupees Two Lakh Eight Thousand Six Hundred Fifty Four And Twenty Five Paise Only)						

**OTHER INSTRUCTIONS:-**

e-tenders are invited on single part basis from resourceful, experienced and bonafide bidders with sound technical and financial capabilities for the above mentioned work at Kolkata Port Trust.

## e-tender No :- 2020\_KoPT\_551691\_pack1

Details of the Tender & Tender Documents are available in web site of Kolkata Port Trust and have to participate in bidding process through CPP Portal Only.

Notification for issuance of any Addendum / Corrigendum to the tender document will be given only through Ko.P.T website / CPP Portal and the bidders are requested to check for the same at the website prior to submission of their offers.

Tenderers are not permitted to alter/change/delete/modify any clause of the tender document downloaded from the website. If any deviation / discrepancy is found after submission of tender, the submitted offer will be summarily rejected.

Bidders shall submit the Bid Document as stipulated in the "Instructions To Bidders" of the e-tender document. Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents.

PLEASE NOTE THAT THIS WORK WILL NOT ATTARCT BOCW (RECS) Act, 1996, West Bengal BOCW (RECS) Act, 2004 and BOCW Welfare Cess Act.

e-tenders will be received through CPP Portal up to 15:00 hrs. on the last date of submission and opening of tender specified above.

Tender will be opened (both the Techno commercial and Price part) shortly after 3.00 p.m. on the stipulated date.

In case of unscheduled Holiday / Bandh on the date of opening of E-Tender, the same will be opened on the next working day.

It is stated here that the subject **TENDER WILL NOT BE EXTENDED FURTHER UNDER ANY SITUATION.**

Kolkata Port Trust reserves the right to reject any or all offers or to accept the offer in whole or in part without assigning any reason whatsoever thereof.

The tenderer shall include in their prices sums payable as taxes particularly royalty or otherwise to the Government or Public Bodies or Individual and such taxes shall not be an extra charge payable by the Trustees' except **Goods & Services Tax** which will be paid extra.

The tenderer shall submit certified copy of the Certificates of GST Registration No. and also declare their Permanent Income Tax Account No. in the last page of the B.O.Q .

Cost of Tender Document to be submitted through Bank Draft/Banker's Cheque/Demand Draft etc. in favour of Kolkata Port Trust, payable at Kolkata, details to be uploaded along with the tender documents.

**Once a Bid is submitted, it will not be allowed to be revised.**

**C P GOMES**  
अधीक्षणअभियंता(सिविल),एणव  
**Superintending Engineer (Civil),Env**  
सिविल इंजीनियारिंग बिभाग /  
**Civil Engineering Department**  
**KOLKATA PORT TRUST**

**INSTRUCTION TO BIDDERS/ TENDERERS**

e-tender for "Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020 (2<sup>nd</sup> call) . "

[NIT No:- NIT No:- Civ/ENV-4/26A/2019-20/1020 dated 11/03/2020 ]

1. **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 at the office of the **Superintending Engineer,(Civil)** Env on any working day before quoting for the tender.
2. **Cost of tender paper is to be physically deposited** in the office of **Superintending Engineer (Civil) , Env at 3 No., K P Docks, Kolkata-700 023** by vendors/contractors through Banker's Cheque/Demand Draft/Pay Order etc.(original copies) in favour of Kolkata Port Trust, payable at Kolkata within date of opening of the 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) Banker's Cheque/Demand Draft/Pay Order No. :

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

**3. 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 Techno commercial part i.e. Part-I shall contain the following which are to be uploaded [**Scanned copy of the following documents to be uploaded by the bidder.**]
  - 1) Self declaration of the bidder on company's letter head duly signed with office seal that:-
    - (a) The Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.
    - (b) 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.
    - (c) The bidder has fully read and understood the entire tender document, GCC, and Addenda / Corrigenda (if any) ,downloaded from under the instant e-tender and no other source , and will comply to the said document , GCC and Addenda / Corrigenda.
  - 2) The un-priced "Last page of BOQ" & "Form of Tender" (without rate and price quoted) **signed and stamped by the Bidder and duly filled up and witnessed.**
  - 3) Credentials in the form of copies of Letters of Award of Works along with corresponding Completion Certificates / credential certificate from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.

- 4) Last three years balance sheet and profit & loss account in support of Annual Financial turnover (i.e. 2016-2017, 2017-2018 & 2018-19) and the same should be audited as per relevant norms wherever required/ Turn-over certificate from competent authority.
- 5) PAN Card.
- 6) GST registration certificate.
- 7) Valid Trade Licence.
- 8) Valid Professional Tax Clearance Certificate / Up to date tax payment challan.
- 9) Proof of possessing valid Employees' Provident Fund (EPF) Account. PF Registration Certificate
- 10) Proof of being registered with Employees' State Insurance Corporation (ESIC), ESI Registration Certificate
- 11) Draft/ Pay order etc. regarding EMD & Cost of Tender documents/NSIC Certificate/ Treasury receipt for Fixed Security Deposit.
- 12) 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 "Schedule A".
- 13) Details of the similar works executed as per Schedule-B of the tender document duly filled up.

**{Note :- Sl. No 3 to13 to be uploaded after self attestation}**

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 ( including Permanent Security Deposit) will be forfeited for such action.

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

**3.3** PART-II will contain the Price Bid to be uploaded duly signed & filled up by the bidder.

**3.4** All the bidders should submit the e-tender in accordance with the Mode of submission of Bid as aforesaid.

**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:-**

**CLAUSE NOT APPLICABLE FOR THIS TENDER.**

**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. The price bids i.e. Part -II of those bidders who meet the qualifying criteria of NIT shall be opened.

**8.2** 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,
- (ii) is not accompanied by requisite tender paper cost,
- (iii) validity of the offer is less than tender stipulation,
- (iv) It 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.
- (vi) the rate offered / quoted is less than the unit cost minus TDS.

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.

**10.0 For Micro & Small Enterprises (MSEs) registered with NSIC:-**

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

**10.2** If Micro & Small Enterprises (MSEs) registered with NSIC 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.

**10.3** Copy of valid NSIC Certificate for MSEs along with DIC's certificate has to be submitted along with bid.

**11.0 EVALUATION CRITERIA:-**

During evaluation ,provided that the bidder submits his offer following e-tender stipulations & specifications, **the overall lowest offer received** shall be considered for acceptance by the Trustees.

**12.0 ACCEPTANCE OF TENDER:-**

**12.1** 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.

**12.2** 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.

**12.3** 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 fulfill all his obligations as required by the Contract.

**13.0 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 Ko.P.T 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 Ko.P.T during registration to Ko.P.T 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.

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**SPECIAL CONDITIONS OF CONTRACT**

**e-tender for "Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020 (2nd call). "**

**[NIT No:- NIT No:- Civ/ENV-4/26A/2019-20/1020 dated 11/03/2020 ]**

**1.0 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.

**2.0 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.

1. Order letter.
2. Bill of Quantities.
3. Drawings.
4. Particular Specifications of work.
5. Special Conditions of Contract.
6. 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.

**3.0 SCOPE OF WORK:-**

- (i) The work comprises for providing services of an unskilled manpower for operating the Compost Machine installed at Portland Park Premises of Kolkata Port Trust as detailed / described in the bill of quantities and as directed by the Engineer or his representative at site.
- (ii) The scope of work includes any other appurtenant work required for successful completion of the works as directed by the Engineer or his representative.

**4.0 LOCATION:-** Portland Park under Kolkata Port Trust.

**5.0 ACCESS TO THE SITE:**

- (a) By Road: - From Raja Santosh Roy Road / Burdwan Road etc.
- (b) By Rail: - Majerhat / Brace Bridge/ Kidderpore Station etc.



## **6.0 Work Site:**

Compost Plant of Portland Park under Kolkata Port Trust.

## **7.0 INSPECTION OF SITE:**

The Bidder shall inspect the site of work 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 **Superintending Engineer (Civil) , Env,3 No, K P Docks, Kolkata 700023** for collecting information about the site before submission of the tender.

## **8.0 TIME OF COMPLETION:-**

The work is regular in nature and shall be required to be executed daily (excluding Sundays & Holidays) upto 31/10/2020 from the date of placement of work order including preliminary time.

## **9.0 SUFFICIENCY OF TENDER:**

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

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

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

## **10.0 MEASURES AGAINST POLLUTION:**

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

## **11.0 Contract Price:**

The "Contract Price" for this contract means the sum named in the tender subject to such additions thereto, deductions there from or reductions due to supply of only materials by the Trustees' as provided for in the contract.

## **12.0 PARTICULARS OF EXISTING WORKS:**

Such information as maybe given in the specification as to the existing features and works other than those now under construction as part of "Kolkata Port Trust" given without warranty of accuracy and neither the Trustees nor the Engineer will be liable for any discrepancies therein.

## **13.0 SAFETY MEASURES:**

The contractor 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.

All safety rules shall be strictly followed while working on live electrical systems or installations as stipulated in the relevant safety codes.

The successful bidder shall also ensure that –

- A. No damage is caused to plants and vegetations unless the same is required for execution of the project proper.
- B. The work shall not pollute any source of water / land / air surrounding the work site so as to affect adversely the quality or appearance thereof or cause injury or death to animal and plant life.
- C. His office & labour hutment etc. shall be maintained in a clean and hygienic condition throughout the period of their use and different effluents of the labour hutment shall have to be disposed off suitably.

#### **14.0 KEEPING THE SITE AND WORKING AREA CLEAR:**

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

#### **15.0 METHOD OF MEASUREMENT:**

As specified in the Particular Specifications and Bill of Quantities.

#### **16.0 ESCALATION / VARIATION ON PRICES:**

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

#### **17.0 CONTRACT LABOUR LAWS:**

The contractor shall be required to comply with the Minimum wages Acts 1948, Employees Liability Act, 1938, Industrial Disputes Act, 1947, and The Contract Labour (Regulation and Abolition) Act, 1970, or statutory amendments and the modifications thereof, any other laws relating thereto and the rules made there under from time to time. **Payment to the labourers to be made as per the minimum wage rate fixed by Chief Labour Commissioner (Central) and as per M.W.A Govt. of W.B whichever is higher and revision from time to time.**

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

The contractor shall indemnify the Ko.P.T against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his subcontractor.

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

It will be obligatory on the part of Contractor to obtain necessary Labour License from the Competent Authority for deploying requisite Nos. of labours in the work and submit to the Engineer-In-Charge prior to commencement of the work.

The contractor shall also be required to comply regarding 'Workmen Compensation Act, 1923 as amended by Amendment Act No.65 of 1976'

In addition to the above, the Personal Injuries (Compensation Insurance) Act, 1963 and any modifications thereof and rules made there under from time to time. The contractor shall take into account all the above said financial liabilities in his quoted rates and nothing extra, whatsoever, shall be payable to him on this account.

The Contractor shall indicate maximum number of workmen to be engaged on any day for execution of the work in the appropriate place in the ABSTRACT FORM OF TENDER & he shall have to obtain a regular /permanent license as per sec12(1) of the Contract Labour Act.

Further , whenever a contract work has commenced or completed , the contractor has to intimate the same to the Assistant Labour Commissioner(Central) /labour Enforcement Officer (Central) in Form IV-A , within 15 days of such commencement or completion.

#### **18.0 COMPLIANCE WITH EPF & MP ACT& ESI Act :-**

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

If asked for by the Employer, the contractor will be required to submit photocopy of all payment challans and produce the original for verification to the representative of the principal employer, i.e. **Superintending Engineer(Env)**.

#### **19.0 INDEMNIFICATION:**

The successful 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.

#### **20.0 TAXES: -**

The prices quoted by the bidders shall be inclusive of all statutory levies and / or other charges levied by any Central / State / Local Authorities but excluding GST. GST will be paid by Kolkata Port Trust as extra on submission of suitable documents by the party.

The Supplier / Service Provider must confirm that the GST amount charged in the invoice is declared in its returns and payment of taxes is also made.

The Purchase Order / Work Order shall be void if at any point of time the Supplier / Service Provider is found to be a blacklisted dealer as per the GSTN Rating System and no further payment shall be entertained.

The prices quoted by the bidders shall be inclusive of all statutory levies and / or other charges levied by any Central / State / Local Authorities but excluding GST. GST will be paid by Kolkata Port Trust as extra on submission of suitable documents by the party.

**21.0 SETTLEMENT OF DISPUTES:**

If a dispute of any kind whatsoever arises between the Employer and the Contractor 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.

**22.0 CALCUTTA PORT TRUST:**

The expression "CALCUTTA PORT TRUST" appearing anywhere in the tender documents, shall be construed to read as "KOLKATA PORT TRUST" and the expression "Senior Executive Engineer" appearing anywhere in the tender documents, shall be construed to read as "Superintending Engineer."

**23.0 RATE FOR PAYMENT AGAINST EXTRA ITEMS:**

For any unforeseen work not covered under the Bill of Quantities and Condition of Contract, depending on contingent situation at site, if required for successful completion of the work, extra items have to be carried out by the Contractor. If those items are already available in Trustees' Schedule of rate, payment will be made on the basis of Trustees' Schedule of rate; including surcharge in force at the time of acceptance of the tender, if any adopted by the Trustees with due regard to the accepted contractual percentage, if any, thereon, otherwise, if the rates are not available in the Ko.P.T Schedule of Rates, then the Special Rates will be prepared as follows:-

- (i) The rate of payment of work involving labour & material shall be fixed on the following basis.
  - a) Cost of materials consumed including transport and wastage, plus
  - b) Cost of labour actually engaged in the works, plus
  - c) Taxes and Duties as applicable, plus
  - d) 15 % on the aggregate of (a) and (b) towards overhead, profit.
- (ii) For any work involving only labour, rate of payment shall be fixed on cost of labour actually engaged in the work plus 10 % towards profit & overhead.
- (iii) For only supply of any material at site, rate of payment shall be fixed on actual cost of material plus transport, loading & unloading (if any) plus 10 % towards profit and overhead.

**24.0 WORKING PERIOD:**

Normally the work will be carried out between 8:00 A.M. to 5:00 P.M. on the Trustees' working days only including 1(one) hour of recess.

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**DOCUMENTS TO BE UPLOADED DURING E-TENDERING PROCESS.****[Scanned copy of the following documents to be uploaded by the bidder.]**

- 1) Self declaration of the bidder on company's letter head duly signed with office seal that:-
  - (a) The Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.
  - (b) 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.
  - (c) The bidder has fully read and understood the entire tender document, GCC, and Addenda / Corrigenda (if any) ,downloaded from under the instant e-tender and no other source , and will comply to the said document , GCC and Addenda / Corrigenda.
- 2) The un-priced "Last page of BOQ" & "Form of Tender" (without rate and price quoted) signed and stamped by the Bidder and duly witnessed.
- 3) Credentials in the form of copies of Letters of Award of Works along with corresponding Completion Certificates / credential certificate from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
- 4) Last three years balance sheet and profit & loss account in support of Annual Financial turnover (i.e.2016-2017, 2017-2018 & 2018-2019) and the same should be audited as per relevant norms wherever required/ Turn-over certificate from competent authority.
- 5) PAN Card.
- 6) GST registration certificate.
- 7) Valid Trade Licence.
- 8) Valid Professional Tax Clearance Certificate / Up to date tax payment challan.
- 9) Proof of possessing valid Employees' Provident Fund (EPF) Account. PF Registration Certificate
- 10) Proof of being registered with Employees' State Insurance Corporation (ESIC), ESI Registration Certificate
- 11) Draft/ Pay order etc. regarding EMD & Cost of Tender documents/NSIC Certificate/ Treasury receipt for Fixed Security Deposit.
- 12) 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 "Schedule A".
- 13) Details of the similar works executed as per Schedule-B of the tender document duly filled up.

**{Note :- Sl. No 3 to13 to be uploaded after self attestation}**



**SCHEDULE -A  
KOLKATA PORT TRUST**

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)			

Dated, the .....2019.

(Full Signature of the Tenderer)

SCHEDULE - "B"



Tenderers must fill in the undernoted columns:

Sl. No.	Full Particulars of similar works carried out by tenderer	Amount of work	Completion time as stated in tender	Actual Completion time	Name & Address of authorities for whom work was carried out	Name & Address to whom references can be made

Dated, the .....2020.

(Full Signature of the Tenderer)

Annexure - E

<b><u>PRICE BID</u></b>
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**e-tender for "Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020.(2<sup>nd</sup> call) "**

**[NIT No:- Civ/ENV-4/26A/2019-20/1020 dated 11/03/2020 ]**

**CONTENTS:-**

- (vi) Preamble to Bill Of Quantities
- (vii) Bill Of Quantities
- (viii) Form Of Tender.



**e-tender for "Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020.(2<sup>nd</sup> call)"  
[NIT No:- Civ/ENV-4/26A/2019-20/1020 dated 11/03/2020 ]**

**PREAMBLE TO THE BILL OF QUANTITIES**

1. The Bill of Quantities shall be read in conjunction with Special Conditions of Contract, Preamble to the Bill of Quantities, General Conditions of Contract, Form of Tender and the Agreement.
2. 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.
3. 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(except Service Tax) and obligations imposed or implied by the Contractor.
4. Where separate items such as 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.
5. 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:-
  - a) 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.
  - b) The provision and maintenance of all his staff and labours and their payments, accommodation, transport, taxes and other requirements.
  - c) Setting out including the location and preservation of survey markers, measurement and supervision.
  - d) The provision, storage, transport, use handling, distribution and maintenance of consumable stores, fuel, water and electricity.
  - e) All First Aid, Welfare and safety requirements.
  - f) Damage caused to the works, plants, materials and consumable stores caused by weather.
  - g) Licence, fees and other charges for compliance of Government Acts and Rules that are inforce and applicable.
6. The quantities given in the Bill of Quantities are estimated only and are given to provide a basis for comparison of tenders. Payment to the Contractor shall be made on the basis of prices and rates quoted in the tender for measured quantities of the work done by him. It must be clearly understood that this is a quoted rate tender at percentage Above par/At par/Below par as the case may be on estimated amount and not a lump sum one. The quantities of work required to be carried out by the Contractor may vary.
7. 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.

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**e-tender for "Supply of manpower for operating / running automatic organic waste composting machine at Portland Park premises under Environment Division of Kolkata Port Trust from 01/02/2020 to 31/10/2020 (2<sup>nd</sup> call)."**  
**[NIT No:- Civ/ENV-4/26A/2019-20/1020 dated 11/03/2020 ]**

BILL OF QUANTITIES

Sl. No	Description of Item	Quantity	Rate ( ` P)	Unit	Amount ( ` P)
1	Providing services of semi-skilled labourer for operating / running automatic organic waste composting machine at Portland Park premises by way of (a) checking for and separating / segregating dry waste / unwanted materials before feeding as may be required (b) feeding the plant and domestic waste in required proportion (b) operating the switches as per sequence (d) stacking the prepared compost as directed (e) maintaining the drainage lines against clogging etc (f) wiping and maintaining the machine and keeping the machine room in a clean and hygienic condition and any other work required all complete with supply and provision of all required tools and tackles e.g. mops, brooms, pans, shovels, buckets, hand gloves , ladders etc. The rate is inclusive of cost of supply of semiskilled labourers , tools and tackles all complete . (One operation consists of engagement of one semi-skilled labourer in uniform , gloves , facemask etc. alongwith tools & equipments as mentioned above for 8 hrs. duty from 8-00 A.M to 5-00 P.M including 1hr. recess.)	245 Operations	851.65	Per Operation	208,654.25

**TOTAL      2,08,654.25**

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

- (a).....%  
(in figures) Below par (-) Rs.  
.....Percent  
(in words)
- (b)..... At par NIL  
**NOT TO BE QUOTED HERE**
- (c).....%  
(in figures) Above par (+) Rs.  
..... Percent  
(in words)

Total Tendered Amount = Rs.

Total tendered amount (in words.... **NOT TO BE QUOTED HERE**  
.....

**Note :-** The prices quoted by the bidders shall be inclusive of all statutory levies and / or other charges levied by any Central / State / Local Authorities but excluding GST. GST will be paid by Kolkata Port Trust as extra on submission of suitable documents by the party.

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

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

GSTIN No... ..

Date:

\_\_\_\_\_  
(Signature of Tenderer)

**THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA**

**FORM OF TENDER vide NIT No :- Civ/ENV-4/26A/2019-20/1020 dated 18/02/2020**

**The Superintending Engineer (Env)  
Kolkata Port Trust,**

I/We ..... ☆      ☆ ☆      ☆  
of ..... ☆      ☆      ☆

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

**THE TOTAL AMOUNT OF TENDER** Rs. .... **NOT TO BE QUOTED HERE**  
**(Rupees in words)**..... ..

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

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

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

☆  
Signature of Tenderer  
☆  
(Seal of the Tenderer)

Witness : ☆

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
(In Block Letters)

Name of the  
Tenderer : \_\_\_\_\_ ☆

Address: \_\_\_\_\_ ☆  
\_\_\_\_\_

\_\_\_\_\_ ☆  
Dated: \_\_\_\_\_ ☆

Occupation: \_\_\_\_\_ ☆

Address: \_\_\_\_\_ ☆

**Portions marked thus ☆ shall have to be duly filled up before submission.**

**Technical Specification of the Compost machine to be operated.**

<b>Sl. No.</b>	<b>Technical Parameter</b>	<b>As provided</b>
<b>1</b>	Quantity of waste to be treated	<b>Min:</b> - 20 kg per day to run machine. <b>Max:</b> - 200 kg per day
<b>2</b>	Composting method	By seeding of micro organism
<b>3</b>	Make of Motor	Crompton Motor Robus Gearbox
<b>4</b>	Heating System	Jacket Heating; Ceramic Heaters
<b>5</b>	Heater brand.	Make : Heat Sense
<b>6</b>	Overall machine power rating	<b>6 KW</b>
<b>7</b>	Materials of composting tank :	SS304
<b>8</b>	Materials of shaft	SS304
<b>9</b>	Materials for blades	SS304
<b>10</b>	Compost Tank thickness :	3mm
<b>11</b>	Control System	DeltaControl Panel (Schneider)
<b>12</b>	Operating Temperature	Yes
<b>13</b>	Shredder	Capacity 100 kg per hour
<b>14</b>	Composting Tank Materials	Compost Tank SS304 Side body MS with powder coated. Blade is of high carbon steel
<b>15</b>	Power rating for Shredder, screw press	0.75kw Shredder Crompton Motor
<b>16</b>	Volume reduction :	85% – 90%
<b>17</b>	Output	10% – 15%
<b>18</b>	Power supply/voltage	Three phase, 415 Volte,50 Hz
<b>19</b>	Odour prevention	Culture & Blower (Revolution Industry)
<b>20</b>	Waster over load function	GIC Make over load (CMR Unit)
<b>21</b>	Door sensors	Door sensors provided Ideal Make
<b>22</b>	Heater sensors	Heater sensors provided : RTD 100 (Heat sense Pune)
<b>23</b>	Indicator of power saving mode with the provision ofscreen display	HMI (Delta) Make Screen display is in the unit
<b>24</b>	Feed based automatic temperature setting.	Feed based automatic temperature setting.
<b>25</b>	Factor of safety features to ensure not to exceed 100degree Celsius with facility of problem specific alarm.	Yes
<b>26</b>	Solar attachment.	Not provided