

No. Hyd/2099.V/ 151

Date : 17.06.2020



KOLKATA PORT TRUST
Hydraulic Study Department
20, Garden Reach Road
Kolkata – 700 043

Website: www.kolkataporttrust.gov.in

Tel:2409-3031,29

Fax:2409-3036

WORK TITLE : Hiring of services on ‘per-operation’ basis (Maximum **5** operations per day) for housekeeping, upkeepment, cleaning & other support operations in the offices of Hydraulic Study Department (HSD) of Kolkata Port Trust (KoPT) for a period of **2** (two) years.

NIT No. Hyd/2099.V/ 151 Date: 17.06.2020

E-Tender (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from eligible domestic Contractors with sound financial capacity and proven track records in the field as per Prequalification Criteria stipulated in Tender Document for the above work. Bid Document may be seen from CPP Portal of Govt. of India and website of Kolkata Port Trust. Clarifications, Corrigendum, Addendum, if any, shall be hoisted on the above mentioned websites only.

Bidders will have to participate in bidding process through NIC’s CPP Portal for e-procurement (www.eprocure.gov.in) only. The last date of submission of online bids is 10.07.2020 up to 1400 Hrs. For further details please visit CPP Portal of NIC (www.eprocure.gov.in).

(D. Guha)
Chief Hydraulic Engineer

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SCHEDULE OF TENDER (SOT)

Online electronics bids (e-tenders) under single cover systems are invited on behalf of Kolkata Port Trust.

“Hiring of services on ‘per-operation’ basis (Maximum **5** operations per day) for housekeeping, upkeepment, cleaning & other support operations in the offices of Hydraulic Study Department (HSD) of Kolkata Port Trust (KoPT) for a period of **2** (two) years..”

Tender document can be viewed and downloaded from Kolkata Port Trust website www.kolkataporttrust.gov.in and NIC’s CPP Portal for e-Procurement- GePNIC (www.eprocure.gov.in). The bid is to be submitted online only on NIC’s CPP Portal for e-Procurement– GePNIC (www.eprocure.gov.in) up to last date and time of submission of bids. Sale of hard copy of tender document is not applicable.

Brief Details & Critical Dates of the Tender:**Brief Details:**

Sl.No	Item	Description
1	Name of the work	“Hiring of services on ‘per-operation’ basis (Maximum 5 operations per day) for housekeeping, upkeepment, cleaning & other support operations in the offices of Hydraulic Study Department (HSD) of Kolkata Port Trust (KoPT) for a period of 2 (two) years.”
2	Mode of tendering	e-procurement system (Open Tender)
3	NIT No.	Hyd/2099.V/ 151 Date: 17.06.2020
4	Cost of Bidding Document	Rs./-590 (Rupees Five Hundred Ninety only) in the form of Demand Draft/ Bankers Cheque in favour of “Kolkata Port Trust”
5	Estimated Cost	Rs. 19, 89,994/-, excluding GST for 2 (two) years i.e. Rs. 9, 94,997/- for 1 (one) year.
6	EMD (Bid Security)	Rs. 39,800/- (Rupees Thirty Nine Thousand and Eight Hundred only) in the form of Demand Draft/ Bankers Cheque in favour of “Kolkata Port Trust”
7	Completion Period/ Schedule	2 years or completion of 2500 operations, whichever is achieved earlier
8	Required validity of Bid	At least 120 days from the last date of online submission of Bids.
9	Tender Inviting Authority	The Chief Hydraulic Engineer, Hydraulic Study Department, Kolkata Port Trust, 20, Garden Reach Road, Kolkata-700043

Critical Dates of Tender:			
Sl. No.	Particulars		Date & Time
1	Publish Date and Time		17.06.2020 (at 17-00 hours)
2	Sale/ Document Download Start Date & Time		17.06.2020 (from 17-00 hours)
3	Sale/ Document Download End Date & Time		10.07.2020 (up to 14-00 hours)
4	Online Bid Submission Start Date & Time		17.06.2020 (after 17-00 hours)
5	Online Bid Submission End Date & Time		10.07.2020 (up to 14-00 hours)
6	Last Date of submission of Cost of Bidding		10.07.2020 (up to 13-00 hours)
	document, EMD and other offline supporting		
	documents at :		
	O/o the Chief Hydraulic Engineer		
	Hydraulic Study Department,		
	Kolkata Port Trust,		
	20, Garden Reach Road,		
	Kolkata-700043		
7	Offline Pre-Bid Meeting date and time		03.07.2020 (from 14-00 to 16-00
			hours)
8	Bid Opening Date & Time		
	i) Technical Bid along with offline documents		10.07.2020 (at 15-00 hours)
	ii) Price Bid		13.07.2020 (at 14-00 hours)

IMPORTANT INSTRUCTIONS FOR E-TENDER

- A. Bidders to follow the following procedure to submit the bids online through NIC's CPP Portal for e-procurement [GePNIC- Government e-Procurement solution of NIC] only.
1. Bidder may read the tenders published in the KoPT web site and NIC's CPP Portal for e-Procurement (GePNIC) and download the required documents/tender schedules.
 2. Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
 3. If there are any clarifications, this may be clarified after completion of the scheduled off-line pre-bid meeting. Bidder should take into account the Addenda and Corrigenda as published before submitting the bids through NIC's CPP Portal for e-Procurement (GePNIC).
 4. Bidder should submit the EMD and cost of bidding document as specified in the tender. The original should be submitted to the specified location as per Tender Document, latest by the date and time of bid submission.
 5. The Bidder should read the terms & conditions and accept the same to proceed further to submit the bid.
 6. The Bidder has to select the payment option as offline to pay the EMD & Cost of Bidding Document.
 7. The details of the DD instrument / any other accepted instrument, physically submitted, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
 8. The rates offered details have to be entered separately by the bidder in a spread sheet file (.xls format Price bid) in the space allotted and should be filled and uploaded in attached BOQ template file for the tender as the financial bid. If the BOQ file is found modified by the bidder then his bid will be rejected.
 9. The tendering system will give a successful bid updating message and then a bid summary will be shown with the bid no., the date and time of submission of the bid and all other relevant details. The bidder has to submit the relevant documents required as indicated in the cover content.
 10. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.

11. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
12. For any clarifications with the Tender Inviting Authority (TIA), the bid number can be used as a reference.
13. For any queries related to portal, the bidders are asked to contact by mail / helpline as given in NIC's CPP Portal for e-procurement [GePNIC].

(A) Contact persons (CPP Portal):

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

(B) Contact person (Kolkata Port Trust):

Dealing Officer's name;

- 1) Dr. N.K. Maji, Dy. Director (Mob: 9433018861)
- 2) Sri P. Biswas, Sr, Scientific Officer (Mob: 9433163768)

The Bidder is required to submit his tender through online in the form of Single Cover System on or before scheduled bid due date of closing and time as notified in NIT. The tender received after the due date and time will not be entertained.

14. Tender Document can be submitted online only in the designated e-procurement CPP portal of NIC [GePNIC] on or before the due date and time. The time of opening of technical bid is notified in the NIT.
15. Bidder should submit the tender as per specification of work, drawings (if any) and in accordance with the instructions to bidders, General Conditions of Contract.

Work experience as a sub-contractor shall not be considered as a requisite qualification.

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 evaluation of bids also.
2	Price Bids (Part-II) of only those eligible bidders whose Part-I Bids are complete and in order shall be opened on time and date to be intimated later separately.
3	The Terms and Conditions of E-Tender shall be read in conjunction with the General Conditions of Contract (available in KoPT website → Rules & Regulations → Non-service Regulations), Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.
4	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 KoPT. 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 Hydraulic Engineer , KOLKATA PORT TRUST, thereon shall be final and binding upon all parties.
5	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.
6	The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.
7	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.
8	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 etc. before submission of the e-tender. He may contact the Chief Hydraulic Engineer or his authorized representative at his office at 20, Garden Reach Road, Kolkata 700 043 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.
9	In the event of the successful bidder failing to execute the order within the stipulated period without sufficient reasons acceptable to the Trustees, the Earnest Money Deposit may be forfeited and the order be cancelled at the option of the Trustees’.
10	The Bidder shall state clearly his quoted rates both in figure & word.

11	Orders may be placed in full/part to the lowest bidder.
12	Percentage of Profit, to be quoted, should remain firm over the contract period.
13	Enlisted/registered contractor of KoPT will get the benefit of exemption of deposition of Earnest Money up to the prescribed limit. They are to upload the scanned copy of the original T.R. issued to them by KoPT during registration to KoPT relating to Permanent Security Deposit .

14 Micro & Small Enterprise (MSEs) registered with NSIC

- i) Micro & Small Enterprise (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of tender Document and Earnest Money.
- ii) 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 for those items will not be considered.
- iii) Copy of valid NSIC Certificate for MSEs along with DIC's certificate has to be submitted along with bid. For Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs, documentary evidences have also to be submitted to get benefit in this regard.

NOTICE INVITING E-TENDER

FOR “HIRING OF SERVICES ON ‘PER-OPERATION’ BASIS (MAXIMUM 5 OPERATIONS PER DAY) FOR HOUSEKEEPING, UPKEEPMENT, CLEANING & OTHER SUPPORT OPERATIONS IN THE OFFICES OF HYDRAULIC STUDY DEPARTMENT (HSD) OF KOLKATA PORT TRUST (KOPT) FOR A PERIOD OF 2 (TWO) YEARS”.

- Online tenders through NIC’s CPP Portal for e-Procurement (GePNIC) mode are invited by Kolkata Port Trust from GST registered domestic Contractors for executing the work of "HIRING OF SERVICES ON ‘PER-OPERATION’ BASIS (MAXIMUM 5 OPERATIONS PER DAY) FOR HOUSEKEEPING, UPKEEPMENT, CLEANING & OTHER SUPPORT OPERATIONS IN THE OFFICES OF HYDRAULIC STUDY DEPARTMENT (HSD) OF KOLKATA PORT TRUST (KOPT) FOR A PERIOD OF 2 (TWO) YEARS” under single cover system. The estimated cost put to tender is **Rs. 19, 89,994/- excluding GST for two years.**
- The tender document through NIC’s CPP Portal for e-Procurement (GePNIC) mode is open from 17.06.2020 to 10.07.2020 and can be downloaded from the official website of KoPT and NIC’s CPP Portal for e-Procurement (GePNIC).
- One set of tender document consists of two volumes (Volumes-I & II). Volume-I (Technical Bid) comprises all Technical & Commercial offer documents and Volume-II (Price Bid) comprises all Price bid documents.
- The complete tender document can be downloaded from Kolkata Port Trust website: www.kolkataporttrust.gov.in and NIC’s CPP Portal for e-Procurement (GePNIC) and bidders are required to submit tender offer NIC’s CPP Portal for e-Procurement (GePNIC) on or before the due date and time of submission. The bidders shall upload the scanned copy of the DD instruments towards the cost of EMD and bid documents set as proof of payment towards EMD and cost of Bid documents while submitting the tender electronically in the NIC’s CPP Portal for e-Procurement (GePNIC). The DD instruments for EMD and cost of bidding document in original shall be forwarded to O/o the Chief Hydraulic Engineer, Hydraulic Study Department (HSD), Kolkata Port Trust, 20, Garden Reach Road, Kolkata-700 043, by 13-00 hours on 10.07.2020. Mere uploading of proof of DD towards EMD and cost of bid documents in the NIC’s CPP Portal for e-Procurement (GePNIC) and non submission in original to the above mentioned address may lead to technical disqualification of bids.
- The bidders’ queries will be clarified through NIC’s CPP Portal for e-Procurement (GePNIC) after completion of the scheduled offline pre-bid meeting as mentioned in the Tender Document.
- The due date of online submission of offers will be **10.07.2020 at 14-00 hrs**, unless otherwise notified. In the event of changes in the schedules, the Chief Hydraulic Engineer, Kolkata Port Trust notifies the same only through www.kolkataporttrust.gov.in and NIC’s CPP Portal for e-Procurement (GePNIC).

Scope of Work

The 'Works Contract' shall comprise of the following works at HSD:

- Housekeeping & cleaning of Office buildings/chambers/premises
- Upkeepment i.e. regular and proper cleaning of all furniture/fixtures and other office records/articles kept in the office/work station
- Proper placement of computers, water decanters, water bottles, utensils and other items of daily use in an organized manner in the office/work places
- Dusting and cleaning of office records on regular intervals.
- Upkeepment of office records and instruments
- Collecting store items from CMM office
- Carrying mails/records/survey charts etc. to other Ko.P.T offices.
- In addition Carrying out similar jobs which may crop up in due course

The Volume of the above Works as described below is required to be accomplished on 'per operation' basis as per the following :

- Maximum five (5) nos. 'Un-Skilled' operations per day at offices of HSD
- The maxima are **2500** Un-Skilled operations spanning over a time period of 2(two) years
- Each operation signifying actual work in Kolkata Port Trust offices, on all working days (Generally from Monday to Friday from **9.30 AM** to **5.30 PM** at offices).

The operations will be performed under the guidance of the respective departmental/sectional officers. The quality of the service rendered shall be to the satisfaction of the supervising officials.

Pre-qualification Criteria

The prequalification criteria will be as follows and the bidder is required to upload the scanned copy of the following documents as part of its Techno-commercial bid:

- I. Self certified true copy of documents as proof that bidder has its own Registered office in West Bengal
- II. Self Attested copy of trade license Company Registration.
- III. Self Certified true copies of PAN, latest Income Tax return, Goods and Service Tax (GST) registration certificate issued by competent authority.
- IV. Self Certified true copy of ESI registration certificate issued by competent authority
- V. Self Certified true copy of EPF registration certificate issued by competent authority.
- VI. Self Certified true copy of Work Order & Work completion certificate for similar nature of work OR any engineering work involving manpower supply OR manpower supply work carried out in Govt/Semi-govt/Statutory local bodies/Reputed Private organizations during the last 7 (seven) years ending last day of month previous to one in which NIT is invited and the experience should be either of the following as detailed below :
 - Either (i) **03 (Three)** completed works each costing not less than **40 %** of the one year's estimated amount put to tender i.e. **Rs.3,97,999/-**

- Or (ii) **02 (Two)** completed works each costing not less than **50 %** of the one year's estimated amount put to tender i.e. **Rs. 4,97,499/-**
 - Or (iii) **01 (One)** completed work costing not less than **80%** of the one year's estimated amount put to tender i.e. **Rs. 7,95,998/-**
 - Work experience as a sub-contractor shall **not** be considered as a requisite qualification
- VII. Self certified true copy of Average Annual Financial Turnover of the bidding firm during the last three years. The same should be at least **30%** of the one year's estimated amount put to tender (i.e., **Rs. 2, 98,499/-**).
- VIII. Self Certified true copy of Bank Draft / Pay Order etc. for Earnest Money Deposit(EMD) and Cost of Tender Document, as detailed below
- IX. A scanned copy of Annexure- E, F and G (duly filled up & signed by the bidder) should be uploaded.
- X. **Power of Attorney:** Tender shall be signed by the bidder or a person duly authorized to sign on behalf of the bidder. Notarized Power of Attorney on non-judicial stamp paper accompanying the offer shall indicate such authorization which should be uploaded along with Techno-commercial bid.

Earnest Money Deposit

The EMD of **Rs. 39,800/-** (Rupees Thirty Nine Thousand and Eight Hundred only) shall be paid as described in the Tender Document.

Cost of Tender Document

The cost of tender document of **Rs. Rs.590/-** (Rupees Five Hundred Ninety only) shall be paid before submitting the bids.

The EMD and cost of tender document shall be submitted in the form of Demand Draft / Bankers Cheque drawn on any Nationalized Bank of India or a Reserve Bank of India (RBI) registered Scheduled Commercial bank in favour of "Kolkata Port Trust.

Bidder of this tender shall upload a scanned copy as proof of EMD and Cost of tender document while submitting the tender electronically in the NIC's CPP Portal for e-Procurement (GePNIC).

The original EMD and Cost of tender document must be submitted in the Tender Box located to the address of the office of Chief Hydraulic Engineer at 20, Garden Reach Road, Kolkata-700043, by 13-00 hours of 10.07.2020 in a closed cover, with a forwarding letter addressed to the Chief Hydraulic Engineer, as per the Schedule of Tender. Merely uploading proof of EMD Cost of bidding instrument in the portal and non-submission of the original EMD & Cost of bidding instrument at the address as mentioned above by 13-00 hours on 10.07.2020 will lead to technical disqualification of the bid by the bidder.

The Earnest Money (EMD) of the successful bidder will be converted to part of Security Deposit (SD) and the remaining amount (SD) may be deposited in the form of Bank Guarantee (B.G) by the bidder or will be recovered from the contractor's 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 (GCC). Refund and forfeiture of SD

shall be guided by Clause 3.5(i) & (ii) of the GCC. The Earnest Money Deposit of the unsuccessful bidders will be returned without interest, after issuance of Work Order to the successful bidder. Details of remittance should be entered by the participating bidder in the space provided in the e-tender.

The Bidder who is exempted for payment of EMD and cost of bidding documents from NSIC/MSME shall submit a copy of Exemption Certificate duly notarized and upload a scanned copy. However, KoPT reserves the right for rejection of the tender if the certificate submitted by the bidder is found unsatisfactory for exemption of EMD and cost of bidding document.

Mode of submission of Bids

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. Techno-commercial Bid i.e. Part-I shall also contain the following documents which are to be uploaded, apart from the documents mentioned under Pre-qualification Criteria. The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities.

- a) That 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.

Price Bid i.e. Part-II, as per BOQ

Validity of offers

The e-tender shall remain valid for a period of **120** (one hundred and twenty) days from the last date of online submission of Bids.

Time of Completion of the Work

The time of completion for the work shall be two years from the date of acceptance of the Work Order **OR** expiry of maximum number of operations (**2500** Un-Skilled operations), whichever is achieved earlier.

Evaluation of the Tender

Bids will be evaluated on the basis of pre-qualification criteria and subsequently by the percentage of profit quoted by the bidders, under BOQ of Price Bid. During the course of examination of Techno-Commercial bids, the bidders, if asked for, shall produce the original documents or any additional documents. The price bids of those bidders who meet the qualifying criteria of NIT shall be opened.

During Techno-Commercial Evaluation, i.e. evaluation of tender, an offer shall be considered nonresponsive in case:-

- (i) Is not received by the proposed Due Date and Time.
- (ii) Is not Digitally Signed.
- (iii) Is not accompanied by requisite earnest money (wherever applicable).
- (iv) Is not accompanied by requisite tender paper cost
- (v) Validity of the offer is less than tender stipulation
- (vi) It does not meet the Qualification Criteria as stipulated in the NIT

- (vii) The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely.
- (viii) It does not provide the information in reasonable detail. The Kolkata Port Trust reserves the right to determine whether the information has been provided in reasonable detail.
- (ix) Requisite documents as per NIT are not uploaded.

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.

The Kolkata Port Trust reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Kolkata Port Trust in respect of such Tenders.

The Kolkata Port Trust would have the right to review the Technical Qualification and seek clarifications including original documents wherever necessary.

The Fax/E-Mail offers will be treated as defective, invalid and shall be rejected. Only detailed complete offers received online through NIC's CPP Portal for e-Procurement (GePNIC) prior to closing time and date of the tender will be taken as valid.

Documentary proof such as copy of Notarized or self attested work order/agreement and completion certificate for the technical experience, **should be produced by the successful bidder in original documents for verification by the Chief Hydraulic Engineer or his representative at the stage of Evaluation or as and when required before finalizing the tender** and also audited balance sheets, Profit & Loss account statements for annual turnover certified by Chartered Accountant for meeting eligibility criteria as uploaded under tender document - technical bid link through e-procurement mode. The price bids of those firms who do not meet the eligibility criteria will not be opened and EMD will be returned to the disqualified bidders.

- a. The date and time will be intimated to bidders later, whose offers are found to be suitable and Cover – II of such bidders will be opened on the specified date and time.
- b. The cost of stamping Agreement must be borne by the successful Bidder.

The Employer/Board do not bind themselves to accept the lowest or any tender and reserve the right to reject any tender without assigning any reason therefore.

Price Quote by the Bidder

PRICE BID (BOQ) – Price Schedule

Price should be quoted by the bidder in a spread sheet file (.xls format) in the space allotted as available in NIC's CPP Portal for e-Procurement (GePNIC) only. Any indication of 'Quoted price' in the online technical bid documents shall lead to rejection of the bid outright.

For evaluation purpose the uploaded offer documents will be treated as authentic and final. No hard copy shall be submitted for reference purpose. The price bid submitted through NIC's CPP Portal for e-Procurement (GePNIC) mode only will be taken up for the purpose for evaluation. The rates offered details have to be entered separately in a spread sheet file (xls format Price bid) in the

space allotted and should be uploaded in attached BOQ template file for the tender as the financial bid. If the BOQ file is found modified by the bidder, then his bid will be rejected.

The bidder is expected to quote the percentage which includes his / her own margin of profit plus all statutory obligations as per present rule/rates like Minimum Wages, **EPF, ESI, EDLI, Bonus** (if applicable, payable as per Payment of Bonus [Amendment] Act, 2015) in respect of the subject work taking into account all possible revisions of rates of Minimum Wages during the tenure of the contract, as per the Orders of Ministry of Labour & Employment, Govt. of India, published from time to time, for 'Un-Skilled' operators for the contractual period and any other expenses / tools, for engaging such operators. KoPT would pay to the contractor, the fixed percentage (during the tenure of the contract) quoted by the contractor, calculated on variable Minimum Wages only, as stated above. However, any change in statutory obligation viz. **EPF, ESI, EDLI**, etc will be paid on actual basis.

GST would be considered extra as per the extant rate. Any modification (GST) in taxes or duties, during the tenure of the contract, by the GoI, shall be applicable. The detailed tax break-up considered in the quoted price should also be submitted by the bidders. Any offer without detailed tax break-up, will not be accepted. Any recovery due on account of subsequent modification in taxes & duties shall be assessed by KoPT, without any reference to the contractor and shall be made by KoPT from the amount payable under the contract.

Example for Payment to be made to the Contractor by KoPT.

An exemplary demonstration is given below for reference of the contractor:

Say Minimum Wages at the time of publishing of tender is Rs. 100/- per day, EPF Contribution is 12%, EDLI is 0.5% & ESI Contribution is 3.25 % (Total 15.75 %) over minimum wages. If the contractor has quoted percentage 30 %, (say) which includes his / her own margin of profit plus all statutory obligations then KoPT would pay:-

Case -1

No change in Minimum wages or any statutory payment

In this case KoPT will pay to contractor = Rs. 100 X 1.30 = Rs. 130/- multiplied by the total no. of operations.

Case -2

Change in Minimum wages and No change in any statutory payment

The Minimum Wages changes from Rs.100/- to Rs.120/-per day in future then KoPT will pay to contractor = Rs. 120 X 1.30 = Rs. 156/- multiplied by the total no. of operations.

Similarly, when the Minimum Wages changes from Rs.100/- to Rs.90/-per day in future then KoPT will pay to contractor = Rs. 90 X 1.30 = Rs. 117/- multiplied by the total no. of operations

Case -3

No change in Minimum wages and change in statutory payment

If the statutory obligations increased from 15.75% to 16.75% in future then KoPT will pay to contractor = Rs. 100 X 1.31 = Rs. 131/- multiplied by the total no. of operations.

Similarly, when the statutory obligations decreased from 15.75% to 14.75% in future then KoPT will pay to contractor = Rs. 100 X 1.29 = Rs. 129/- multiplied by the total no. of operations

Case -4

Change in Minimum wages (say, Rs.100/-to Rs.120) and change in statutory payment

The Minimum Wages changes from Rs.100/- to Rs.120/-per day in future and the statutory obligations increased from 15.75% to 16.75% then KoPT will pay to contractor = Rs. 120 X 1.31 = Rs. 157.20 multiplied by the total no. of operations.

Similarly, when the statutory obligations decreased from 15.75% to 14.75% in future then KoPT will pay to contractor = Rs. 120 X 1.29 = Rs. 154.80 multiplied by the total no. of operations

Tax Clause

For Tax inclusive contracts

- Prices or fees quoted in the offer by the bidder shall be inclusive of GST and/or other statutory levies, taxes, cess imposed by Competent Authorities unless otherwise provided.

For Tax exclusive contracts

- The prices quoted above shall be exclusive of any statutory levies and/or other charges levied by any Central / State / Local authorities which shall be paid extra at applicable rates at the time of supply of goods / services.

Change in law clause

- Any new statutory levies, taxes, duties, cess etc. imposed by the Central /State/Local authorities by way of fresh notification subsequent to the issue of Work Order/ Purchase Order, but within the stipulated delivery period, shall be paid extra.
- Any additional cost or benefit impacting the contract price resulting from introduction of any new law, towards leviable taxes, including eligible credits, in respect of goods and services to be supplied under the Contract, then the Parties agree to an adjustment to the contract price to reflect the financial impact of such “Change in Law”.

General Terms & Conditions

- Supplier/service provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- The Supplier / Service Provider 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. Supplier / Service Provider 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 Supplier / Service Provider and details available with Kolkata Port Trust, then payment to Supplier / Service Provider to the extent of GST relating to the invoice/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 as 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 to be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

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.

Measurement of work

The following indicative format of the Job Cards would be used for recording measurement of successful completion of each 'operation' on a daily basis by the respective supervising departmental official.

Operation Date	Day	Time		Signature of operator	Signature of Departmental Official
		In	Out		

(28, 29, 30 or 31 rows like this)

The Job cards will be returned to the contractor, after successful completion of each calendar month of measurements.

Mode of Billing and Payment

The contractor shall submit his Running Account bill, in triplicate, within first 5(five) working days of each month, attaching the copy of Work Order, Original Job cards, Orders of Ministry of Labour & Employment, Govt. of India, regarding Minimum Wages in vogue, Payment making statement by the bidder, Payment Receipts from the operators and super scribing on the bill each time the following information in order to enable ECS-payment of bills. Request for no other form of payment will be entertained.

- i) PAN Card Number
- ii) ECS Particulars
 - a) Name of Centre b) Name of Bank with code
 - c) Name of Branch with code d) Name of Bidder
 - e) Bank A/c No. of the bidder f) Type of A/c (Savings/Current/Cash Credit)

Agreement

The successful bidder shall submit FORM OF AGREEMENT [as in General Conditions of Contract (GCC) of KoPT] in a non-judicial stamp paper of appropriate value, within **15(fifteen)** days from receiving of the Work Order.

Company Details (Please fill in with permanent ink)

1. Name of the Contractor/Company:
2. Address of the Registered Office of the Contractor/Company:
3. Name and Designation of the Authorised signatory filling and signing the tender:
4. Office phone number of the Authorised Signatory:
5. Office fax number of the Authorised signatory:
6. E-mail of the Authorised signatory:
7. Strength of Employee :

Signature of the Contractor
Company Seal

Undertaking to be submitted in lieu of uploading/submitting signed copy of full tender document

Ref. No.....

Date

The Chief Hydraulic Engineer,
Hydraulic Study Department,
Kolkata Port Trust,
20, Garden Reach Road,
Kolkata – 700 043.

Dear Sir,

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

2. We are submitting this undertaking in lieu of submission of signed copy of the full tender document GCC, Addenda and Corrigendum. Our offer is valid at least **120** days from the last date of online submission of the offer.

Yours faithfully,

Signature of Tenderer.....

Name:

Designation:

Date :

Company seal of the tenderer.....

CHECK LIST

(Use this format to provide requisite details)

Put a tick mark (✓) on the correct status of enclosure and indicate the page number at which the proof is attached.

CHECKLIST TO BE ENCLOSED ALONG WITH THE BIDS.

Sl. No.	Particulars	Status of enclosure		
		Yes	If Yes, indicate the page no. of the bid document where it is attached	No
1	Annexure E, F, G duly filled in. & signed with seal.			
2	Proof of depositing cost for downloading the tender document			
3	Proof of depositing EMD			
4	Self attested copy of NSIC certificate for MSE's those are exempted from EMD & Tender Cost			
5	Self attested copy of experience certificate during the period of last seven years in the field of engineering works / manpower supply works from Govt. Body, PSU Corporate Organisation etc.			
6	Self attested copy of ESI Registration Certificate from ESI Department			
7	Self attested copy of EPF Registration Certificate from EPF Department			
8	Self attested copy of GST Registration Certificate.			
9	Self attested copy of valid trade license / Company Registration			
10	Self attested copy of document(s) related to Power of Attorney.			
11	Self attested copy of PAN Card.			

Date :

Place :

Signature of authorized person

Full Name & Company's Seal