

**HALDIA DOCK COMPLEX  
KOLKATA PORT TRUST**



**ENGINEERING DEPARTMENT INVITE E-TENDER**

**[Tender No. SDM (P&E)/T/66/2020-2021**

**&**

**E-Tender No 2020\_KoPT\_568713\_1]**

**FOR**

“Carrying out replacement of various structural steel items of stinger, stringer post, supporting base angle, base frame for motor and gear box, cross bracing, transfer chutes, tipper car, supporting galleries, transfer towers, walkways from different conveyor system including dismantling of old structure, removal of scrap, fabrication, painting, erection of new structure, allied civil foundation work etc at Coal Handling Plant, Haldia Dock Complex.”

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July- 2020

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**KOLKATA PORT TRUST**  
**HALDIA DOCK**  
**COMPLEX SHORT E-**  
**TENDER NOTICE**

**Tender No.: SDM (P&E)/T/66/2020-2021**

**E-Tender No. 2020\_KoPT\_568713\_1**

Online e-tenders are invited for the work of “Carrying out replacement of various structural steel items of stinger, stringer post, supporting base angle, base frame for motor and gear box, cross bracing, transfer chutes, tipper car, supporting galleries, transfer towers, walkways from different conveyor system including dismantling of old structure, removal of scrap, fabrication, painting, erection of new structure, allied civil foundation work etc at Coal Handling Plant, Haldia Dock Complex.”

Date of Pre-Bid meeting: **07.07.2020**, 11:00 Hrs. onwards.

Closing date & time of online submission of e-tender: **24.07.2020** up to 15:00 Hrs.

For details of tender and any corrigendum / addendum, please visit CPPP’s e-portal <https://eprocure.gov.in/eprocure/app>.

**General Manager**  
**(Engineering)**  
**Haldia Dock Complex**  
**Kolkata Port Trust**

KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX

**NOTICE INVITING E-TENDER**

(Tender No. SDM(P&E)/T/ 66 /2020-2021)

E-Tender No. 2020\_KoPT\_568713\_1

**E-Tenders, under single cover system [Pre-qualification. Techno-commercial terms and Price under single cover]** are invited on behalf of Haldia Dock Complex (HDC), Kolkata Port Trust (KoPT), from the intending bidders, fulfilling the “**Minimum Eligibility Criteria (MEC)**” and complying with the “Other documents” for the work of “**Carrying out replacement of various structural steel items of stinger, stringer post, supporting base angle, base frame for motor and gear box, cross bracing, transfer chutes, tipper car, supporting galleries, transfer towers, walkways from different conveyor system including dismantling of old structure, removal of scrap, fabrication, painting, erection of new structure, allied civil foundation work etc at Coal Handling Plant, Haldia Dock Complex.**”

**2.1 MINIMUM ELIGIBILITY CRITERIA (MEC):**

- 2.1.1** The average annual financial turnover of the bidder, during the last three (3) years, ending 31<sup>st</sup> March, 2019, must be at least **Rs 4,23,000.00** Auditor’s Report of the bidding firm, certified by Chartered Accountant (CA), for the years 2016-17, 2017-18 and 2018-19, including relevant Audited Balance Sheets and Profit & Loss Accounts, should be made available.

Note: The bidder upload the scanned copies of Annual Financial Turnover Statement (certified by CA) for the years 2016-17, 2017-18 and 2018-19 along with Balance Sheets and Profit & Loss Accounts.

- 2.1.2** The bidder must have experience of having successfully completed “Similar Works” [defined below] during last seven (7) years, ending last day of month previous to the one in which tenders are invited, and the experience must be either of the following :-

- a) Three similar completed works of contract value not less than **Rs 5,64,000.00** each.

Or

- b) Two similar completed works of contract value not less than **Rs 7,05,000.00** each.

Or

- c) One similar completed work of contract value not less than **Rs 11,28,000.00**

The term “*similar works*” means –

**“Steel structural fabrication work including painting and erection.”**

**Note:** The bidder(s) will upload the scanned copies of work order(s) for similar works, successful completion certificates (with performance) from clients indicating the date of completion, value of work done, etc.

## 2.2 DOCUMENTS

### 2.2.A. ESSENTIAL DOCUMENTS:

The bidder should also upload scanned copies of the following documents along with bids;

- a) Scanned copies of **Audited Balance Sheets and Profit & Loss Accounts for the years 2016-17, 2017-18 and 2018-19.**
- b) Scanned copies of work order(s) for similar works, successful completion certificates (with performance) from clients indicating the date of completion, value of work done, etc.
- c) Scanned copy of **Power of Attorney (if applicable).**

### 2.2. B. OTHER DOCUMENTS:

- i. Goods and Services Tax (GST) Registration Certificate, issued by Government of India.
- ii. Valid **Profession Tax Clearance Certificate (PTCC)** or Up-to-date **Profession Tax payment challan**, if applicable. If this is not applicable, the bidder must submit [upload] a declaration in this regard.
- iii. Certificate for allotment of **Employees' Provident Fund (EPF) Code No.** [**Latest challan** is to be submitted (uploaded)], if applicable. If this is not applicable, the Bidder should submit [upload] a declaration (in the form of Affidavit), in this regard.
- iv. Registration certificate of **Employees' State Insurance (ESI)** authority, if applicable.
- v. If this is not applicable, necessary document(s) [to establish Non-applicability], along with **affidavit, affirmed before a first-class Judicial Magistrate** to that effect, are to be submitted [uploaded]. Moreover, such bidder(s) shall have to submit a declaration, confirming that they will obtain registration certificate of ESI authority, if required, and they will indemnify **Kolkata Port Trust** against all damages & accident occurring to their labourer (including that of sub-contractor's labourers), in connection with the instant contract, in case they become a Successful Bidder.
- vi. PAN Card, issued by Income Tax Department, Government of India.
- vii. Certificate of **MSME / Micro & Small Enterprises (MSEs) / DIC / SSI / National Small Industries Corporation (NSIC)** to get benefit in this regard.

2.3 The bidders are required to submit bid as per the instructions of the instant bidding documents (including Notice Inviting e-Tender). Bid will be considered rejected if any of the essential documents as mentioned in **Clause no. 2.2.A** is not submitted by the bidder. Essential documents means papers related to "Minimum Eligibility Criteria (MEC)", including Bid Document fee, Earnest Money Deposit and Power of Attorney.

2.4 In case of Association in the form of Consortium or joint venture Agreement, the members of the Association should nominate one of the members as "Lead Partner" for participating in the tender and signing all the documents related therewith, up to signing of Agreement and execution thereafter (in case of award of contract). All the partners of the Association must also be jointly and severally responsible for satisfactory performance of the contract.

## **2.5 AVAILABILITY OF THE BIDDING DOCUMENTS:**

The bidding documents (in full) would be available in the following websites:-

- <https://eprocure.gov.in/eprocure/app> of **Central Public Procurement Portal.**
- <http://www.kolkataporttrust.gov.in> of **Kolkata Port Trust.**

Corrigenda, Addenda, Queries & Clarifications, if any, would also be available in the aforesaid websites.

## **2.6 PARTICIPATING IN THE BIDDING PROCESS:**

The bidders will have to participate in the electronic bidding process through the website of CPPP ( <https://eprocure.gov.in/eprocure/app> ) only.

**General Manager (Engineering)**  
**Haldia Dock Complex**  
**Kolkata Port Trust**

**SCHEDULE OF TENDER (SOT)**

(Tender No. SDM(P&E)/T/ 66 /2020-2021)

E-Tender No. 2020\_KoPT\_568713\_1

3.1.	Name of work	::	“Carrying out replacement of various structural steel items of stinger, stringer post, supporting base angle, base frame for motor and gear box, cross bracing, transfer chutes, tipper car, supporting galleries, transfer towers, walkways from different conveyor system including dismantling of old structure, removal of scrap, fabrication, painting, erection of new structure, allied civil foundation work etc at Coal Handling Plant, Haldia Dock Complex.”
3.2.	Tender Inviting Authority	::	General Manager (Engg.), Haldia Dock Complex, Kolkata Port Trust.
3.3.	Mode of Tender	::	<b>e-Procurement System.</b> Online (Pre-qualification & Techno-commercial Bid and Price Bid) through <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> of CPPP <b>No physical tender is acceptable by Haldia Dock Complex, Kolkata Port Trust.</b>
3.4.	Estimated Cost	::	Rs <b>14,10,000.00</b> (excluding GST).
	i) Bid Document Fee (Cost of bidding documents)	::	The intending bidders should deposit <b>Rs 590.00 (Indian Rupees Five Hundred Ninety only)</b> [including GST @ 18%], as Bid document Fee (non-refundable), to Haldia Dock Complex, through DD/Banker Cheque in favour of <b>Kolkata Port Trust</b> on any Scheduled/Nationalized Bank payable at <b>Haldia</b> , otherwise their offer will be summarily rejected. Copy of the DD/Banker's Cheque should be uploaded. In case the aforesaid Bid Document fee [non-refundable] is not deposited by the Bidder, the respective bid will be summarily rejected, treating the same as non-responsive.
	ii) Earnest Money Deposit (EMD)	::	The intending bidders must deposit <b>Rs 28,200.00 (Indian Rupees Twenty Eight thousand Two hundred only)</b> , as Earnest Money, to Haldia Dock Complex, through DD/Banker Cheque in favour of <b>Kolkata Port Trust</b> on any Scheduled/Nationalized Bank payable at <b>Haldia</b> , otherwise their offer will be summarily rejected. Copy of the DD/Banker's Cheque should be uploaded. In case the said Earnest Money is not deposited by the bidder, the respective bid will be summarily rejected, treating the same as non-responsive.

			NOTE ::  (i) For exemption of Bid Document Fee and EMD to upload the scanned copy of the certificate from MSME / Micro & Small Enterprises (MSEs) / DIC / SSI / National Small Industries Corporation (NSIC) or any empowered Central / State Govt. authority is required in electronic format.
			(ii) Earnest money and cost of tender document are to be physically deposited at the office of Tendering Authority <b>Sr. Dy. Manager [P&amp;E Div.], Operational Administrative Building(1st floor), Haldia Dock Complex, Chiranjibpur, Haldia, PIN:721604)</b> , separately in a single sealed envelope, mentioning Tender no. with proper marking.  Demand Draft /Banker's Cheque against Earnest money and cost of tender document should be submitted /deposited on any scheduled/ nationalized Bank, by the bidder in favour of <b>Kolkata Port Trust</b> , payable at <b>Haldia</b> before opening of the tender, as specified in the Tender Document.
3.5.	Completion Period	::	12 months
3.6.	Bid Validity	::	180 days.
3.7.	Security Deposit	::	10 % of the Contract Value (excluding GST).
3.10.	Date, time and venue of Pre-Bid Meeting (off-line).	::	<b>07.07.2020 at 11:00 Hrs (IST).</b> Office of Sr. Dy. Manager (P&E); Chiranjibpur; P.O. Haldia; Dist. Purba Medinipur; PIN: 721 604; West Bengal; India.
3.11.	i) Starting date & time of submission of e-Tender at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	::	<b>17.07.2020 from 11:00 Hrs. (IST).</b>
	ii) Closing date & time of submission of e-Tender at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	::	<b>24.07.2020 up to 15:00 Hrs. (IST).</b>
	iii) Date & time of opening of Techno-commercial Bid & Price Bid at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	::	<b>27.07.2020 up to 15:30 Hrs. (IST) onwards.</b>



3.12.	Address of the Employer	::	<b>Kolkata Port Trust (KoPT).</b> 15 Strand Road, Kolkata – 700 001, West Bengal, India.
3.13.	Address of Engineer	::	<b>General Manager (Engineering),</b> Haldia Dock Complex, Kolkata Port Trust.  <b><u>Address:</u></b> Engineering Department Jawahar Tower Complex ; P.O. Haldia Township; Dist. Purba Medinipur ; PIN: –721607, West Bengal, India.  <b>Telephone no. :</b> + 91-3224-264496 <b>E. mail :</b> <a href="mailto:aganesan.hdc@nic.in">aganesan.hdc@nic.in</a>
3.14.	Address of the Engineer's representative	::	Shri S. Chakraborty, Sr. Dy. Manager (P&E), Haldia Dock Complex, Operational Administrative Building (1 <sup>st</sup> floor), Chiranjibpur; P.O: Haldia; Dist.: Purba Medinipur; PIN: 721 604; West Bengal; India. Telephone no. : + 91-3224- 252662 Mobile no. : + 91 9434035407 E. mail : schakraborty.hdc@nic.in

**General Manager (Engineering)**  
Haldia Dock Complex  
Kolkata Port Trust

## **SECTION – IV**

### **Important instructions for E-procurement**

#### **4.1 Introduction:**

- 4.1.1 Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.**
- 4.1.2 Further, bidders are requested to go through the following information and instructions available on the CPP Portal <https://eprocure.gov.in/eprocure/app> before responding to this e-tender:**
- Bidders Manual Kit
  - Help for Contractors
  - FAQ

#### **Contact person (Haldia Dock Complex):**

- (i) Shri S.Chakraborty,  
Designation: Sr. Dy. Manager (P&E),  
Mobile No.: + 91 9434035407  
Landline: + 91-3224-252662  
E-mail : [schakraborty.hdc@kolkataporttrust.gov.in](mailto:schakraborty.hdc@kolkataporttrust.gov.in)
- (ii) Shri S. Das  
Designation: Assistant Manager (P&E)  
Mobile No.: + 91 7478007299  
E-mail : [sudas.hdc@kolkataporttrust.gov.in](mailto:sudas.hdc@kolkataporttrust.gov.in)

#### **Contact persons (CPP Portal):**

- (i) Shri Nazmush  
Mob: +91 95632 51950  
E-mail: [webhelpdesk@gmail.com](mailto:webhelpdesk@gmail.com)
- (ii) **See CPP Portal for contact details.**

- 4.2 4.2.1** All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- 4.2.2** E-tender cannot be accessed after the due date and time mentioned in NIT.
- 4.2.3** KoPT reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- 4.2.4** Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- 4.2.5** No deviation to the technical and commercial terms & conditions are allowed.
- 4.2.6** The bidders must upload all the documents required as per terms of tender. Any other document uploaded which is not required as per the terms of the tender shall not be considered.
- 4.2.7** The bid will be evaluated based on the filled-in technical & commercial formats.
- 4.2.8** Bidder has fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda” .  
A declaration in this regard is to be made by the bidder.
- 4.2.9** (A) Tender will be opened electronically on specified date and time as mentioned in the NIT. Bidder’s can witness electronic opening of Bid.

(B) Necessary addendum/corrigendum (if any) of the tender would only be hoisted in the CPP Portal

#### 4.3 Instructions related to Micro & Small Enterprises (MSEs):

- 4.3.1 For exemption of Bid Document Fee and EMD certificate from MSME / Micro & Small Enterprises (MSEs) / DIC / SSI / National Small Industries Corporation (NSIC) or any empowered Central / State Govt. authority is required as notified by the Government of India, Ministry of Micro, Small & Medium Enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012.
- 4.3.2 When splitting of tender quantity is not possible purely on technical ground, Trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.
- 4.3.3 If **Micro & Small Enterprises (MSEs)**, registered with NSIC [under single point registration scheme] intend to participate with respect to items for which they are not registered with NSIC, then they will have to deposit full amount of **Bid Document Fee** and **Earnest Money**, in accordance with the **Schedule of Tender (SoT)**. Otherwise, their offer with respect to such items (for which they are not registered with NSIC) will not be considered.

#### 4.4 Other Instructions related to e-Procurement:

- 4.4.1 All notices and correspondence with the bidder(s) shall be sent by e-mail only during the process till finalization of tender by HDC, KoPT. Hence, the intending bidders are required to ensure that their e-mail IDs provided are valid and updated at the stage of registration of bidders with CPPP (i.e., Service Provider). The intending bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
- 4.4.2 In all cases, an intending bidder should use their own ID and Password, along with Digital Signature, at the time of submission of their bid. It is mandatory that all bids are submitted with Digital Signature Certificate (DSC), otherwise the same will not be accepted by the system.
- 4.4.3 Addenda, Corrigenda and Queries & Clarifications (with respect to the instant e-Tender), if any, would be hosted in the e-Procurement portal of CPPP.
- Since there is no provision to take out the list of intending bidders downloading the bidding documents from the websites mentioned in the Tender Notice, the intending bidders are requested to check the website of CPPP to ensure that they have not missed any Addenda, Corrigenda and Queries & Clarifications, uploaded against the instant e-Tender, after downloading the bidding documents. The responsibility of downloading such Addenda, Corrigenda and Queries & Clarifications, if any, will be that of the intending bidders.
- 4.4.4 No deviation/variation of the techno-commercial terms and conditions of the bidding documents will be considered by HDC, KoPT. Submission of bid in the e-Tender platform by any bidder confirms their acceptance of the techno-commercial terms and conditions of the bidding documents.
- 4.4.5 HDC, KoPT reserves the right to accept or reject any bid (in full or part) and to annul the bidding process and to reject all bids, at any time prior to contract award, without assigning any reason thereof and without thereby incurring any liability to the bidders.
- 4.4.6 Any order resulting from this open e-Tender shall be governed by the terms and

conditions mentioned therein.

- 4.4.7** All electronic bids submitted during the e-Tender process shall be legally binding on the bidders. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by HDC, KoPT will form a binding contract, between HDC, KoPT and the bidder, for execution of the work. Such successful bidder shall be called hereafter the 'CONTRACTOR'.
- 4.4.8** The bids will be evaluated based on the filled-in Technical & Commercial formats and the requisite documents submitted (uploaded) by the bidders.
- 4.4.9** The documents uploaded by bidder(s) will be scrutinized. During scrutiny, in case any of the information furnished by the bidder is found to be false, Earnest Money Deposit of such defaulting bidder(s) will be forfeited. Punitive action, including suspension and banning of business, can also be taken against such defaulting bidder(s).
- 4.4.10** HDC, KoPT, at its discretion, may extend the closing date & time of e-Tender, prior to the closing date & time of e-Tender mentioned in the Schedule of Tender (SoT). However, the closing date & time of e-Tender will not be extended, under any situation, after the due date is over.

#### **4.5 Opening of Bid [Pre-qualification & Techno-commercial Bid and Price Bid ] :**

- 4.5.1** The Bids (Pre-qualification & Techno-commercial Bid and Price Bid) will be opened electronically on specified date and time, as given in the Schedule of Tender (SoT). Bidder(s) can witness electronic opening of bid(s).

## **SECTION – V**

### **INSTRUCTIONS TO BIDDERS (ITB)**

#### **A. GENERAL**

##### **5.1 Definition and interpretations :**

- (a) the term “in writing” means communicated in written form (i.e. by mail, e-mail, fax, telex, etc.) and delivered against receipt;
- (b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular;
- (c) “day” means calendar day; and
- (d) “procurement” means the entire work requirements, as specified in **Section VI Technical Specification**.

##### **5.2 Fraud and corruption**

**5.2.1** It is the policy of **Kolkata Port Trust (KoPT)** to require that bidders, Contractors, Sub-contractors, and Consultants, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, **KoPT** :

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “**corrupt practice**” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
  - (ii) “**fraudulent practice**” means a misrepresentation or omission of facts, in order to influence a public procurement process or the execution of a contract;
  - (iii) “**collusive practice**” means a scheme or arrangement between two or more bidders, designed to establish Bid Prices at artificial , non competitive levels;  
and
  - (iv) “**coercive practice**” means harming, or threatening to harm, directly or indirectly, persons or their property to influence their participation in procurement process or affect the execution of a contract;
- (b) will reject a proposal for award, if it determines that the bidder, recommended for award, has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question;
- (c) Will terminate contract, if it determines at any time that representatives of KoPT engaged in corrupt, fraudulent, collusive, or coercive practices during the procurement or the execution of that

contract ;

- (d) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract;

and

- (e) will have the right to require that a provision be included in Bidding Documents and in contracts, requiring bidders, contractors , subcontractors, and consultants to permit KoPT to inspect their accounts and records and other documents relating to the bid submission and contract performance.

**5.2.2** Furthermore, bidders shall be aware of the provision stated in GCC.

### **5.3 Eligible bidders**

**5.3.1** A Bidder, and all parties constituting the Bidder, **should have the nationality of any country**. A Bidder shall be deemed to have nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of the country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or contractors for any part of the contract, including related services

**5.3.2** A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder and one or more parties :

- (a) Submit more than one bid in this bidding process.

Or

- (b) are or have been associated in the past , with a firm or any of its affiliates which have been engaged by **KoPT** to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under the instant Bidding Documents.

**5.3.3** Participating by a Bidder in more than one bid shall result in the disqualification of all bids, in which such Bidder is involved.

**5.3.4** A Bidder that is under a declaration of ineligibility by **KoPT**, in accordance with **ITB Clause No.5.2**, at the date of contract award shall be disqualified.

### **5.4 Authority in signing the bid / offer**

**5.4.1** In case the bid is submitted by a **Proprietorship Firm**, the same should be signed either by the **Proprietor** or other person(s), holding a valid **power of attorney / authorisation** from the proprietor, in connection with this bidding process. The signature of such power of attorney holder(s) / authorised person(s) should be attested by the proprietor. Such **power of attorney / authorisation** should be uploaded along with **Techno-commercial Bid**.

**5.4.2** In case the bid is submitted by a **Partnership Firm**, the same should be

signed either by the partner(s), holding valid **power of attorney** from the partners or other person(s), holding valid **authorisation** from such power of attorney holder(s) , subject to approval of the partner(s) in the matter of giving such authorization, in connection with this bid. The signature of such **power of attorney holder(s) / authorised person(s)** should be attested by the **partners** or **power of attorney holder**, as the case may be. Such **power of attorney / authorisation** should be uploaded along with **Techno-commercial Bid**.

**5.4.3** In case the bid is submitted by a **Limited Company**, the same should be signed by the person(s) holding valid **power of attorney / authorisation**, executed in his / their favour ( in connection with this bid) and the signature of such **power of attorney holder(s) / authorised person(s)** should also be attested, in accordance with the constitution of the Limited Company. Such **power of attorney / authorisation** should be uploaded along with **Techno-commercial Bid**.

**5.4.4** Such **power of attorney holder(s) / authorised person(s)** should put his / their signature identical with the attested one, in the relevant documents submitted / uploaded, in connection with the instant bidding process [including “**Techno-commercial Bid**”]. In case of putting different signatures in different documents / offers, all such signatures should be attested by the same person in line with the above.

## **B. CONTENTS OF BIDDING DOCUMENTS**

### **5.5 Sections of Bidding Documents**

**5.5.1** The contents of the **Bidding Documents** as detailed at “TABLE OF CONTENTS” should be read in conjunction with any addendum / corrigendum issued in accordance with **ITB Clause No. 5.7**.

**5.5.2** The Employer (KoPT) is not responsible for the completeness or correctness of the bidding documents and their Addenda, if they were not obtained directly from the source indicated in Notice Inviting e-Tender .

**5.5.3** The bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents [considering all addenda / corrigenda issued] may result in the rejection of the bid.

### **5.6 Pre-Bid Meeting**

**5.6.1** A prospective bidder requiring any clarification of the instant Bidding Documents shall contact **Sr. Dy. Manager (P&E), HDC**, in writing, or raise their enquiries during the **Pre-bid meeting**.

The **prospective bidders** are requested to submit their queries / observations / suggestions / requests for clarification, in connection with the instant Bidding Documents, in advance, to enable **KoPT** to prepare response / clarifications and make pre-bid meeting meaningful.

**5.6.2** As indicated in the Schedule Of Tender, pre-bid meeting will be conducted off-line on behalf of HDC, KoPT. The purpose of this pre-bid meeting will be to clarify issues and to answer questions on any matter (in connection with the instant Bidding Documents only) that may be raised at that stage.

Authorised representative(s) of the prospective bidders will be allowed to attend the **Pre-bid meeting**, which will be held on the date, time & at the venue stipulated in the **Schedule Of Tender (SOT)**.

The **designated representative(s)**, who will be deputed to attend the **pre-bid meeting**, should submit their authorization in this regard. The signature of such designated person(s) should be attested by the authorized signatory of the prospective bidders. Otherwise, the designated person should have to submit the proof of his identity through other means.

**5.6.3** The prospective bidders are advised to attend the pre-bid meeting. However, non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

**5.6.4** Unless otherwise notified, **all the queries / observations / suggestions / requests for clarification** (related to the instant Bidding Documents only) [including the **queries / observations / suggestions / requests for clarification raised during pre-bid meeting**], received till the date of **pre-bid meeting**, will be considered. **KoPT's** response / clarifications (including description of queries / observations / suggestions / requests for clarifications, but without identifying its source), in this regard, will be communicated to all the known prospective bidders (i.e. who would **attend pre-bid meeting** or **submit queries / observations / suggestions** or **requested for clarification**), in writing, well in advance to the last date of submission of bids. The aforesaid **queries / observations / suggestions / requests for clarification** and **KoPT's** response / clarifications will also be hosted in the websites, as specified in the **Notice Inviting e-Tender**.

Any modification to the Bidding Documents, which may become necessary as a result of the **KoPT's response / clarifications**, so issued, shall be made through the issue of an addendum / corrigendum, pursuant to **ITB**.

**5.6.5** The Bidder shall be deemed to have **examined** thoroughly the instant Bidding Documents, in full, [considering all addenda / corrigenda issued (if any)], **visited the site & surroundings** and to have **obtained all necessary information in all the matters** whatsoever that might influence while carrying out the job as per the conditions of the instant **Bidding Documents** [considering all addenda / corrigenda issued (if any)] and to satisfy themselves to sufficiency of their bid, etc. If they shall have any issue to be clarified, the same should be brought to the notice of **KoPT**, in writing, as set out in **ITB**.

The bidders are advised to acquaint themselves with the job involved at the site, like availability of labour, means of transport, communication facilities, laws and bye laws in force from Government of West Bengal & Government of India and other statutory bodies from time to time. The Bidder shall be deemed to have examined and collected all necessary information as to risk, contingencies and other circumstances, which may be necessary for preparing the Bid.

Visiting the site shall be at the bidder's own expense. Failure to visit to site will no way relieve the Contractor (successful Bidder) of any of their obligation in performing the work and liabilities & responsibilities thereof, in accordance of the contract.



**5.6.6** Necessary Gate Pass/Dock Entry Permit, for entering into the Dock area, will be issued to the designated representative(s) of the prospective bidders, on chargeable basis [as per the extant “Scale of Rates” of KoPT, available at <http://www.kolkataporttrust.gov.in/> of Kolkata Port Trust], to visit the site, for the purpose of inspection only, on receipt of a formal written request. The signature of such designated person(s) should be attested by the authorized signatory of the prospective bidders. Otherwise, the designated person(s) should have to submit proof of his/their identity through other means.

However, during the pre-bid meeting, if the prospective bidders are willing to enter into the dock area, they will be allowed through VIP Pass of HDC free of cost.

Such prospective bidder will be fully responsible for any injury (whether fatal or otherwise) to its designated representative(s), for any loss or damage to property, or for any other loss, damage, costs and expenses whatsoever caused, which, but for the granting of such permission, would not have arisen.

The prospective bidder will be liable to indemnify KoPT against any loss or damage to the property of KoPT or neighbouring property which may be caused due to any act of prospective bidder or their designated representative(s).

## **5.7 Amendment of Bidding Documents**

**5.7.1** At any time, prior to the last date for submission of bids, **KoPT** may, for any reason whether at its own initiative or in response to the **queries/ observations/suggestions/requests for clarification**, amend and modify the bidding documents by issuing Addenda/Corrigenda. Such Addenda/Corrigenda will be hosted in the websites, as specified in the **Notice Inviting e-Tender**.

**5.7.2** Any Addendum/Corrigendum, thus issued, shall be part of the bidding documents and shall be communicated, in writing, to all the known prospective bidders (i.e., who would attend Pre-bid Meeting or submit queries / observations / suggestions or request for clarification), in writing, well in advance to the last date of submission of bids.

**5.7.3** To give prospective bidders reasonable time to take the Addendum / Corrigendum into account in preparing their bids, KoPT may, at their discretion, extend the last date for submission of the bids, prior to the closing date & time of e-Tendering.

## **C. PREPARATION OF BIDS**

### **5.8 Cost of bidding**

The Bidder shall bear all costs associated with the preparation and submission of their bid, and **KoPT** shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **5.9 Language of Bid**

The Bid, as well as all correspondence and documents relating to the bid, exchanged by the Bidder and KoPT, shall be written in the **English language only**. If the supporting documents and printed literature, that are part of the bid, are in another language, they must be accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of

interpretation of the bid, such translation shall govern.

## **5.10 Documents comprising the Bid**

**5.10.1** The Bid shall comprise of the following :-

(a) Pre-qualification and Techno-commercial Bid:

The Pre-qualification & Techno-commercial Bid comprises all documents [including the Bidding Forms (provided in these bidding documents), duly filled in, signed and stamped] required to be submitted as per the Notice Inviting e-Tender, Schedule of Tender (SoT), Instructions To Bidders (ITB) and any other relevant clause(s) of these bidding documents.

(b) Price Bid:

The Price Bid comprises the prices only and the same are to be submitted electronically, through the website of <https://eprocure.gov.in/eprocure/app> only.

## **5.11 Form of Tender**

The bidder shall have to submit (upload) the “**FORM OF TENDER**”. This form **must be completed without any alterations** to its format, and no **substitutes shall be accepted**. All blank spaces shall be filled in with the information requested. Such **duly filled in “FORM OF TENDER”** should be uploaded.

## **5.12 Price Schedule**

**5.12.1** The Bidder shall quote their price on-line (**through CPP Portal only**) as per the **Price Schedule** (Bill of Quantities) in the Price bid, without any condition or deviation. Price indicated anywhere else, in any other form or manner, will not be considered for evaluation of Price Bid.

**5.12.2** The Bidder should submit (upload) the **unpriced** format [Bidding Form VI : **PRICE SCHEDULE**], of the instant Bidding Documents, duly filled in the GST rates at appropriate places and signed & stamped as token of acceptance.

## **5.13 Bid Prices**

**5.13.1** The prices are to be quoted by the Bidder **through CPP Portal**, considering the work requirements, as detailed in **Section VI (Technical Specification)** and other terms & conditions of the Bidding Documents (considering all addenda / corrigenda issued).

**5.13.2** Except where otherwise expressly provided, the contractor shall have to provide all materials, labour, plant and other things necessary in connection with the contract, although everything may not be fully specified, and although there may be errors and omissions in the specifications.

**5.13.3** The prices and rates entered (electronically through CPP Portal) **as per the Price Schedule** (Bill of Quantities), in the Price bid, by the **Bidder**, shall include, inter alia, all costs and expenses involved in or arising out of the following:

(a) Supply, delivery, inspection, transportation (including insurance), handling, receipt and storage of all required materials [in line with Technical Specification (Section VI)] and equipment at site.

- (b) The provision, storage, transport, handling, use, distribution & maintenance of all materials, equipment, machinery and tools, including all costs, charges, dues, demurrage or other outlays involved in transportation.
- (c) The provisions & maintenance of all their staff & labour and their payment, accommodation, transport, fares and other requirements.
- (d) All required first aid, welfare and safety requirements.
- (e) Damage caused to the work and /or construction, plant, materials and consumable stores caused by weather.

**5.13.4** Tools, Tackles, lifting machineries, scaffolding, temporary lighting, different vehicular transport etc. required for execution of the whole work will have to be arranged by the Contractor, at their own risk, cost & arrangement, which may be considered, while submitting their rates in the offer.

**5.13.5** Rates & amounts quoted by the bidders in the “PRICE SCHEDULE”, include all incidental charges [excluding Goods and Services Tax (GST)], as applicable, and charges for packing, forwarding, loading, handling, carrying to any lead, stacking, transportation, permits, overheads & profit, etc. necessary for the complete services as described in this Bidding Document.

GST, as applicable, shall be paid extra against proper invoice submitted by the Contractor.

The contractor will be required to submit GST compliant invoice with all required details and also be required to file timely and proper return so as to enable KoPT to get due credit against GST paid.

In case of any failure on the above account, GST amount, even if paid by KoPT, shall be recoverable from the Contractor.

**5.13.6** All quoted rates will remain firm during the validity period of the bid / offer, including any / all extension thereof, agreed by the bidder.

However, changes **in statutory taxes & duties [other than GST] will be adjusted** (within the scheduled completion period), based on documentary evidence.

**5.13.7** The Bidder should clearly understand that they shall be strictly required to conform to all terms & conditions of the instant Bidding Documents [considering all addenda / corrigenda (if any) issued], as contained in each of its clauses and **plea of “Customs Prevailing”** will not be, in any case, admitted as excuse on their part, for infringing any of the terms & conditions.

No request for change or variation in rates or terms & conditions of the contract shall be entertained on the ground that the successful Bidder has not understood the work envisaged in the instant contract.

#### **5.14 Currencies of Bid**

The **Bidders** should quote the prices in **Indian Rupees (Rs)** only.

#### **5.15 Period of validity of bids**

**5.15.1** Bids shall remain valid for the period of **120 days** after the bid submission deadline date (considering extension thereof, if any) as prescribed in **ITB**. A bid, valid for a shorter period, shall be rejected by

**KoPT**, treating the same as non-responsive.

- 5.15.2** In exceptional circumstances, prior to the expiration of the bid validity period, **KoPT** may request the bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

A Bidder may refuse the request, without forfeiting their **Earnest Money Deposit (EMD)**. A Bidder granting the request shall not be required or permitted to modify its bid, except when option to do the same has been specifically granted by **KoPT**, in writing.

**5.16 Earnest Money Deposit (EMD)**

- 5.16.1** The intending bidders should deposit an amount specified in the **Schedule of Tender (SoT)**, as **Earnest Money Deposit (EMD)**, in accordance with the procedure mentioned therein.

- 5.16.2** Failing to deposit the Earnest Money, in accordance with ITB, shall be rejected by the Employer (**KoPT**), treating the same as non-responsive.

For exemption of EMD the bidder is required to upload the scanned copy of the certificate from MSME / Micro & Small Enterprises (MSEs) / DIC / SSI / National Small Industries Corporation (NSIC) or any empowered Central / State Govt. authority.

- 5.16.3** Refund of Earnest Money Deposit:

Earnest Money Deposit of the successful bidder shall be retained by **KoPT** and Earnest Money Deposit of the unsuccessful bidders [including the bidder(s) whose Price Bid would not be opened in line with **ITB**] shall be refunded, without interest, within 2 (two) months from the date of opening of Price Bids or on finalization/acceptance of tender, whichever is earlier.

In case the bid of the **successful bidder** is found acceptable to **KoPT** and contract is awarded with them, the **Earnest Money Deposit** of the **successful bidder (Contractor)** shall be retained by **KoPT** till submission of **Performance Guarantee / Security Deposit** (in accordance with **ITB**) and signing of the **Contract Agreement** by **KoPT** and the Contractor (in accordance with **ITB**), and shall be refunded thereafter.

In case, the successful bid is not found acceptable to **KoPT**, Earnest Money Deposit of the successful bidder shall be refunded after the decision, in this regard, is finalized by **KoPT**.

- 5.16.4** No interest shall be payable on the account of Earnest Money Deposit in any case.

- 5.16.5** Forfeiture of Earnest Money Deposit :

The EMD may be forfeited

- (a) if a Bidder withdraws their offer within the validity period of the bid / offer; and / or, alters / amends any terms and / or condition and / or quoted rate(s), within the validity period of the offer (excepting when option to do the same has been specifically granted by Kolkata Port Trust, Haldia Dock Complex in writing) making it unacceptable to the Kolkata Port Trust, Haldia Dock Complex;

or,

- (b) if the successful bidder,
  - i) fails to submit the Performance Guarantee / Security Deposit (as per SCC ) for the specified sum and in the specified form, within the stipulated time;
  - and / or,
  - ii) fails to carry out the work or to perform / observe any of the conditions of the contract,

For the purpose of this provision, the validity period (of the bid / offer) shall include any / all extension thereof, agreed by the Bidder in writing. KoPT shall also be at liberty to deduct any of their dues from Earnest Money. It should be however be clearly understood that in case of any default in any terms and or condition of the contract after placement of order but before submission of Performance Guarantee / Security Deposit (as per SCC), the same shall be dealt with in accordance with the relevant provisions of contract, including forfeiture of Earnest Money.

#### **D. SUBMISSION OF BIDS AND OPENING OF BIDS (EXCEPT PRICE BID)**

##### **5.17 Submission of bids**

- 5.17.1** Bidders shall have to submit their bids [both **Pre-qualification & Techno-commercial Bid** and **Price Bid**] on-line **through CPP Portal only**.
- 5.17.2** The Bidder should submit (upload) the scanned copies of all the relevant and required documents, statements, filled up formats, certificates, etc. [in accordance with **ITB**], in the aforesaid portal, in support of their **Pr-qualification Criteria and Techno-commercial Bid**.
- 5.17.3** Before scanning the aforesaid documents, all pages are to be signed by a person duly authorised to sign on behalf of the bidder, pursuant to **ITB**, and are to be embossed with their official seal, owing responsibility for their correctness / authenticity. All pages of the aforesaid documents should be serially marked.
- 5.17.4** Any inter-lineation, erasures, or overwriting, in the aforesaid scanned & uploaded documents, shall be valid only if they are signed by the aforesaid authorised person.
- 5.17.5** The Bidder will have to produce the original documents or any additional documents, if asked for, to satisfy **Haldia Dock Complex, Kolkata Port Trust**.
- 5.17.6** The **Price Bid** comprised the prices only and the same are to be submitted electronically, through the website <https://eprocure.gov.in/eprocure/app> only. *No hardcopy of priced "Price Schedule" is required to be uploaded.*

##### **5.18 Techno-commercial offer**

- 5.18.1** No techno-commercial deviation and variation will be considered by KoPT, except where the Techno-commercial terms and conditions, will be found as impossible and irrelevant to the bidder.
- 5.18.2** If the Bidder deliberately gives wrong information or conceals any information / fact in their bid, which shall be favourable for acceptance of their bid, fraudulently, then the right to reject such bid at any stage of

execution, without any financial liability, is reserved by **KoPT**.

#### **5.19 Priced offer**

The Bidder should quote the offered rate appropriately in the PRICE BID, electronically, through the website of **CPPP** only. *Price indicated anywhere else, in any other form or manner, would not be considered for evaluation of Price Bid.*

#### **5.20 Deadline for submission of bids**

**5.20.1** Bids must be submitted within the closing date & time **indicated in the Schedule Of Tender (SOT)**.

**5.20.2** **KoPT** may, at its discretion, *extend the deadline for the submission of bids, prior to the closing date & time of e-Tendering*, by amending the Bidding Documents, in accordance with **ITB**, in which case all rights and obligations of **KoPT** and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

#### **5.21 Late Bids**

This e-Procurement System would not allow any late submission of bid, after the closing date & time, as per the **Schedule Of Tender (SOT)** or extension, if any.

#### **5.22 Withdrawal of bids**

**5.22.1** A Bidder may withdraw, substitute, or modify their bid on the e-Procurement System, before the closing date and time specified, but not beyond.

**5.22.2** No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the “**FORM OF TENDER [for Techno-commercial (un-priced) Bid]**.” Or any extension thereof. Modification / Withdrawal of the bid sent through any other means shall not be considered by **KoPT**.

**5.22.3** Withdrawal of bid during the interval between such closing time on due date and expiring of the bid validity period, may result in forfeiture of EMD in accordance with **ITB**.

#### **5.23 Bid opening [including Price Bid]**

**5.23.1** The bids **[including Price Bids]**, will be opened at the date & time, indicated in the **Schedule Of Tender (SOT)**.

**5.23.2** The on-line bid-opening event may be viewed by the bidders at their remote end, by logging on to the e-Procurement System. A copy of the bid opening record shall be made available on the e-Procurement System.

### **E. EVALUATION OF BIDS**

#### **5.24 Confidentiality**

**5.24.1** Information relating to the evaluation of bids and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the contract award.

**5.24.2** Any attempt by a Bidder to influence **KoPT** in the examination, evaluation and comparison of the bids, or contract award decisions may result in the rejection of their bid and forfeiture of **EMD**.

**5.24.3** Notwithstanding **ITB Clause No. 5.24.2**, from the time of bid opening

to the time of contract award, if any Bidder wishes to contact KoPT on any matter related to the bidding process, they should do so in writing.

#### **5.25 Clarification of bids**

To assist in examination, evaluation & comparison of the bids and qualification of the bidders, the Employer (KoPT) may, at their discretion, ask any bidder for a clarification of their bid. The Employer (KoPT) may also ask any bidder to withdraw any terms/conditions mentioned by them in their offer, which are not in conformity with the terms & conditions specified in the bidding documents. In case any bidder fails to submit required clarification within the time stipulated by the Employer (KoPT), in this regard, the tender would be processed in absence of the clarifications, which may result in disqualification of the corresponding bidder for the instant tender. Any clarification submitted by a bidder, which is not in response to a request by the Employer (KoPT), shall not be considered. The Employer's (KoPT's) request for clarification and the response shall be in writing.

No change in the prices or substance of the bid shall be sought, offered or permitted, nor will the bidder be permitted to withdraw their bid before expiry of the validity period of the bid.

#### **5.26 Deviations, reservations and omissions**

During the evaluation of bids, the following definitions apply:

- (a) "Deviation" is a departure from the requirements specified in the bidding documents ;
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding documents ; and
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the bidding documents.

#### **5.27 Responsiveness of bids**

**5.27.1** Responsiveness of a bid would be determined on the basis of the contents of the bid itself, and clarification(s) in accordance with **ITB**.

**5.27.2** A substantially responsive bid is one that meets the requirements of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,

- (a) if accepted, would
  - i) affect in any substantial way the scope, quality, or performance of the work specified in the Contract; or
  - ii) limit in any substantial way, inconsistent with the Bidding Documents, KoPT's rights or the bidder's obligations under the proposed contract; or
- (b) if rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

**5.27.3** Bidders shall not contain the following information / conditions to consider them responsive :

- (a) Either direct or indirect reference leading to reveal the prices of the bids in the Techno-commercial offers;
- (b) Adjustable prices, other than the provisions stated in **ITB**.

**5.27.4** If a bid is not substantially responsive to the requirements of the bidding documents, it shall be rejected by KoPT and may not subsequently be

made responsive by the bidder, by correction of the material deviation, reservation, or omission.

## **5.28 Nonconformities, errors and omissions**

**5.28.1** During examination, evaluation & comparison of the bids and qualification of the bidders, the Employer (KoPT) may, at their discretion, ask any bidder for submitting any document(s) [in case of shortfall in required documents (relating to capacity or otherwise)]. In case any bidder fails to submit required documents within the time stipulated by the Employer (KoPT), in this regard, the tender would be processed in absence of the documents, which may result in disqualification of the corresponding bidder for the instant tender.

Any document submitted by a bidder, which is not in response to a request by the Employer (KoPT), shall not be considered. The Employer's (KoPT's) request for submission of further document(s) shall be in writing.

**5.28.2** **KoPT** shall examine the bids [including the further documents / clarifications received in accordance with **ITB**] to confirm that all documents requested in **ITB** have been provided and to determine the completeness of each document submitted.

**5.28.3** Provided that a bid is substantially responsive, **KoPT** may waive any nonconformities or omissions in the bid that do not constitute a material deviation.

## **5.29 Examination of Pre-qualification Criteria**

**5.29.1** At first, the contents of the documents, submitted in support of the Pre-qualification Criteria [including the further documents / clarifications received in accordance with **ITB**] will be scrutinized and evaluated.

**5.29.2** KoPT may, at their discretion, seek any other detail(s)/document(s), in subsequent course, to ascertain and get confirmed about the competence of the bidder. In case any bidder fails to submit required detail(s)/document(s) within the time stipulated by the Employer (KoPT), in this regard, the tender would be processed in absence of the documents, which may result in disqualification of the corresponding bidder for the instant tender. While evaluating Pre-qualification Criteria, regard would be paid to National Defence and Security considerations of the Indian Government.

**5.29.3** In case it is found that the Pre-qualification Criteria has not been fulfilled by the bidder or otherwise their participation has not been found acceptable to **KoPT**, the respective bid will be treated as non-responsive and "Price Bid" of the respective Bidder will not be considered further.

## **5.30 Examination of Techno-commercial offer**

**5.30.1** After scrutiny of the **Pre-qualification Criteria, Techno-commercial Bids** of the Pre-qualified bidders [as indicated above] will be scrutinized & evaluated.

**5.30.2** **KoPT** shall examine the bid to confirm that all terms and conditions specified in the **Technical Specification (Section VI)**, **GCC (Section VII)** and **SCC (Section VIII)** have been accepted by the bidder without any material deviation or reservation or omission.



**5.30.3** If on examination of the “**Techno-commercial Bid**” of pre-qualified bidders, it is found that they have not accepted all Techno-commercial terms & conditions of the Bidding Documents [considering all addenda / corrigenda, issued], “**Price Bid**” part of such bidder(s) will not be opened. “**Price Bid**” part of other bidder(s) will be opened subsequently as per procedure. Decision of **KoPT** on this matter shall be final.

**5.31 Examination of Price Bid**

**PRICE BIDS** of the bidders, who qualify in the “Pre-qualification & Technocommercial Bid”, will only be considered for evaluation.

**5.32 Comparison & Evaluation of Price-Bid and selection of Successful Bidder**

**5.32.1** While evaluating the Price Bids, the Price quoted by the Bidders against all items of the **Price Schedule** shall be taken into account and the **TOTAL PRICE**, which would be arrived at, by adding quoted prices of all items of the **Price Schedule**, will be considered for evaluation. Selection of the successful bidder will be made on the basis of the “**lowest TOTAL PRICE**” thus arrived.

**5.32.2** In case it is found that the quoted “**TOTAL PRICE**” is same for two or more bidders and their bids become the lowest, the respective bidders will be given chance to submit their fresh Price Bid, subject to the condition that the fresh rate so quoted must be less than the rate quoted by the respective bidders earlier. Selection of the successful bidder will be made on the basis of the revised “**lowest TOTAL PRICE**” thus obtained.

**5.32.3** The total prices will be evaluated based on price quoted at Part A and Part B.

**5.33 KoPT’s right to accept any bid and to reject any or all bids**

**5.33.1** **KoPT** reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

**F. AWARD OF CONTRACT**

**5.34** Subject to **ITB Clause No. 5.33.1**, **KoPT** shall award the contract to the Bidder whose offer has been determined to be the lowest evaluated bid [as per **ITB Clause No. 5.32**] and is substantially responsive to the Bidding Documents.

**5.35 Notification of award**

Prior to the expiration of the period of bid validity or extended validity in accordance with **ITB**, **KoPT** shall notify the **Successful Bidder**, in writing, that their bid has been accepted. The notification letter (hereinafter called the “**Letter of Acceptance**”) will be treated as “**Order Letter**” and will constitute the formation of the contract. Such order letter shall specify the “**Contract Price**” in line with **SCC Clause No. 11.1.4 a**).

**5.36 Signing of contract agreement**

**5.36.1** After placement of order, **contract agreement** [as per the form furnished in **Section- XI**] should be executed between **Kolkata Port Trust** and the **Contractor (Successful Bidder)**. In this respect, within a week of receipt of intimation regarding acceptance of their bid, the successful bidder shall have to submit, at their cost, required **Stamp Paper** [Non-judicial Stamp Paper of worth not less than **Rs. 50.00**] & **dummy papers** (for three sets).

Immediately after receipt of the above papers & documents, **KoPT** will send three sets of **contract agreement form** [one set printed on Stamp Paper & dummy papers and two sets printed on dummy papers], photocopy of **one set of documentary transactions between them and KoPT** (till finalisation & award of the Contract) and **Contract Documents** [incorporating all accepted changes and addenda / corrigenda issued, if any], duly signed by the representative of **KoPT** at appropriate places on each pages.

Within a week, thereafter, the Contractor (Successful Bidder) shall have to return **Contract Agreement forms** (three sets) [after affixing their common seal], the set of **documentary transactions** and **Contract Documents**, duly signed by them at appropriate places on each page.

**5.36.2** The **contract agreement form & Contract Documents** should be signed by the authorized persons of the Contractor, authorized in this respect.

**5.36.3** After receipt of the **contract agreement forms** (three sets), duly signed by authorised person of **KoPT** & authorized person of the Contractor (Successful Bidder), the same shall be kept under **KoPT**'s custody, after affixing the Common Seal of **KoPT**.

One copy of such **executed contract agreement** (on dummy paper), along with one photocopy of signed **documentary transactions** and **Contract Documents** will be handed over to the Contractor for their record & future reference.

**5.36.4** Until such contract agreement is executed, the other documents referred to the definition of the term "Contract" [**GCC Clause**], shall collectively be the contract.

### **5.37 Performance Guarantee / Security Deposit**

**5.37.1** Within **twenty-eight (28) days** of issuance of "**Letter of Acceptance**" by **KoPT**, the Successful Bidder shall provide the **Performance Bank Guarantee** in accordance with the **Special Conditions of Contract**, using the form furnished in **Section XI**.

**5.37.2** Failure of the successful bidder to submit the above-mentioned **Bank Guarantee for Performance Guarantee / Security Deposit** or sign the contract agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the **EMD** in accordance with **ITB**.

**5.37.3** All costs, charges & expenses, including Stamp Duty, shall be borne by the Successful Bidder.

**5.37.4** No interest / charge, of whatsoever nature, shall be paid by **KoPT** on the amount of Performance Guarantee / Security Deposit, held by them (as per **SCC**) at any stage.

## **SECTION-VI**

### **Scope of Work**

#### **6.1 Brief Description:**

Haldia Dock Complex (HDC) is operating a mechanized handling system for loading /unloading of Thermal Coal. At present we would like to replace various worn out structural steel items of conveyor system. The above job includes repairing/replacement of stringer, stringer post, supporting base angle, base frame for motor and gear box, cross bracing, transfer chutes, tipper car, supporting galleries, Transfer Towers, walkways etc. The contractor may have to work at Coal Handling Plant (CHP), 'below the ground level' or 'above the ground level'. The above job also includes dismantling of old structure, removal of scrap, fabrication, painting, erection of new structure, allied civil foundation work etc. at Coal Handling Plant (CHP), Haldia Dock Complex.

#### **6.2 Joint Inspection for Job Identification:**

The contractor should carry out Joint Inspection with the representative of Sr. Dy. Manager (P&E) within 15 days from the date of placement of order. Worn out / damaged steel structures/area of modification etc. to be identified in detail and recorded during such Joint Inspection.

#### **6.3 Drawings:**

The contractor should prepare G.A. Drawings & detailed drawings for fabrication & replacement of damaged structural steel. These G.A. Drawings & detailed fabrication drawings to be submitted to Sr. Dy. Manager (P&E), HDC within 15 days after completion of above Joint Inspection for necessary approval. However, this approval of the Sr. Dy. Manager (P&E) will not relieve the contractor of their responsibility in connection with execution, proper fitting of different steel structures and satisfactory performance of the work.

#### **6.4 Bar Chart:**

Along with submission of drawing the contractor should submit, a Bar Chart, covering commencement and completion of dismantling, fabrication and erection and commissioning of the Conveyor Structures individually / section-wise.

#### **6.5 Mode of Work:**

- a) Although, it is envisaged that only the members required for replacement is to be dismantled and no other adjacent or nearby intact members / section need to be dismantled for the purpose of facilitating erection, but, the same lies solely with the contractor, who should satisfy themselves in this regard, while visiting the site before quoting. Hence, any member / section needs to be dismantled for the sole purpose of facilitating erection in course of the work, the same should be done at no extra cost.
- b) Erected Conveyor structures have to be properly aligned with the original structure.
- c) Commissioning and Trial run of the conveyor system to be done by the contractor to the satisfaction of Sr. Dy. Manager (P&E), HDC or his authorized representative.

#### **6.6 Supply of Materials :**

##### **6.6.1 Steel :**

Steel materials required for fabrication will be supplied by HDC. Loading, unloading, transportation and all allied work to be carried out by the contractor at his own risk, cost and arrangement.

##### **6.6.2 Electrode, Gas, Paints and other Consumables & workmanship:**

Consumables like Electrodes, Gas, Paints, Thinner, Jute, Oil, etc. shall have to be supplied by the contractor at his cost. Electrodes, Gases & Paints to be used, shall be as per the relevant IS specification. Electrodes should be reserved in heat box chamber to prevent damage of electrodes during work.

##### **6.6.3 Bolts, Nuts and other Fasteners :**

All fasteners like Bolts, Nuts & Washers shall have to be supplied by the contractor at his own cost. Bolts, Nuts & Washers shall be hot dipped galvanized and as per relevant IS specification.

##### **6.6.4 Tools & Tackles and other Equipment:**

All equipment, appliances & necessities for work like Tools & Tackles, Lifting appliances, cranes, equipment for transport, welding transformers/Generators, welding accessories, Gas Cutting Sets, Safety Appliances, materials for Scaffolding, etc. shall have to be arranged by the contractor at their own cost.

#### **6.5 Dismantling & Support Structure & Scrap Removal :**

##### **6.5.1 Elimination of unbalancing:**

Before dismantling any structural component, the contractor shall take care to see that the other adjoining sections are not affected by transfer of load and the loads in the sections left over, are not unbalanced.

### **6.5.2 Providing Support Structure:**

All materials for scaffolding and necessary support arrangement, as required for the dismantling and erection of the structurals, to be arranged by the contractor. Safety appliances / personal-protective-equipment for the workmen, shall be provided by the contractor. precautions shall be taken by them to avoid untoward incident while working.

### **6.5.3 Dismantling of allied items like Idler Rollers, Brackets, etc.:**

All allied structural items like Idlers, Roller (both carrying and return), Pulleys, brackets and any other part of the conveyor structures if required to be removed to facilitate actual dismantling of the worn-out structures, to be carried out by the contractor and all such removed items to be re-installed again by the contractor to its original location with proper alignment, at his own risk, cost and arrangement.

### **6.5.4 Dismantling of worn-out structures:**

Dismantling of worn-out structures, as identified during joint Inspection indicated under clause No 6.2 to be carried out by the contractor. However, it should be noted in this connection that where the job involves dismantling a part/section, then completing the erection of the same part for each group of work should be taken up on priority basis so as not to disturb adjoining section by transfer of load or any resultant imbalance in load, unless the same is taken care of by proper supports or otherwise by the contractor. Any failure to the adjoining sections, because of the careless handling during dismantling work, shall be entire responsibility of the contractor and the losses caused shall be made good by the contractor.

### **6.5.5 Removal of scrap:**

Immediately after generation & accumulation of scrap of approx. 10 MT (maximum limit) each time, the contractor shall have to deposit the same, inside the fencing yard of Master Control Store after weighment, from the weighbridges available inside the dock premises, in presence of Sr. Dy. Manager (P&E) or his authorized representative by the contractor at their own cost and arrangement. The weighment slips are to be signed by both HDC's authorized representative(s) & contractor or his/ her representative. A separate log book in the format given by HDC at the time of execution to be maintained and signed jointly. The work - place shall be kept free from all scrap materials by the contractor.

### **6.6 Fabrication :**

Before commencement of fabrication of any structural component, Sr.Dy. Manager (P&E) or his authorized representative and the contractor will jointly inspect the availability of individual structural steel item required for complete fabrication of that component, so that, after fabrication, the same can be erected. After joint inspection of the finished fabricated section, Sr. Dy. Manager (P&E) or his authorized representative will allow the contractor for painting. All fabrication whatever necessary for the work to be done in HDC's CHP site at a location shown by the Sr. Dy. Manager (P&E) or his authorized representative to the contractor.

### **6.7 Painting :**

All exposed surfaces of fabricated items shall be painted. Before painting wire brushed surface to be cleaned.

6.7.1 The application of first coat of Primer Paint (Epoxy Zinc Rich Primer) shall be applied within an hour of Wire brushing. The 2nd Coat of Primer Paint shall be applied after 03 (Three) hours of the first Coat application of primer paint. Minimum dry Film Thickness (DFT) after two coat of Primer painting should be 50 microns.

6.7.2 There should be an application of MIO coating (Micaceous iron oxide) to give a further dry film thickness of about 50microns. The application of MIO coat shall be done after 24hours of the application of primer paint coat. The total DFT of primer paint and MIO should be 100 microns  $\pm$  10%.

6.7.3 The application of first coat of Epoxy Coal Tar finish paint shall be applied after 24 hours of the application of M.I.O coating. The 2nd Coat application of finish paint shall be done after 24 hours of application of previous coat to give further dry film thickness of about 200 microns.

6.7.4 The total DFT including Primer Paint, M.I.O & Finish Paint should be 300 micron  $\pm$  10%.

6.7.5 Calibrated Elcometer with proper ranges should be arranged by the contractor for inspection of painting work.

6.7.6 Wherever painting goes off/ peels off during the course of the work, the surface to be first cleaned properly by mechanical wire brushing and subsequent application of primer, MIO and finished paints to be made by brush, as per the above specification.

**6.8** Paints and thinners, required for painting as above, shall have to be supplied by the contractor.

Paints and thinners shall be procured from reputed manufacturers/authorized dealers of the following make viz. Asian Paints, Berger Paints, Jenson & Nicholson, ICI, Goodlass-Nerolac and

Shalimar Paints. The Inspection Call(s) for the various stages during Panting should be offered by the contractor as per the schedule.

## **6.9 Erection:**

Erection of different structural steel items to be carried out as per approved drawing. Old/new Brackets with rollers (both carrying and return) are to be re- installed by Bolts, Nuts and washers. Fasteners are to be supplied by the contractor. Bolts, Nuts & Washers shall be hot dipped galvanized and as per relevant IS specification. Welding of J-hook etc to be done before painting. Erection of posts to be done by welding Base Plates on Insert Plates (excepting in a few cases where Base Plates are to be bolted with the existing Anchor Bolts) provided on RCC supports. The erected steel members shall be properly identified by lettering with date of erection. Fabricated structures, which would be provided by HDC, to be erected by the contractor. During such erection work, if any alteration/ modification of such fabricated structure is required for successful erection, same is to be carried out at no extra cost, by the contractor, to the full satisfaction of Engineer's representative. During above erection work, proper alignment of transfer chutes, belt pulleys, Idlers, Rollers, Conveyor Structures etc. are to be carried out by the contractor for successful trial run of the conveyor system.

## **6.10 Civil works :**

Includes the following :

6.10.1 The contractor should arrange for cleaning the accumulated cargo (thermal coal etc.) from the Foundation Base of the Transfer Towers & Conveyors.

6.10.2 Breaking / removal of required concrete from bases of the existing structures with maximum care and safety up to a depth of 0.4 meters (approx) without disturbing the loading / unloading operations.

6.10.3 Foundation concrete work to be re-built with slope in all sides of the top surfaces to prevent the water logging at the base of Steel Structure.

6.10.4 Concrete should be of M-20 Grade (1:1.5:3 mix) with stone chips (20 mm. and down of PAKUR variety) using monolithic compound as per manufacturer's specification for proper bonding.

6.10.5 The Anchor Plate with Anchor Bolts / Holding Down Bolts, Washers & Nuts should be replaced by requisite size of materials, by the contractor, if found damaged. Grouting of plates and Anchor Bolts / Holding Down Bolts will be arranged by the contractor at his cost. The contractor should arrange for all materials required for the aforesaid job including shuttering and covering, etc. complete in all respect.

## **6.11 Security Requirements:**

The contractor shall comply with all regulations imposed by the Port security Authorities in respect of the passage of Plants, Vehicles, Material and Personnel through Port Barriers.

## **6.12 Safety Precautions:**

6.12.1 The contractor shall take all safety precaution to prevent out – break of fire at the site and in all offices, stores, camps and other places and things connected there with and specially with respect to the storage of petroleum products, explosives and all other dangerous and hazardous goods. He shall comply with all rules, regulations and order of any statutory authority and of the Sr. Dy. Manager (P&E) at no extra cost to HDC. All necessary arrangements shall be arranged by the contractor.

6.12.2 The contractor shall give every facility to the Fire and Safety Officers of HDC,KoPT to inspect the work whosoever required and shall observe and abide by any instruction given by the Sr. Dy. Manager (P&E) in regard to use of the Plant, Equipment and Temporary Work in respect of General Safety. Compliance with such requirements, shall not be used as the basis of claim against HDC,KoPT and will not be entertained by HDC,KoPT.

6.12.3 The contractor shall at his own expense provide and maintain upon the works to the satisfaction of the Sr. Dy. Manager (P&E) sufficient life-saving appliances, which shall at all times to be available, for use.

6.12.4 It will be the responsibility and accountability of the contractor with respect to the said repair/replacement work, safety and security of the equipment, paints & machines and personnel working within the dock area.

**6.13 Completion Period:** Entire job to be completed as per 'Scope of Work' in all respect within 12 months from the date of placement of Order.

## **SECTION VII**

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

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

Table under sub-clause (a)

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

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

Table under sub-clause (d)

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

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

1. DEFINITIONS

- 1.0** In the contract, as here in after defined, the following words and expressions shall have the meaning herein assigned to them, except where the context otherwise required.
- 1.1** “Employer” or “Board” or “Trustees” means of the Board of Trustees for the Port of Kolkata, a body corporate under Section 3 of the Major Port Trusts Act, 1963, including their successors, representatives and assigns. Employer
- 1.2** “Chairman” means the Chairman of the Board and includes the person appointed to act in his place under Sections 14 and 14A of the Major Port Trusts Act, 1963 Chairman
- 1.3** “Contractor” means the person or persons, Firm or Company whose tender/offer has been accepted by the Trustees and includes the Contractor’s representatives, heirs, successor and assigns, if any, permitted by the Board/Chairman. Contractor
- 1.4** “Engineer” means the Board’s official who has invited the tender on its behalf and includes the Manager (Infrastructure & Civic Facilities) or other official as may be appointed from time to time by the Employer, with written notification to the Contractor, to act as Engineer for the purpose of the Contract, in place of the “Engineer” so designated. Engineer
- 1.5** “Engineer’s Representative” means any subordinate or Assistant to the Engineer or any other official appointed from time to time by the Engineer to perform the duties set forth in Clauses 2.4 to 2.6 hereof. Engineer’s Representative
- 1.6** “Work” means the work to be executed in accordance with the Contract and includes authorised “Extra Works” and ‘Excess Works” and “Temporary Works”. Works
- 1.7** “Temporary Works” means all temporary works of every kind required in or about the execution, completion or maintenance of the works and includes (without thereby limiting the foregoing definitions) all temporary erections, scaffolding, ladders, timbering, soaking vats, site offices, cement and other godowns, platforms and bins for stacking building materials, gantries, temporary tracks and roads, temporary culverts and mixing platforms. Temporary works
- 1.8** “Extra Works” means those works required by the Engineer for completion of the Contract which were not specifically and separately included in the schedule of items of the works i.e. (Bill of Quantities) of the tender. “Excess Works” means the required quantities of work in excess of the provision made against any item of the bill of Quantities. Extra works and Excess works
- 1.9** “Specifications” means the relevant and appropriate Bureau of Indian Standard’s specifications / International Standard’s Specifications (latest revisions) for materials and workmanship unless stated otherwise in the Tender. Specification

<b>1.10</b>	“Drawings” means the drawings referred to in the Tender and specification and any modification of such drawings approved in writing by the Engineer and such other drawings as may from time to time be furnished or approved in writing by the Engineer.	Drawings
<b>1.11</b>	“Contract” means and includes the General and Special Conditions of Contract, Specifications, Drawings, priced Bill of Quantities, the Tender / Offer, the letter of acceptance of the Tender/Offer, the Contract Agreement, if separately entered into and the Schedule of Rates and Price, if any, adopted by the Trustees at their discretion.	Contract
<b>1.12</b>	“Constructional Plant” means all appliances or things of whatsoever nature required or about the execution, completion or maintenance of the works or temporary works and includes (without thereby limiting the foregoing definition) all machinery and tools but does not include materials or other things intended to form or forming part of the permanent works.	Constructional Plant
<b>1.13</b>	“Site” means the land, waterways and other places, on, under, in or through which the works are to be executed by the Trustees for the purpose of the Contract.	Site
<b>1.14</b>	“Contract Price” means the sum named in the letter of acceptance of the Tender/Offer of the Contractor, subject to such additions thereto and deductions therefrom as may be made by the Engineer under the provisions here in after contained.	Contract Price
<b>1.15</b>	“Month” means English Calendar Month.	Month
<b>1.16</b>	“Excepted Risks” are riot in so far as it is uninsurable, war, invasion, act of foreign enemies, hostilities) whether war be declared or not), Civil War, rebellion, revolution, insurrection or military or usurped power or use or occupation by the Trustees of any portion of the works in respect of which a certificate of completion has been issued (all of which are herein collectively referred to as the excepted risks).	Excepted Risks
<b>1.17</b>	Word importing the singular only, also includes the plural and vice-versa where the context so requires.	Singular / Plural
<b>1.18</b>	The heading and marginal notes in these General Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.	Headings / Marginal Notes.
<b>1.19</b>	Unless otherwise stipulated the work “Cost” shall be deemed to include overhead costs of the Contractor, whether on or off the site.	Cost
<b>2.0</b>	<b>DUTIES &amp; POWERS OF ENGINEER &amp; ENGINEER’S REPRESENTATIVE.</b>	
<b>2.1</b>	The Contractor shall execute, compete and maintain the works in terms of the contract to the entire satisfaction of the Engineer and Shall comply with the Engineer’s direction on any matter whatsoever.	Engineer’s Authority



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

- 2.5 *Provided always that the Engineer's Representative shall have no power :* Limitation of Engineer's Representative's Power
- (a) to order any work involving delay or any extra payment by the Trustees,
  - (b) to make variation of or in the works; and
  - (c) to relieve the Contractor of any of his duties or obligations under the Contract.
- 2.6 Provided also as follows : Engineer's Overriding Power
- (a) Failure of Engineer's Representative to disapprove any work or materials shall not prejudice the power of the Engineer thereafter to disapprove such work or materials and to order the pulling down, removal, breaking-up thereof and re-constructing at the contractor's cost and the contractor shall have no claim to compensation for the loss if any sustained by him.
  - (b) If the contractor shall be dissatisfied by reason of any decision of the Engineer's Representative, he shall be entitled to refer the matter to the Engineer who shall thereupon confirm, reverse or vary such decision.
  - (c) Any written instructions or written approval given by the Engineer's Representative to the contractor, within the terms of delegation of power and authority vested in the Engineer to his Representative in writing, shall bind the contractor and the Trustees as though it had been given by the Engineer, who may from time to time make such delegation.
- 3.0 THE TENDER/OFFER AND ITS PRE-REQUISITES
- 3.1 The Contractor shall, before making out and submitting his tender/offer, be deemed to have inspected and examined the site, fully considered all factors, risks and contingencies, which will have direct and indirect impact on his expenses and profit from the work and shall be specifically deemed to have taken the following aspects into consideration :
- (a) The form and nature of the site and its surroundings including their sub-surface, hydrological, tidal and climatic conditions, the means of access to the site and all other local conditions, including the likely charges and costs for temporary way-leave, if any, required for the work. The tender must encompass all relevant aspects/ issues. Site & Local condition.
  - (b) The drawings, specifications, the nature and extent of work to be executed and the quality, quantity and availability of the required materials and labour for the work and the need to execute the work to the entire satisfaction of the Engineer, and also by complying with the General and Special Conditions of Contract. Drawing/ Specification/ Nature & extent of work to be done.

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

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

- (b) Earnest Money shall be deposited with the Trustees' treasurer in cash or by Banker's Cheque of any Kolkata Branch of a Nationalised Bank of India drawn in favour of Kolkata Port Trust or in the form of any "Account Payee" Draft of any Nationalised Bank of India drawn in favour of "Kolkata Port Trust" and payable at Kolkata/Haldia, as the case may be, and the receipt granted therefor be kept attached to the Tender/Offer in the Sealed Cover. Method of Paying E.M.
- (c) Earnest Money of unaccepted tender shall be refunded without any interest through A/c. Payee Cheque drawn on a Nationalised Bank of Kolkata / Haldia. Refund of E.M.
- (d) The enlisted (registered ) Contractors of the Trustees who have deposited fixed Security with the Trustees' FA & CAO / Manager (Finance) according to his Class of Registration, shall be exempt from depositing the Earnest Money, as per the following scale : Exemption from E.M. to Regd. Firms

Class of Registration	Amount of Fixed Security	Financial Limit of Each Tender
A	Rs. 25,000/-	Any tender priced up to Rs.5,00,000/-
B	Rs. 10,000/-	Any tender priced up to Rs.2,00,000/-
C	Rs. 5,000/-	Any tender priced up to Rs.1,00,000/-

- (e) (i) Tender submitted without requisite Earnest Money may be liable to rejection. Tender without EM liable to rejection.
- (ii) If before expiry of the validity period of his Tender/Offer, the tenderer amends his quoted rates or tender/offer making them unacceptable to the Trustees and/or withdraws his tender/offer, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees. Forfeiture of E.M. before Acceptance of offer.
- (f) The Earnest Money of accepted tender/offer shall be retained by the Trustees as part of the Security Deposit, for which a separate Treasury Receipt shall be issued to the Contractor after cancellation of the previous Receipt of Earnest Money. E.M. to be converted to part S.D.
- (g) Balance security for works contract shall be recovered by deduction from all progressive Bill (including final Bill, if necessary) @ 10% of the gross value of work in each such bill, so that the total recovery may not exceed the quantum computed as per the under noted percentages of the total value of work actually done up to the stage of completion. Mode of recovery of balance S.D.

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

Scale of S.D. recovery.

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

S.D. for supply contracts to be deposited in advance.

- (i) No interest shall be paid by the Trustees to the Tenderer/Contractor on the amount of Earnest Money/Security Deposit held by the Trustees, at any stage.

No interest payable on E.M. /S.D

- 3.5 (i) The Security Deposit shall refunded to the Contractor in terms of Clause 9.3 hereinafter and subject to deduction, if any, under the provision of Sub- clause 3.5 (ii) herein below. Id, however, the Contract provides for any maintenance period. 50% of the Security Deposit may be refunded against any of the treasury Receipt for that amount on expiry of half of the maintenance period and the balance deposit on the expiry of the said maintenance period and after the Engineer has certified the final completion of work in Form G.C.2 and the Contractor has submitted his "No Claim" Certificate in Form G.C.3.

Mode of refund of S.D.

- (ii) The Security Deposit/Earnest Money may be liable to forfeiture at the option of the Trustees, if the Contractor fails to carry out the work or to perform/observe any of the conditions of the Contract. The Trustees shall also be at liberty to deduct any of their dues from the Security Deposit, fixed Security, Earnest Money or from any sum due or to become due to the Contractor under any other contract.

Forfeiture of S.D.

<p>3.6 If stipulated in the contract as a Special Condition, the contractor shall have to submit to the Engineer a performance Bond in the form of an irrevocable guarantee from Kolkata/Haldia Branch, as the case may be, of any Nationalised Bank of India in the proforma annexed hereto and for the sum and period as mentioned in the letter of acceptance of the Tender/Offer, within 15 days from the date of such letter, failing which the Contract shall be liable to be terminated and the earnest money shall be liable to forfeiture; all at the discretion of the Engineer. The cost of obtaining this or any other Bank Guarantee and/or the revalidation thereof, wherever required, has to be borne by the Contractor and it shall be his sole responsibility to arrange for timely revalidation of such Bank Guarantee, failing which and for non-fulfilment of any contractual obligation by the Contractor, the Engineer and/or the Trustees shall be at liberty to raise claim against the Guarantee and/or enforce the same unilaterally.</p>	<p>Bank Guarantee in lieu of Cash S.D. in certain cases</p>
<p>3.7 “Every Tenderer/ Bidder shall submit, in respect of a tender value of more than Rs 5 Crore, along with their tender comprising Special Conditions of Contract, General Conditions of Contract, BOQ, Earnest Money, etc. a document called Integrity Pact Agreement duly signed by their authorized representative. The Proforma of the Integrity Pact Agreement shall as specified in the GCC. In case of tender value more than Rs 5 Crore, the Integrity Pact Agreement is an essential part and parcel of bid document to be submitted by each tenderer, without which the tender shall not be considered.”</p>	
<p>4.0 THE CONTRACT &amp; GENERAL OBLIGATIONS OF CONTRACTOR</p>	
<p>4.1 (a) The contract documents shall be drawn-up in English language.</p> <p>(b) The contract shall be governed by all relevant Indian Acts. As applicable only within the jurisdiction of the High Court at Kolkata, India, including the following Acts :</p> <ol style="list-style-type: none"> <li>1. The Contract Act (India), 1872.</li> <li>2. The Major Port Trusts Act, 1963.</li> <li>3. The Workmen’s Compensation Act, 1923.</li> <li>4. The Minimum Wages Act, 1948.</li> <li>5. The Contract Labour (Regulation &amp; Abolition) Act,1970.</li> <li>6. The Dock Workers’ Act,1948.</li> <li>7. The Arbitration and Conciliation Act (1996) (in the case of a definite Arbitration Agreement only).</li> </ol>	<p>English language to be used</p> <p>Applicability of laws on the contract</p>
<p>4.2 After acceptance of his Tender/Offer and when called on to do so by the engineer or his representative, the contractor shall, at his own expense, enter into and execute a Contract Agreement to be prepared by him in the form annexed hereto. Until such Contract Agreement is executed, the other documents referred to in the definition of the term ‘Contract’ here-in-before, shall collectively be the Contract.</p>	<p>Contractor to Execute Contract Agreement.</p>
<p>4.3 Several documents forming the contract are to be taken as mutually explanatory of one another. Should there be any discrepancy, ambiguity, omission or error in the various contract documents, the Engineer shall have the power to correct the same and his decision shall be final and binding on the parties to the Contract.</p>	<p>Interpretation of contract documents –Engineers’ Power</p>

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

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

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| 4.10 | Necessary and adequate supervision shall be provided by the Contractor during execution of the works and as long thereafter as the Engineer or his representative shall consider necessary during the maintenance period. The Contractor or his competent and authorised agent or representative shall be constantly at site and instructions given to him by the Engineer or his representative in writing shall be binding upon the Contractor subject to limitation in Clause 2.5 hereof. The Contractor shall inform the Engineer or his representative in writing about such representative/agent of him at site.  | Contractor to supervise the works  |
| 4.11 | The Contractor shall employ in execution of the Contract only qualified careful and experienced persons and the Engineer shall be at liberty to direct the Contractor to stop deployment of any of his staff, workmen or official at site and the Contractor shall within 48 hours comply with such instruction without any demur whenever the Engineer shall feel that the deployment of the person concerned will not be conducive to the proper and timely completion of the work.   | Contractor to deploy qualified men and Engineer's power to remove Contractor's men |
| 4.12 | The Contractor shall be responsible for the true and proper setting out of the works in relation to reference points/lines/levels given by the Engineer in writing. The checking of any setting-out or of any alignment or level by the Engineer or his Representative shall not in any way relieve the contractor of his responsibility for the correctness thereof and he shall fully provide protect and preserve all stakes, templates, bench marks, sight rails, pegs, level marks, profile marks and other things used in setting out the works.  | Contractor is responsible for line, level, setting out etc.                        |
| 4.13 | From the commencement of the works till issue of the completion certificate in Form G.C.1, vide Clause 5.12 hereof, the contractor shall take full responsibility for the care thereof. Save for the excepted risks, any damage, loss or injury to the work or any part thereof shall be made good by the Contractor at his own cost as per instruction and to the satisfaction of the engineer, failing which the Engineer or his Representative may cause the same to be made good by any other agency and the expenses incurred and certified by the Engineer shall deem proper. This Clause will not apply to that part of the work, which might have been taken over by the Trustees on partial completion of the work and in such case the Contractor's obligation will be limited to repairs and replacement for manufacturing or construction defects during the Maintenance period (Guarantee Period) as per the directions of the Engineer as also for defects/damages if any caused to the work by the Contractor during such repairs and replacement in the maintenance period. | Contractor is responsible to protect the work                                      |



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

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| 4.18 | <p>The Contractor's quoted rates shall be deemed to have been inclusive of the following :</p> <ul style="list-style-type: none"> <li>(a) Keeping the site free of unnecessary obstruction and removal from site of constructional plant wreckage, rubbish, surplus earth or temporary works no longer required.</li> <li>(b) Cleaning and removal from site all the surplus materials of every kind to leave the site clean and tidy after completion of the work, without which payment against final bill may be liable to be withheld.</li> <li>(c) Precautionary measures to secure efficient protection of Docks, the River Hooghly and other waterways against pollution of whatever nature during execution and maintenance of the works and to prevent rubbish, refuse and other materials from being thrown into the water by the Contractor's men or those of his agency.</li> <li>(d) Making arrangements for deployment of all labourer and workers, local or otherwise including payment for their wages, transport, accommodation, medical and all other statutory benefits and entry permits, wherever necessary.</li> <li>(e) Making arrangements in or around the site, as per the requirements of local authority or the Engineer or his Representative for preventing (i) spread of any infectious disease like smallpox, cholera, plague or malaria by taking effective actions for destruction of rats, mice, vermin, mosquitoes, etc. and by maintaining healthy and sanitary condition, (ii) illegal storage and distribution of Drugs, Narcotics, Alcoholic liquor, Arms and Ammunitions, (iii) unlawful, riotous or disorderly conduct of the Contractor's or his Sub-Contractor's workmen, (iv) deployment of workmen of age less than 16 years.</li> </ul> | <p>Contractor's quoted rates/price must be all inclusive</p>       |
| 4.19 | <p>Every direction or notice to be given to the Contractor shall be deemed to have been duly served on or received by the Contractor, if the same is posted or sent by hand to the address given in the tender or to the Contractor's Site Office or to the Registered Office of the Contractor. The time mentioned in these conditions for doing any act after direction or notice shall be reckoned from the time of such posting or despatch.</p>   | <p>Notice to Contractor.</p>                                       |
| 4.20 | <p>The Contractor and his Sub-contractor or their agents and men and any firm supplying plant, materials and equipment shall not publish or caused to be published any photographs or description of the works without the prior authority of the Engineer in writing.</p>   | <p>Contractor not to publish photograph or particulars of work</p> |

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

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

- (d) Unless stipulated otherwise in the contract, the value of the Trustees' materials issued to the contractor shall be recovered from the contractor's bills and/or any of his other dues, progressively according to the consumption thereof on the work and/or in the manner decided by the Engineer or his representative and at the rate/s stipulated in the contract. These rates shall only be considered by the contractor in the preparation of his tender/offer and these will form the basis of escalation/variation, if in future the contractor is required to procure and provide any such material on the written order of the Engineer consequent on the Trustees' failure to effect timely supply thereof.
- Recovery from Contractor for Trustees' materials under normal circumstances
- (e) If the Engineer decides that due to the contractor's negligence, any of the Trustees' materials issued to the contractor has been – (i) lost or damaged, (ii) consumed in excess of requirement and (iii) wasted by the contractor in excess of normal wastage, then the value thereof shall be recovered from the contractor's bills or from any of his other dues, after adding 19 ¼% extra over the higher one of the followings -
- Recovery from Contractor for Trustees' materials under other circumstances.
- (1) The issue rate of the materials at the Trustees' Stores and
  - (2) The market price of the material on the date of issue as would be determined by the Engineer.
- 5.9 The Engineer or his Representative shall have the power to inspect any material and work at any time and to order at any time – (I) for removal from the site of any material which in his opinion is not in accordance with the contract or the instruction of the engineer or his representative, (ii) for the substitution of the proper and suitable materials, or (iii) the removal and proper re-execution of any work which in respect of material and workmanship is not in accordance with the contract or the instructions of the Engineer. The Contractor shall comply with such order at his own expense and within the time specified in the order. If the contractor fails to comply, the Engineer shall be at liberty to dispose any such materials and re-do any work in the manner convenient to the Trustees by engaging any outside agency at the risk and expense of the contractor and after giving him a written prior notice of 7 days.
- Contractor to replace materials/work not acceptable to the Engineer or his Representative
- 5.10 No work shall be covered up and put out of view by the contractor without approval of the Engineer or his Representative and whenever required by him, the contractor shall uncover any part or parts of the work or make openings in or through the same as may be directed by the Engineer or his representative from time to time and shall reinstate or make good those part of works thus affected to the satisfaction of the Engineer, all at the cost of the contractor.
- Contractor to seek approval of Engineer or his Representative before covering up any portion of work
- The Trustees shall reimburse such cost as determined by the Engineer, if the initial covering up was with prior written order of the Engineer or his Representative.

- 5.11 On a written order of the Engineer or his Representative, the Contractor to suspend work on Order from Engineer or his Representative
- the contractor shall delay or suspend the progress of the work till such time the written order to resume the execution is received by him. During such suspension the contractor shall protect and secure the work to the satisfaction of the Engineer or his Representative. All extra expenses in giving effect to such order shall be considered by the Trustees, unless such suspension is –
- (a) otherwise provided for in the contract, or
  - (b) necessary by reason of some default on the part of the contractor, or
  - (c) necessary by reason of climatic conditions on the site, or
  - (d) necessary for proper execution of the works or for the safety of the works or any part thereof.

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

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

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

6.0 TERMS OF PAYMENT :

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

- 6.5 Based on the quantum of work and the value thereof computed in the Measurement Book, the Contractor shall type out his bill in the proforma approved by the Engineer and submit the same to the Engineer's Representative in quadruplicate, duly signed by him or his accredited Agent over his Rubber Stamp. The Engineer or his Representative may in his absolute discretion, allow advance payment against such bill to the extent of an amount not exceeding 75% of the "net payable" sum of the said bill, subject to adjustment thereof against the bill at the time of checking and auditing the bill at the Trustees' end. The measurement Book will not be handed over to the Contractor; but he will obtain the abstracts of quantities, amounts and recoveries to type out the bill.
- 6.6 At the discretion of the Engineer or his Representative and only in respect of accepted offers/where estimated amount put to tender would be Rs.2,00,000/- or more, advance payment may be made to the extent of 75% of the value of any material purchased and brought to the site by the Contractor. Provided always that –
- (i) the materials shall, in the opinion of the Engineer or his Representative be of imperishable nature, Advance payment against
  - (ii) the value of such materials shall be assessed by the engineer or his Representative at their own discretion, t Non-perishable materials
  - (iii) a formal agreement has been drawn up with the contractor, under which the Trustees secure a lien on the contractor's materials,
  - (iv) the materials are safe-guarded by the contractor against losses, shortage and misuse due to the contractor postponing the execution of the work or otherwise,
  - (v) in the event of storage of such materials within the Trustees' protected areas in the Docks, the contractor shall submit an Indemnity Bond in the proforma and manner acceptable to Trustees' whereby the contractor shall indemnify the Trustees against all financial loss/damage, on account of loss/damage to such materials for whatever reasons,



- (vi) in the event of storage of such materials outside the Trustees' protected areas the Contractor shall submit to the Engineer an irrevocable Bank Guarantee favouring the Trustees and for the same sum as is being advance, in the proforma and manner acceptable to the Trustees. The Guarantee shall be of a Kolkata/Haldia Branch of any Nationalised Bank or a Schedule Commercial Bank, as the case may be, acceptable to the Trustees and shall remain valid till the anticipated period of consumption of such materials in the work. The Bank Guarantee must bear an undertaking by the issuing Bank guaranteeing automatic payment of the guaranteed sum to the Trustees by the Bank on the date of expiry of the validity of the Guarantee, unless with the prior written approval of the Engineer on behalf of the Trustees, the Bank has extended the validity of the Guarantee.
- (vii) The amount of advance shall be recoverable from the contractor's bills or any other dues, progressively with the consumption of the materials on the basis of quantity consumed. Consequent on full recovery of the advance the Indemnity Bond/Bank Guarantee, vide Sub-clause (v) & (vi) above, shall be returned to the Contractor duly discharged by the Engineer on behalf of the Trustees.

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

- 7.2 (a) Increase or decrease the quantity of any work included in the contract.
- (b) Omit any work included in the contract.
- (c) Change the Character or quality or kind of any work included in the contract.
- (d) Change the levels, lines, position and dimensions of any part of the work, and
- (e) Execute extra and additional work of any kind necessary for completion of the works
- 7.3 No such variation shall in any way vitiate or invalidate the contract or be treated as revocation of the contract, but the value (if any) of all such variations evaluated in accordance with the Engineer's sole decision shall be taken into account and the contract price shall be varied accordingly.
- Variation by engineer do not vitiate the contract
- 7.4 Provided always that written order of the Engineer shall not be required for increase or decrease in the quantity of any work upto 15% where such increase or decrease is not the result of any variation order given under this clause but is the result of the quantities exceeding or being less than those stated in the bill of quantities. Provided also that verbal order of variation from the Engineer shall be complied with by the Contractor and the Engineer" subsequent written confirmation of such verbal order shall be deemed to be an order in writing within the meaning of this clause.
- Where written order for variation is not needed
- 7.5 (a) The Contractor shall not be entitled to any claim of extra or additional work unless they have been carried out under the written orders of the Engineer.
- (b) The Engineer shall solely determine the amount (if any) to be added to or deducted from the sum named in the tender in respect of any extra work done or work omitted by his order.
- Payment for extra or additional, or omitted work or substituted work, Engineer's powers
- (c) All extra, additional or substituted work done or work omitted by order of the Engineer shall be valued on the basis of the rates and prices set out in the contract, if in the opinion of the Engineer, the same shall be applicable. If the contract does not contain any rates or prices directly applicable to the extra, additional or substituted work, then the Engineer may decide the suitable rates on the basis of Schedule of Rates (including surcharge in force at the time of acceptance of tender), if any, adopted by the Trustees with due regard to the accepted contractual percentage, if any thereon. In all other cases the Engineer shall solely determine suitable rates in the manner deemed by him as fair and reasonable, and his decision shall be final, binding and conclusive.

- (d) If the nature or amount of any omission or addition relative to the nature or amount of the whole of the contract work or to any part thereof shall be such that, in the opinion of the Engineer, the rate of prices contained in the contract for any item of the works or the rate as evaluated under sub-clauses (b) and (c) of this clause, is by reason of such omission or addition rendered unreasonable or in-applicable, the Engineer shall fix such other rate or price as he deems proper and the Engineer's decision shall be final, binding and conclusive.

## 8.0 DELAY / EXTENSION OF COMPLETION TIME / LIQUIDATED DAMAGE / TERMINATION OF CONTRACT

- 8.1 Should the quantum of extra or additional work of any kind or delayed availability of the Trustees' materials to be supplied as per contract or exceptionally adverse climatic conditions and natural phenomenon or strikes, lock-outs, civil commotion or other special circumstances of any kind beyond the control of the Contractor, cause delay in completing the work, the contractor shall apply to the Engineer in writing for suitable extension of completion time within 7 days from the date of occurrence of the reason and the Engineer shall thereupon consider the stated reasons in the manner deemed necessary and shall either reject the application or determine and allow in writing the extension period as he would deem proper for completion of the work with or without the imposition of "Liquidated Damage" Clause (No.8.3 hereof) on the Contractor and his decision shall be final and binding on the Contractor. If an extension of completion time is granted by the Engineer without imposition of liquidated damage, from the Clause No.8.3 of the Liquidated damage shall apply from its date of expiry, if the work be not completed within the extended time, unless stated otherwise in the decision communicated by the Engineer, as aforesaid.
- 8.2 a) If the Contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Engineer in writing, the Contractor shall pay as compensation (Liquidated Damage) to the Trustees and not as a penalty, ½% (half percent) of the total value of work (contract piece) as mentioned in the letter of acceptance of the tender/offer, for every week or part thereof the work remains unfinished. Provided always that the amount of such compensation shall not exceed 10% of the said value of work. The amount of Liquidated damages shall be determined by the Engineer, which shall be final and binding.
- Extension of completion time
- 'Liquidated Damage' and other compensation due to Trustees

(b) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation/damage in Sub-clause

(a) of this clause, from any money due or likely to become due to the Contractor. The payment or deduction of such compensation/damage shall not relieve the Contractor from his obligation to complete the work or from any of his other obligations/liabilities under the contract and in case of the Contractor's failure and at the absolute discretion of the Engineer, the work may be ordered to be completed by some other agency at the risk and expense of the Contractor, after a minimum three days notice in writing has been given to the Contractor by the Engineer or his Representative.

8.3 Without being liable for any compensation to the Contractor, the Trustees may, in their absolute discretion, terminate the contract and enter upon the site and works and expel the Contractor there from after giving him a minimum 3 days' notice in writing, due to occurrence of any of the following reasons and decision of the Trustees in this respect, as communicated by the Engineer shall be final and conclusive :

Default of the Contractors remedies & powers/Termination of Contract.

(i) The Contractor has abandoned the contract.

(ii) In the opinion of the Engineer, either the progress of work is not satisfactory or the work is not likely to be completed within the agreed period on account of Contractor's lapses.

(iii) The Contractor has failed to commence the works or has without any lawful excuse under these conditions has kept the work suspended for at least 15 days despite receiving the Engineer's or his Representative's written notice to proceed with the work.

(iv) The Contractor has failed to remove materials from site or to dismantle or demolish and replace work for 7 days after receiving from the Engineer or his representative the written notice stating that the said materials or work were condemned and rejected by him under these conditions.

(v) The Contractor is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.

(vi) Any bribe, commission, gift or advantage is given, promised or offered by or on behalf of the contractor to any officer, servant or representative of the Trustees or to any person on his or their behalf in relation to the obtaining or to the execution of the contract.

(vii) The Contractor is adjusted insolvent or enters into composition with his creditors or being a company goes into liquidation either compulsory or voluntary.

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

#### 9.0 MAINTENANCE AND REFUND OF SECURITY DEPOSIT

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

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

- 10.3.2 The Arbitrator shall be deemed to have entered on reference on the date he issues notice to both the parties fixing the date of first hearing.
- 10.3.3 The time limit within which the Arbitrator shall submit his award shall normally be 4 months as provided in Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator may, if found necessary, enlarge the time for making and publishing the award, with the consent of the parties..
- 10.3.4 The venue of the arbitration shall be either Kolkata or Haldia as may be fixed by the Arbitrator in his sole discretion. Upon every or any such reference the cost of any incidental to the reference and award respectively shall be in the discretion of the Arbitrator who may determine, the amount thereof or by whom and to whom and in what manner the same shall be borne and paid.
- 10.3.5 The Award of the Arbitrator shall be final and binding on all parties subject to the provisions of the Indian Arbitration Act 1940 or any amendment thereof. The Arbitrator shall give a separate award in respect of each item of disputes and respective claim referred to him by each party and give reason for the award.
- 10.3.6 The Arbitrator shall consider the claims of all the parties to the contract – within only the parameters of scope and conditions of the contract in question.
- 10.3.7 Save as otherwise provided in the contract the provisions of the Arbitration Act, 1940 and rules made thereunder, for the time being in force, shall apply to the arbitration proceedings under this Clause.
- 10.4 The Contractor shall not suspend or delay the work and proceed with the work with due diligence in accordance with Engineer's decision. The Engineer also shall not withhold any payment, which, according to him, is due or payable to the Contractor, on the ground that certain disputes have cropped up and are likely to be referred to arbitration.
- 10.5 Provided always as follows:
- [a] Nothing of the provisions in paragraphs 10.3 to 10.3.7 hereinabove would apply in the cases of contracts, where tendered amount appearing in the letter of acceptance of the tender / offer is less than Rs.40,00,000/-.
  - [b] The Contractor shall have to raise disputes or differences of any kind whatsoever in relation to the execution of the work to the Engineer within 30 days from the date of occurrence of the cause of dispute and before the preparation of the final bill, giving detailed justifications, in the context of contract conditions.

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



THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

**FORM OF TENDER**

To .....

.....

.....

I/We\_\_\_\_\_

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

THE TOTAL AMOUNT OF TENDER Rs. **NOT TO BE QUOTED**

(Repeat in words) .....

.....

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

I / We have deposited with the Trustees' Manager (Finance), HDC, vide Receipt No. \_\_\_\_\_ of \_\_\_\_\_ as Earnest Money.

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

(Signature of Bidder with Seal)

Dated :

WITNESS :

Signature :

Name of the  
Bidder : (In Block  
letters )

Name :  
(In Block letters  
)

Address :

Address :

Occupation

:

KOLKATA PORT  
TRUST HALDIA DOCK  
COMPLEX  
FORM G.C.1

Contractor \_\_\_\_\_

Address -----  
-----

Date of completion

:.....

Dear sir(s),

This is to certify that the following work viz :-

Name of work : .....

.....

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

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

Work Order No.....

Allocation.....

Contract No. ....

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

from the \_\_\_\_\_ day of \_\_\_\_\_ 20.....

to \_\_\_\_\_ day of \_\_\_\_\_ 20.....

Yours faithfully,

Signature.....

(ENGINEER/ENGINEER'S REPRESENTATIVE)

Name.....

Designation.....

OFFICE SEAL

KOLKATA PORT  
TRUST HALDIA DOCK  
COMPLEX

Certificate of Final  
Completion.

FORM  
G.C.2.

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

This is to certify that the following work viz:-

Name of work : .....

Estimate No.

E.E.O.....dt.....

C.E.O.....dt.....

Work Order No.....

Contract No. ....

Resolution & Meeting No. ....

Allocation : .....

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

Signature.....

(ENGINEER/ENGINEER'S REPRESENTATIVE)

NAME.....

DESIGNATION.....

OFFICE SEAL

KOLKATA PORT  
TRUST HALDIA DOCK  
COMPLEX

FORM G.C.3

(‘NO CLAIM ‘ CERTIFICATE FROM CONTRACTOR)

The Engineer  
Kolkata Port  
Trust

Kolkata.

(Atten.....)

Dear Sir,

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

Name of work : \_\_\_\_\_  
\_\_\_\_\_

Work Order No :- \_\_\_\_\_

Contract No. \_\_\_\_\_

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

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

Yours faithfully,

(Signature of the Contractor)

Dated \_\_\_\_\_

Name of Contractor.....

Address:.....

(OFFICIAL SEAL OF THE CONTRACTOR)

KOLKATA PORT TRUST  
PROFORMA OF FORM OF AGREEMENT

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

THIS AGREEMENT made this .....day of.....200 ... between the Board of Trustees for the Port of Kolkata, a body corporate constituted by the Major Port Trusts Act, 1963 (hereinafter called “Trustees” which expression shall unless excluded by or repugnant to the context be deemed to include their successors in office) of the one part and

.....(hereinafter called “the Contractor”, which expression shall unless excluded by or repugnant to the context be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

WHEREAS the Trustees are desirous that certain works should be executed / constructed , viz.

.....  
..... and have accepted a Tender / Offer by the Contractor for the execution and maintenance of such work NOW THIS AGREEMENT WITNESSETH as follows :

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in General Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
  - (a) The said Tender / Offer & the acceptance of the Tender / Offer
  - (b) The General Conditions of Contract
  - (c) The Special Conditions of Contract
  - (d) The Conditions of Tender
  - (e) The Technical Specifications
  - (f) The Schedule of Rates
  - (g) The Terms of Payment
  - (h) All correspondence by which, the contract is added, amended, varied or modified in any way by mutual consent.

3. In consideration of the payments to be made by the Trustees to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Trustees to execute and maintain the work in conformity in all respects with the provisions of the contract.
4. The Trustees hereby covenants to pay to the Contractor, in consideration of such execution and maintenance of the Work, the Contract Prices at the times and in the manner prescribed by the Contract.

IN WITNESS whereof of the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

The Seal of.....  
 .....

Was hereunto affixed in the presence of:

Name .....

Address .....  
 .....

Or

**SIGNED, SEALED AND DELIVERED**

by the said .....

*In the presence of:*

Name .....

Address: .....  
 .....

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

Name.....

Address: .....

**Draft Proforma of Bank Guarantee (Performance Bond) in lieu of cash Security Deposit, to be issued by the Kolkata/Haldia, as the case may be, of any nationalized Bank of India on Non-Judicial Stamp Paper worth Rs.50/- or as decided by the Engineer / Legal Adviser of the Trustees.**

To  
The Board of Trustees  
for the Port of Kolkata.

BANK GUARANTEE NO.....DATE.....  
Name of issuing Bank.....  
Name of Branch.....  
Address.....

In consideration of the Board of Trustees of the Port Kolkata, a body corporate - duly constituted under the Major port Trust Act, 1963 ( Act 38 of 1963), having agreed to exempt Shri / Messrs

..... a proprietary / Partnership / Limited / Registered Company, having its Registered Office at .....

(hereinafter referred to as “The Contractor”) from cash payment of Security Deposit / Payment of Security Deposit through deduction from the Contractors’ bills under the terms and conditions of a contract made between the Trustees and the Contractor for..... (write the name of the work as

per Work Order) in terms of the Work order No ..... dated.....(hereinafter referred to as “the said contract”), for the due fulfillment by the

contractor of all the terms and conditions contained in the said contract, on submission of a bank Guarantee for Rs

..... (Rupees ..... ) we, ..... Branch,

Kolkata...../ Haldia, do on the advise of the contractor, hereby undertake to indemnify and keep indemnified the Trustees to the extent of the said sum of Rs ..... (Rupees .....)

We.....Branch,Kolkata ...../Haldia, further agree that if a written demand is made by the Trustees through any of its officials for honoring the Bank Guarantee constituted by

these presents, We,..... Branch, Kolkata...../Haldia shall have no right to decline to cash the same for any reason whatsoever and shall cash the same and pay the sum so

demand to the Trustees within a week from the date of such demand by an A/c. Payee Banker’s Cheque drawn in favour of “Kolkata Port Trust”, without any demur. Even if there be any dispute between the contractor and the Trustees, this would be no ground for us,.....(Name of Bank), ..... Branch, Kolkata...../Haldia to decline to honour the Bank

Guarantee in the manner aforesaid. The very fact that We, ..... Branch,Kolkata ...../Haldia, decline or fail or neglect to honour the Bank Guaranteed

in the manner aforesaid shall constitute sufficient reason for the Trustees to enforce the Bank Guarantee unconditionally without any reference, whatsoever, to the contractor.

2. We,.....Branch,Kolkata.....

.....Haldia, further agree that a mere demand by the Trustees at any time and in the manner aforesaid, is sufficient for us, ..... Branch, Kolkata..... / Haldia, to pay the amount

covered by this Bank Guarantee in full and in the manner aforesaid and within the time aforesaid without reference to the contractor and no protest by the contractor, made either directly or indirectly or through Court , can be valid ground for us,..... Branch,Kolkata

..... /Haldia, to decline or fail or neglect to make payment to the Trustees in, the manner and within the time aforesaid.



3. We, ..... Branch, Kolkata ..... /Haldia, further agree that the Bank Guaranteed herein contained shall remain in full force and effect, during the period that is taken for the due performance of the said contract by the contractor and that is shall continue to be enforceable till all the dues of the Trustees under and/or by virtue of the terms and conditions of the said contract have been fully paid and its claim satisfied and/or discharged in full and/or till the Trustees certify that the terms and conditions of the said contract have been fully and properly observed/fulfilled by the contractor and accordingly, the Trustees have discharged the Bank Guarantee, subject however, that this guarantee shall remain valid up to and inclusive of .....day of .....19.....and subject all so that the provision that the Trustees shall have no right to demand payment against this guarantee after the expiry of 6(six) calendar months from the expiry of the aforesaid validity period up to ..... Or any extension thereof made by us, .....Branch, Kolkata ...../Haldia, in further extending the said validity period of this Bank Guarantee on Non-Judicial Stamp Paper of appropriate value, as required / determined by the Trustees, only on a written request by the Trustees to the contractor for such extension of validity of this Bank Guarantee.

4. We, ..... Branch, Kolkata ..... /Haldia, further agree that, without our consent and without affecting in any manner our obligations hereunder, the Trustees shall have the fullest liberty to vary from time to time any of the terms and conditions of the said contract or to extend the time for full performance of the said contract including fulfilling all obligations under the said contract by the contractor or to postpone for any time or from time to time any of the powers exercisable by the Trustees against the contractor and to forebear or enforce any of terms and conditions relating to the said contract and We, ..... Branch, Kolkata ...../Haldia, shall not be relieved from our liability by reason of any such variation or extension being granted to the contractor or for any fore-bearance, act or commission on the part of the Trustees or any indulgence by the Trustees to the contractor or by any such matter or thing of whatsoever nature, which under the law relating to sureties would, but for this provision, have effect of so relieving us, .....Branch, Kolkata...../Haldia.

5. We ..... Branch, Kolkata ...../Haldia, lastly undertake not to revoke this Bank Guarantee during its currency except with the previous consent of the Trustees in writing.

SIGNATURE.....  
NAME.....  
DESIGNATION.....

(Duly constituted attorney for and on behalf of)  
BANK.....  
BRANCH.....  
Kolkata..... /Haldia.

**(OFFICIAL SEAL OF THE BANK)**

# INTEGRITY PACT

Between

**Kolkata Port Trust (KoPT)** hereinafter referred to as “**The Principal/ Employer**”.

And

..... hereinafter referred to as “**The Bidder/Contractor**”

## Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for ..... The Principal values full compliances with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, an Independent External Monitor (IEM) appointed by the principal, will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the PRINCIPAL/EMPLOYER to get the contractual work executed and/or to obtain/dispose the desired said stores/ equipment at a competitive price in conformity with the defined specifications/ scope of work by avoiding the high cost and the distortionary impact of corruption on such work /procurement/ disposal and Enabling BIDDERS/ CONTRACTORS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL/EMPLOYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

## Section 1 – Commitments of the Principal/ Employer.

- (1) The Principal commits itself to take measures necessary to prevent corruption and to observe the following principles:
  - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c. The Principal will exclude from the process all known prejudiced persons.
- (2). If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC)/Prevention of Corruption (PC) Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief

Vigilance Officer and in addition can initiate disciplinary actions.

#### Section-2 –Commitments of the Bidder(s) / Contractor(s)

- (1) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  - a. The Bidder(s) /Contractor(s) will not directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contract, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principles, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines, all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is annexed and marked as Annex-A.
  - e. The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (2). The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

#### Section-3-Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s) before award or during execution has committed a transgression through a violation of Section 2 above, or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as considered appropriate.

#### Section 4-Compensation for damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

- (2) If the Principal has terminated the contract according to Section 3 or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

#### Section 5-Previous transgression

- (1) The Bidder declares that no previous transgressions occurred in the last 3 years from the date of signing the Integrity pact with any other Company in any country conforming to the anti corruption approach or with any other Public Sector Undertaking / Enterprise in India, Major Ports/ Govt. Departments of India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as considered appropriate.

#### Section 6- Equal treatment of all Bidders/Contractors/Sub-Contractors

- (1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
- (2) The Principal, will enter into agreements with identical conditions as this one with all Bidders, Contractors and Sub-contractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### Section 7- Other Legal actions against violating Bidder(s)/ Contractor(s)/ Sub Contractor(s)

The actions stipulated in this Integrity pact are without prejudice to any other legal action that may follow in accordance with provisions of the extant law in force relating to any civil or criminal proceedings. .

#### Section 8 – Role of Independent External Monitor(IEM):

- (a) The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this pact.
- (b) The Monitors shall not be subject to instructions by the representatives of the parties and shall perform their functions neutrally and independently.
- (c) Both the parties accept that the Monitors have the right to access all the documents relating to the contract.
- (d) As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the authority designated by the Principal and the Chief Vigilance Officer of Kolkata Prot Trust.

(e) The BIDDER/ CONTRACTOR(s) accepts that the Monitor has the right to access without restriction to all contract documentation of the PRINCIPAL including that provided by the BIDDER/ CONTRACTOR. The BIDDER/ CONTRACTOR will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his contract documentation, if any. The same is applicable to sub-contractors. The Monitor shall be under contractual obligation to treat the information and documents of the Bidder/Contractor/ Sub-contractor(s) with confidentiality.

(f) The Principal/ Employer will provide to the Monitor sufficient information about all meetings among the parties related to the contract provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor, the option to participate in such meetings.

(g) The Monitor will submit a written report to the designated Authority of Principal/ Employer/ Chief Vigilance Officer of Kolkata Port Trust within 8 to 10 weeks from the date of reference or intimation to him by the Principal/ Employer/ Bidder/ Contractor and should the occasion arise, submit proposals for correcting problematic situation. BIDDER/ CONTRACTOR can approach the Independent External Monitor (s) appointed for the purposes of this Pact.

(h) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or to take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(i) If the Monitor has reported to the Principal substantiated suspicion of an offence under the relevant IPC/PCA, and the Principal/ Employer has not, within reasonable time, taken visible action to proceed against such offence or reported to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

(j) The word 'Monitor' would include both singular and plural.

#### Section 9 – Facilitation of Investigation:

In case of any allegation of violation of any provisions of this Pact or payment of commission, the PRINCIPAL/EMPLOYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER/CONTRACTORS and the BIDDER/CONTRACTOR shall provide necessary information and documents **in English** and shall extend all possible help for the purpose of such examination.

#### Section 10 – Pact Duration:

The pact begins with when both parties have legally signed it and will extend upto 2 years or the complete execution of the contract including warranty period whichever is later. In case bidder/contractor is unsuccessful this Integrity Pact shall expire after 6 months from the date of signing of the contract.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman, KoPT.

Section 11 – Other Provisions:

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal in Kolkata.
- (2) Changes and supplements as well as termination notices need to be made in writing in English.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the reminder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

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(For & on behalf of the Principal)

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(For & on behalf of

Bidder/Contractor). (Office Seal)      (Office Seal)

Place :

Date :

Witness 1:

(Name & Address) .....

.....

.....

Witness 2:

(Name & Address) .....

.....

.....

## GUIDELINES FOR INDIAN AGENTS OF FOREIGN SUPPLIERS

- 1.1 There shall be compulsory registration of Indian agents of Foreign suppliers for all Tenders. An agent who is not registered with KoPT shall apply for registration in the prescribed Application-Form.
- 1.2 Registered agents will file an authenticated Photostat copy (duly attested by a Notary Public)/Original certificate of the principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission/ remuneration/salary/retainer ship being paid by the principal to the agent before the placement of order by KoPT.
- 1.3 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.

### **2.0 DISCLOSURE OF PARTICULARS OF AGENTS/REPRESENTATIVES IN INDIA. IF ANY.**

#### **2.1 Tenderers of Foreign nationality shall furnish the following details in their offer:**

- 2.1.1 The name and address of the agents/representatives in India, if any and the extent of authorization and authority given to commit the Principals. In case the agent/representative be a foreign Company, it is to be conformed whether it is real substantial Company and details of the same shall be furnished.
- 2.1.2 The amount of commission/ remuneration included in the quoted price(s) for such agents/ representatives in India.
- 2.1.3 Confirmation of the Tenderer that the commission/remuneration if any, payable to his agents/ representatives in India, is to be paid by KoPT in Indian Rupees only.

#### **2.2 Tenderers of Indian Nationality shall furnish the following details in their offers:**

- 2.2.1 The name and address of the foreign principals indicating their nationality as well as their status, i.e. whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents /representatives.
- 2.2.2 The amount of commission/remuneration included in the price(s) quoted by the Tenderer for himself.
- 2.2.3 Confirmation of the foreign principals of the Tenderer that the commission/remunerations, if any, reserved for the Tenderer in the quoted price(s), is to be paid by KoPT in India in equivalent Indian Rupees.

#### **2.3 In either case, in the event of contract materializing, the terms of payment will provide for payment of the commission/remuneration, if any payable to the agents/representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.**

#### **2.4 Failure to furnish correct and detailed information as called for in paragraph-2.0 above will render the concerned tender liable for rejection or in the event of a contract materializing, the same liable to termination by KoPT. Besides this there would be a penalty of banning business dealings with KoPT or damage or payment of a named sum.**

## **ADDENDUM**

**Modification of clause no.3.4 of GCC as sanctioned vide Reso. No.210 by the Board of Trustees for the Port of Kolkata in the 13<sup>th</sup> Meeting held on 26.02.2013.**

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- i. **Earnest Money :** Earnest money deposit @ 2% of the estimated cost will be applicable for works / service / O&M contract only and not for procurement contract for which existing system as mentioned in the GCC should be followed.
- ii. **There will be no minimum ceiling of Earnest Money** which will be @ 2% of estimated cost of projects upto Rs.10 crore. EMD of project estimated above Rs.10 crore will be Rs.20 lakh + 1% of estimated cost by which it exceeds Rs.10 crore.
- iii. **Upto Rs.10 lakh Earnest Money** will be accepted by Banker's cheque / Demand Draft / Pay order. EMD beyond Rs.10 lakh may be accepted in the form of Bank Guarantee issued by an Indian Nationalized / Scheduled Bank.
- iv. **Refund of Earnest money** to other than L-1 bidders will be made within 2 month of opening of bid or on finalization / acceptance of tender, whichever is earlier.

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## SECTION VIII SPECIAL CONDITIONS OF CONTRACT (SCC)

**8.1 Access to Site:** The tenderer shall visit the site and get themselves acquainted with the existing facilities. Haldia is linked by road through National High Way 6 & 41 via Mechada and by rail from Howrah and Kharagpur via Panskura. The Coal Handling Plant is situated inside the Dock Area, 3 kilometres away from the main road.

### **8.2 Working Facilities :**

- a) The following facilities will be provided to the contractor under the following terms and conditions :-
- i) A token License Fee of Rs.100/- per month will be applicable on the open space, to be provided for the purpose of office accommodation, storage of materials and for fabrication work at site, for the period of work. The site office is to be dismantled immediately after the completion period of work and cleared to the satisfaction of Sr. Dy. Manager(P&E) or his authorized representative.
  - ii) Electrical power for site office will be supplied on chargeable basis as per the existing rates, which may be revised from time to time. However power supply for the purpose of fabrication, erection and painting at site will be given free of cost. Necessary length of cable, energy meter and other accessories for the aforesaid purposes shall be arranged by the contractor from the nearest power sources.
  - iii) Dock Permit for the contractor and their staff, materials, vehicles, etc. for movement inside the Dock Area, will be provided on chargeable basis as per rate mentioned in clause no-8.30 of tender document.
  - iv) No residential accommodation, transport and canteen facility can be provided by HDC.
  - v) Drinking water supply at the site office of the contractor will be provided on chargeable basis. However, necessary connection from HDC's water line to be arranged by the contractor from the nearest source.
  - vi) Conveyor Belt will be removed and relayed by HDC, if found necessary.
  - vii) If the job requires to work on odd areas, the contractor may have to work on 'above the ground' or 'under the ground' at different zones of CHP.

### **8.3 Shut-Down :**

- a) Normally 3 Hrs. shutdown (1330 hrs. to 1630 hrs.) will be given everyday for the purpose of dismantling the old structure and erection of the new fabricated structure. The contractor shall mobilize men, materials, machines, tools & tackles etc. at site accordingly to ensure that there is no unnecessary wastage in time. Prior permission in writing to be taken from Sr. Dy. Manager(P&E) or his authorized representative for changing the identified portion of the structure and to put the conveyor under electrical shutdown to avoid any untoward incident in course of work. Such work, which will be carried out, to be completed in such a way within 3 hours stipulated shut-down period so that immediately on completion of the work, the conveyor may run on load for wagon unloading/vessel loading.
- b) For exigency of plant operation, if in any day, the shutdown can not be given from 1330 hrs. to 1630 hrs., the same will be intimated to the contractor by the Sr. Dy. Manager(P&E) or his authorized representative for which any delay in completion of the whole work will be on HDC's account.
- c) In the occasions of idling of the plant for non-availability of vessel for loading and wagon for unloading, the contractor after consultation with the Sr. Dy. Manager(P&E) or his authorized representative can continue the work of dismantling and erection during the entire period of idling of the plant for which a written application is to be made to Sr. Dy. Manager(P&E) or his authorized representative so that the conveyors where the work will be carried out can be kept under electrical shutdown to avoid any untoward incident during the work.

### **8.4 PRICE BASIS:**

The tender shall quote on the basis of the estimated tentative figure given in the bill of quantities. The actual job content is expected to be in and around that estimate. However, in case the actual job exceeds the estimated figure, the contractor will have to execute the same at the quoted rates on Pro-rate basis. The dismantling, fabrication, painting, erection shall be measured on finished tonnage basis. The prices to be quoted, should include all taxes and duties in full rates except Goods & Service Tax(GST).

### **8.5 GOODS & SERVICES TAX (GST):**

8.4.1.1 Supplier to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.

8.4.1.2 The Supplier 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 should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN. In case there is any mismatch between the details so uploaded in GSTN by the Contractor and details available with Kolkata Port Trust, then payments to the Contractor to the extent of GST relating to the 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.

8.4.1.3 Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to any noncompliance of tax laws by the supplier. 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.

8.4.1.4 Supplementary invoices/debit note/credit note for price revisions to enable Kolkata Port Trust to claim tax benefit on the same shall be issued by you for a particular year before September of the succeeding Financial Year.

8.4.1.5 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.

### **8.6 PAYMENT TERMS:**

100% payment against Bill of Quantity (BOQ) Sl. No. 1, 2, & 3 will be paid on Pro-Rata basis within 30 days of submission of unambiguous bill (S) complete in all respect. The bill (s) must be accompanied by the joint inspection certificates, duly signed and stamped by the authorized representative of the successful tenderer and the authorized representative(s) of Sr. Dy. Manager (P&E), HDC.

a) Payment will be made as per the Bill of Quantity and on finished weight, actually erected and duly certified by the authorized representative of the Sr. Dy. Manager (P&E), HDC.

8.5.2 Maximum one bill per month will be accepted.

8.5.3 The basic finish weight/measurement will be finalized after every joint inspection of the portion of structure replaced / repaired, as mentioned in the Tender, depending upon the weight per running metre of the structural steel / Sq. mtrs. (in case of MS Plates for different thickness) as per the relevant latest IS / BIS specifications.

8.5.4 In case of civil work, the basis of finish volume will be finalized after every civil work inspection, as mentioned in the tender, depending upon the volume of civil work in cubic metre as per the measurement taken jointly after each work.

### **8.7 Job Certification:**

The finish weight / measurement will be finalized depending upon the weight per running metre and weight per sq. metres in case of plates as applicable as per relevant latest BIS specification.

### **8.8 Modification/Alteration:**

The existing design, dimensions along with the modification suggested, should be adhered to and shall not be altered without the Prior approval of Sr. Dy. Manager (P&E). Any addition during execution, if felt necessary, should be accepted subject to the approval of Sr. Dy. Manager (P&E), in writing, at no extra cost.

**8.9 Wastage:** a) Any wastage of materials during fabrication in connection with the above job will be allowed up to limit of 5% (unaccountable wastage 2% scrape 3%) of the weight of the steel materials supplied to the contractor.

b) The generated quantity of scraps, during fabrication as per BoQ sl. No.:1, to be returned to HDC and related documents jointly certified by contractor and the representative of Sr. Dy. Manager(P&E) to be submitted by the contractor.

c) Any wastage or loss of materials, during fabrication as per BoQ sl. No.:1, more than allowable limit of 5% as above, cost of the said materials i.e. excess materials beyond the allowable limit of 5% of the weight of the steel materials supplied to the contractor, will be deducted, as per clause of 5.8(e) of the general condition of contract of Kolkata Port Trust i.e. if the Engineer of the contract decide that due to the contractors negligence, any of the 'Trustees' materials issued to the contractor has been - a) Lost or damaged, b) consumed in excess of requirement, and c) wasted by the contractor in excess of normal wastage, then the value thereof shall

be recovered from the contractor bill or from any of his other dues, after adding 19¼% extra over the higher one of the followings:

- i) The issue rate of the materials at the Trustees store.
- ii) The market price of the materials on the date of issue as would be determined by the Engineer.

**d)** HDC will provide pre-fabricated structural items for erection as per BoQ Sl No.:2. During such erection work, if any alteration/ modification of such fabricated structure is required for successful erection, same is to be carried out at no extra cost, by the contractor, to the full satisfaction of Engineer's representative. During such alterations/ modifications of pre-fabricated items, the left-over portions of the pre-fabricated items to be returned to CHP store within three days from the generation of the 'left-over' materials. Generation of 'left-over' materials during erection will not be considered as 'wastage' as cited under clause no. 8.9 (a), 8.9 (b) & 8.9 (c).

#### **8.10 Variation in final Quantity :**

The contractor should maintain close monitoring regarding total executed quantity of the job and intimate the same from time to time to H.D.C. to avoid any excess work beyond the quantity specified in the B.O.Q. No additional compensation will be paid for variation in the executed quantity (up to +10%) with respect to the Tentative Quantity, as mentioned in the Tender Document, which means that the executed excess quantity (over and above indicated Tentative Quantity), if any, will be paid at the same accepted rates. However, no excess work than the tender quantity are to be carried out without the permission of Sr. Dy. Manager(P&E) or his authorized representative in writing.

#### **8.11 Extended Stay Compensation :**

Extended Stay Compensation for delay in execution of the contract, will not be paid.

#### **8.12 Contractor's Labour:**

It is specifically stipulated that under no circumstances, HDC's will take any liability for the men and materials deployed by the contractor, for this contract. No transport, residential accommodation and canteen facilities will be provided to the contractor and / or their staff.

#### **8.13 Operation of the Employer and Others :**

The ordinary business and work of HDC and other as carried out on and in the vicinity of the site, will be continued during the execution of the erection/dismantling work and the said work shall be executed in such a way as to avoid interference with traffic of every kind by land and by water and with any other work in progress in the vicinity except under compelling situation with the written approval of Sr. Dy. Manager(P&E) or his authorised representative.

#### **8.14 Existing Services :**

- a) Pipes, cables, overhead wire and similar services encountered in the course of work either on conveyor galleries and structures or on the fabrication site, shall be guarded from injury by the contractor at his own cost, so that they may continue in full and uninterrupted use to the satisfaction of the owners thereof and the contractor shall not store material or otherwise occupy the part of the site in a manner likely to hinder the operation of such services.
- a) Should any damage be done by the contractor to any mains, pipes, cables or lines (whether above or below the ground or on conveyor galleries & structures and trestles), the contractor must make good or bear the cost of making good the same without delay to the satisfaction of the Sr.Dy.Manager(P&E) or his authorized representative.
- b) The work shall be carried out in such a manner so as to enable the other contractors, if any, or the departmental employees to work.

#### **8.15 Extra claim:**

No claim for any detention / idle charges for labours, materials, equipments and machines organized by the contractor in connection with the work under the contract shall be payable by HDC, KoPT to the contractor under any circumstances whatsoever.

**8.16 Keeping Site Clean:** a) The contractor at all times keep the site free from all scrap and surplus materials, rubbish and offensive matter, which shall be disposed off.

b) The removal of Spillage Coal or Dirt thereof, to facilitate the work of the contractor, shall be done by the contractor themselves. However, they will be allowed to do such work in advance while operation of the plant will continue.

#### **8.18 INSPECTION OF THE FABRICATED AND ERECTED ITEMS:**

The contractor must afford all facilities for inspection by the Sr.Dy.Manager(P&E) or his authorized representative(s) at their own cost and arrangement

Inspection of the aforesaid work will be carried out as follows:

- a) 1<sup>st</sup> stage inspection:- After placement of order a joint inspection will be carried out by contractor and Sr.Dy.Manager (P&E) or his authorized representative to assess the quantum of steel materials required to be replaced. The replacement of steel materials will be done on the basis of the same.
- b) 2<sup>nd</sup> stage inspection : Inspection of fabricated items will be carried out by Sr. Dy. Manager(P&E) or his authorized representative before painting. Finish weight and measurement of the portion of the job will be certified depending upon the weight per running meter of the Structural Steel/ Sq. mtrs. (in case of MS Plates for different thickness) as per the relevant latest IS/BIS specifications.
- c) 3<sup>rd</sup> stage inspection:- After wire brushing inspection to be carried out by Sr. Dy. Manager (P&E) or his authorized representative for necessary clearance for application of primer paint.
- d) 4<sup>th</sup> stage inspection:- After primer painting, inspection will be carried out by Sr.Dy.Manager (P&E) or his authorized representative for necessary clearance for application of MIO coating.
- e) 5<sup>th</sup> stage inspection:- After MIO coating inspection will be carried out by Sr.Dy.Manager (P&E) or his authorized representative for necessary clearance for application of finish paint.
- f) 6<sup>th</sup> stage inspection:- After finish painting, inspection will be carried out by Sr.Dy.Manager (P&E) or his authorized representative for necessary certification & clearance for erection of fabricated items.
- g) 7<sup>th</sup> stage inspection: - After erection, necessary painting will be done on the welded portion, which will be certified by Sr.Dy.Manager (P&E) or his authorized representative. Final finish erected weight of steel items are to be jointly certified by the representative of the Contractor & Sr.Dy.Manager (P&E) or his authorized representative.

#### **8.19 GUARANTEE PERIOD:**

All fabricated structures, duly painted, erected and commissioned should be guaranteed by the contractor for a period of 24 months, counted from the date of final acceptance of the total execution under the contract. Guarantee in part will not be acceptable. Proper marking of all fabricated structures will have to be done by the contractor.

If any defect whatsoever develops during the Guarantee Period, the same will have to be rectified / replaced by the contractor at their own cost.

In default, the Trustees' will be at liberty to get the repair done at the cost and risk of the contractor.

The contractor should mention the contact address nearby Kolkata / Haldia for such guarantee repairs.

#### **8.20 LIQUIDATE DAMAGE CLAUSE:**

If the Contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Engineer in writing, the Contractor shall pay as compensation (Liquidated Damage) to the Trustees and not as a penalty, ½% (half percent) of the total value of work (contract price) as mentioned in the letter of acceptance of the tender/offer, for every week or part thereof the work remains unfinished. Provided always that the amount of such compensation shall not exceed 10% of the said value of work. GST at prevailing rate will be applicable on LD amount.

#### **8.25 Income Tax Deduction:**

Income tax if any as per relevant provision of the income tax act shall be deducted at source from any payment payable to the contractor.

#### **8.29 EVALUATION CRITERIA:**

The Price bid will be evaluated only for the tenderers, who have qualified in the Techno-Commercial bid. The selection of the successful tenderer will be made on the basis of lowest grand total cost for the aforesaid work.

#### **8.30 Security Deposit:**

Security deposit i.e. 10% of the contract value( excluding GST) must be deposited as per relevant clauses of GCC.

**8.31** All other terms and condition will be as per General Condition of Contract, Kolkata Port Trust.

**8.32** When ever and where ever any contradictions arises regarding any specific clauses, terms and conditions between GCC and SCC, the SCC will supersede the contradictory clauses, terms and conditions of GCC.

**8.30 PERMIT CHARGE:**

Permit Charges for workmen, vehicle etc. for execution of job inside Dock area would be payable by the Contractor as per scale of rate of Kolkata Port Trust. The existing charges for manpower and vehicle would be as follows:

<b>SN</b>	<b>Description</b>	<b>Rate in (In INR)</b>
<b>1.</b>	Dock Permit per person	8.50 per daily permit (Maximum 12 hrs. validity). 229.50 per monthly permit 690.25 per quarterly permit 2295.00 per annual permit 3672.00 per biennial permit
<b>2.</b>	Dock Permit per vehicle and circular permit for vehicle carrying ship's gear and stores (inclusive of overnight stayal).	42.53 per daily permit 1148.31 per monthly permit 2296.62 per quarterly permit 4593.24 per annual permit
<b>3.</b>	Dock Permit for mobile crane/ Reach Stacker/ Toplifter (inclusive of overnight stayal)/ Dumper / Payloader	170.10 per daily permit 4592.70 per monthly permit 9184.40 per quarterly permit 18370.80 per annual permit
<b>4.</b>	Dock Permit for cart (inclusive of overnight stayal).	17.00 per daily permit 459.99 per monthly permit 1239.30 per quarterly permit 4461.68 per annual permit.

**SECTION – IX**

**BIDDING FORMS**

**MINIMUM ELIGIBILITY CRITERIA**

**BIDDING FORM – I**

[To be filled up and uploaded, duly signed & stamped]

**(I) ANNUAL TURNOVER STATEMENT**

The annual turnover of..... ( name of the bidding firm), **for the years 2016-17, 2017-18 and 2018-19** , based on the **Balance Sheets and Profit & Loss Accounts**, are given below:

<b>Financial years</b>	<b>Turnover</b> (as per Auditor's Report / Balance Sheet)  <b>[in Rs ]</b>
<b>2016-2017</b>	
<b>2017-2018</b>	
<b>2018-2019</b>	
<i>Total</i>	
<i>Average Annual Turnover</i>	

SIGNATURE OF CHARTERED ACCOUNTANT        ::

NAME OF CHARTERED ACCOUNTANT                ::

(COMPANY SEAL)

**NOTE :** Copy of Balance Sheets and Profit & Loss Accounts enclosed with sealed & signed.

**(II) TECHNICAL EXPERIENCE**

<b>Sl. No.</b>	<b>Contract No. / Order No. and date</b>	<b>Name of the Employer and Place of work</b>	<b>Contract value [in Rs. ]</b>	<b>Date of completion of work</b>	<b>Page number(s) of reference / supporting document (s), uploaded.</b>

**OTHER DOCUMENTS**

[To be filled up and uploaded, duly signed &amp; stamped]

	Requirement	Submitted/Not submitted [Put √ if submitted & X if not submitted]	Validity/ For the month of
a)			
i)	<b>GST Registration Certificate.</b>	<input type="text"/> If submitted, <b>Page Number(s):</b>	Not applicable.
ii)	Document in support of non-applicability.	<input type="text"/> If submitted, <b>Page Number(s):</b>	Not applicable.
b)			
i)	<b>Profession Tax Clearance Certificate (PTCC)</b>  <b><u>OR</u></b> <b>Profession Tax Payment Challan (PTPC)</b>	<input type="text"/> If submitted, <b>Page Number(s):</b>	
		<input type="text"/> If submitted, <b>Page Number(s):</b>	
ii)	Document in support of non-applicability.	<input type="text"/> If submitted, <b>Page Number(s):</b>	Not applicable.
c)			
i)	Certificate for allotment of <b>EPF Code No.</b>	<input type="text"/> If submitted, <b>Code No.:</b> <b>Page Number(s):</b>	Not applicable.
ii)	<b>Latest EPF Payment Challan.</b>	<input type="text"/> If submitted, <b>Page Number(s):</b>	
iii)	Document in support of non-applicability.	<input type="text"/> If submitted, <b>Page Number(s):</b>	Not applicable.
d)			



	Requirement	Submitted/Not submitted [Put √ if submitted & X if not submitted]	Validity/ For the month of
i)	<b>Registration Certificate of ESI Authority.</b>	<input type="checkbox"/> If submitted, <b>Code No.:</b> <b>Page Number(s):</b>	Not applicable.
ii)	Affidavit, Declaration and Indemnity Certificate.	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	Not applicable.
e)	<b>PAN Card</b>	<input type="checkbox"/> If submitted, <b>PAN No.:</b> <b>Page Number(s):</b>	Not applicable.
f)	<b>MSME / MSE / DIC / SSI / NSIC certificate</b>	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	
g)	<b>Power of Attorney</b>	<input type="checkbox"/> If submitted, <b>Page Number(s):</b>	Not applicable.

**GENERAL INFORMATION OF THE BIDDER**

[To be filled up and uploaded, duly signed &amp; stamped]

1.	Bidder's Legal Name (IN CAPITAL LETTERS)		
2.	a )	Country of registration.	
	b )	Year of registration.	
	c )	Legal address in country of registration.	
	d )	URL of the bidder.	
3.	Information regarding bidder's authorised representative(s) / contact person(s)		
	a )	Name(s)	
	b )	Address(es)	
	c )	Telephone number(s)	
	d )	Facsimile number(s)	
	e )	Electronic mail address	
4.	a )	Address of the branch office, if any	
	b )	Name of the contact person at branch office	
	c )	Telephone number(s)	

	d )	Facsimile number(s)	
	e )	Electronic mail address	
5.	Whether the bidder is a <b>Proprietorship Firm</b> or <b>Partnership Firm</b> or <b>Limited Company</b> .		
6.	<b>Details of the Banker(s) :</b>		
	a )	Name of the Banker(s) in full.	
	b )	Address(es) of the Banker(s)	
	c )	Telephone number(s)	
	d )	Facsimile number(s)	
	e )	Electronic mail address	
	f )	Name(s) of the contact person(s)	
7.	<b>Bank details for ECS payment :</b>		
	a )	Bank Account number.	
	b )	Name of the bank.	
	c )	Name of the branch.	
	d )	Address of the branch.	
	e )	RTGS code of the branch.	
	f )	MICR code of the branch.	
8.	<b>Income Tax and Goods &amp; Services Tax (GST)</b> details (if applicable):		
	a)	<b>Permanent Account Number (PAN)</b>	
	b)	<b>GST Registration Number (GSTIN)</b>	
9.	<b>Employees' Provident Fund (EPF) Code No.</b>		
10.	<b>Employees' State Insurance (ESI) Code No.</b>		
11.	Mainlines of business		

**FORMAT FOR DECLARATION**

*[ To be printed on the bidder's Letter Head and uploaded after signing]*

To,  
General Manager (Engg.)  
Haldia Dock Complex ;  
Kolkata Port Trust

**Name of Work: Carrying out replacement of various structural steel items of stinger, stringer post, supporting base angle, base frame for motor and gear box, cross bracing, transfer chutes, tipper car, supporting galleries, transfer towers, walkways from different conveyor system including dismantling of old structure, removal of scrap, fabrication, painting, erection of new structure, allied civil foundation work etc at Coal Handling Plant, Haldia Dock Complex."**

Tender No. SDM(P&E)/T/66/2020-2021

**E-Tender No. 2020\_KoPT\_568713\_1**

I ....., the authorized signatory of the ..... (Name of the Company /Firm) do hereby declare / confirm that :

\* I / We have not been **debarred, banned** or **delisted** by any Government or Quasi-Government Agencies or Public Sector Undertakings in India.

I / we have not made any **addition / modification / alteration** in the **Bidding Documents** (including Bidding Forms & Contract Forms) hosted in the websites.

The prices have been quoted in the Price Bid, electronically, through CPP Portal only and no direct or indirect mention of the prices has been made by me / us anywhere else in my / our bid.

No extraneous conditions (like "Not Applicable", conditional rebate, etc.), regarding the Price Bid, have been mentioned anywhere in our bid.

**Signature of authorised person of the bidder  
(with office seal)**

- In case the **firm** has been debarred or banned or delisted by any Government or Quasi-Government Agencies or Public Sector Undertaking in India, then the same should be declared properly, after modifying the sentence, suitably.

**FORM OF TENDER**

*[ To be printed on the bidder's Letter Head and uploaded after signing]*

**FORM OF TENDER**

To  
.....  
.....  
.....

I/We\_\_\_\_\_

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

THE TOTAL AMOUNT OF TENDER Rs. **NOT TO BE QUOTED**

(Repeat in words) .....  
.....

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

work.

I / We have deposited with the Trustees' Manager (Finance), HDC, vide Receipt No. \_\_\_\_\_ of \_\_\_\_\_ as Earnest Money.

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

(Signature of Bidder with Seal)

Dated :

WITNESS :

Signature :

Name :  
(In Block letters  
)

Address :

Occupation

:

Name of the  
Bidder : (In Block  
letters )

Address :

**PRICE SCHEDULE**

[To be filled up and uploaded, duly signed &amp; stamped]

SN	Item Description	Unit	Quantity	Applicable % of GST		
				SGST	CGST	IGST
1.	Fabrication(excluding supply of steel material) of steel materials with touch up painting	MT	1.048			
2.	Dismantling of old structure, erection and commissioning of fabricated structures including touchup painting etc.	MT	81.544			
3.	Civil Work	Cu.M	20			

**SECTION - X****CHECKLIST**

*Before scanning and upload the following required documents, all pages are to be signed by a person duly authorised to sign on behalf of the bidder, and are to be embossed with their official seal, owing responsibility for their correctness / authenticity. All pages of the aforesaid documents should be serially marked.*

*The offered prices would be given in the “**Price Bid (Part-II)**” electronically, through CPP Portal only.*

Sl. No.	Particulars	Submitted/ Not submitted [Put ✓ if submitted and <u>put X if not submitted</u> ]	If submitted, <u>page numbers</u>
1.	<b>Filled up checklist.</b>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of <b>Bid Document Fee</b> .	<input type="checkbox"/>	<input type="checkbox"/>
3.	Proof of <b>Earnest Money Deposit (EMD)</b> .	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certificate of getting benefit by MSME / SSI / NSIC for exemption of <b>Bid Document Fee</b> and <b>Earnest Money</b> ,	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
5.	<b>Bidding Forms</b>		
	i) <b>Bidding Form – I</b>	<input type="checkbox"/>	<input type="checkbox"/>
	ii) <b>Bidding Form - II</b>	<input type="checkbox"/>	<input type="checkbox"/>



Sl. No.	Particulars		Submitted/ Not submitted [Put √ if submitted and <u>put X if not submitted</u> ]	If submitted, <u>page numbers</u>
			<input type="checkbox"/>	<input type="checkbox"/>
	iii)	<b>Bidding Form – III</b>	<input type="checkbox"/>	<input type="checkbox"/>
	iv)	<b>Bidding Form - IV</b>	<input type="checkbox"/>	<input type="checkbox"/>
	v)	<b>Bidding Form – V</b>	<input type="checkbox"/>	<input type="checkbox"/>
	vi)	<b>Bidding Form – VI</b>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION – XI**  
**CONTRACT FORMS**

KOLKATA PORT TRUST  
**PROFORMA OF FORM OF AGREEMENT**

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

THIS AGREEMENT made this .....day of.....200....between the Board of Trustees for the Port of Kolkata, a body corporate constituted by the Major Port Trusts Act, 1963 (thereinafter called “Trustees” which expression shall unless excluded by or repugnant to the context be deemed to include their successors in office) of the one part and .....(hereinafter called “the Contractor”, which expression shall unless excluded by or repugnant to the context be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

WHEREAS the Trustees are desirous that certain works should be executed / constructed , viz.

..... and have accepted a Tender / Offer by the Contractor for the execution and maintenance of such work NOW THIS AGREEMENT WITNESSETH as follows :

5. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in General Conditions of Contract hereinafter referred to.
6. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
  - (a) The said Tender / Offer & the acceptance of the Tender / Offer
  - (b) The General Conditions of Contract
  - (c) The Special Conditions of Contract

- (d) The Conditions of Tender
- (e) The Technical Specifications
- (f) The Schedule of Rates
- (g) The Terms of Payment
- (h) All correspondence by which, the contract is added, amended, varied or modified in any way by mutual consent.

7. In consideration of the payments to be made by the Trustees to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Trustees to execute and maintain the work in conformity in all respects with the provisions of the contract.

8. The Trustees hereby covenants to pay to the Contractor, in consideration of such execution and maintenance of the Work, the Contract Prices at the times and in the manner prescribed by the Contract.

IN WITNESS whereof of the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

The Seal of.....  
.....

Was hereunto affixed in the presence of:

Name .....

Address .....

.....

Or

**SIGNED, SEALED AND DELIVERED**

by the said .....

*In the presence of:*

Name .....

Address: .....

.....

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

Name.....

Address: .....

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

**To  
The Board of Trustees,  
for the Port of Kolkata.**

Ref. ....Bank Guarantee No.....

To

The Board of Trustees for the Port of Kolkata,

Strand Road

Kolkata – 700001

Dear sirs,

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

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

guarantee.

EMPLOYER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the CONTRACT by CONTRACTOR. Employer shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them on any right which they might have against Contractor and exercise the same at any time in any manner, and other to enforce or to forebear to enforce any covenants, contained or implied, in the CONTRACT between EMPLOYER and CONTRACTOR or any other course of remedy or security available to EMPLOYER. The Bank shall not be released of its obligations under this presents by any exercise by EMPLOYER of its liberty with reference to the matter aforesaid or any of them or any other indulgence shown by EMPLOYER or by any other matter or thing whatsoever which under Law would, but for this provision, have the effect of reliving the Bank.

The Bank also agreed that EMPLOYER at its option shall be entitled to enforce this guarantee against the Bank as principal debtor, in the first instance without proceeding against CONTRACTOR and notwithstanding any security or other guarantee that EMPLOYER may have in relation to the CONTRACTOR'S liabilities.

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

Dated, this ..... day of .....20.....at.....

#### WITNESSES

.....

(Signature)

.....

(Name)

.....

.....

(Signature)

.....

(Name)

.....

(Official Address)

(Designation with Bank Stamp)

Attorney as per power of attorney No.

Dated.....

## **INDEMNITY BOND**

[To be submitted on Non-judicial Stamp Paper of worth not less than INR 50.00, **duly notarised**]

### **Reference:**

Order No.: ...../...../...../O-... dated ..... For “**Carrying out replacement of various structural steel items of stinger, stringer post, supporting base angle, base frame for motor and gear box, cross bracing, transfer chutes, tipper car, supporting galleries, transfer towers, walkways from different conveyor system including dismantling of old structure, removal of scrap, fabrication, painting, erection of new structure, allied civil foundation work etc at Coal Handling Plant, Haldia Dock Complex.**”.

**Senior Deputy Manager (P&E),  
Haldia Dock Complex ;  
Operational Administrative Building (1<sup>st</sup> Floor) ;  
Chiranjibpur, P.O.: Haldia ;  
Dist. : Purba Medinipur ,  
West Bengal, India  
PIN : –721 604**

This deed of **Indemnity Bond** made on ..... by ..... Having their office at ..... (hereinafter called “the **Contractor**”).

**Whereas** the General Manager (Engineering), **Haldia Dock Complex, Kolkata Port Trust**, Dist.: Purba Medinipur, West Bengal (hereinafter call “the **Engineer**”) has placed an order, bearing no. .... /...../O-... dated ..... And some materials, spare parts, components, sub-assemblies, etc. are required to be taken **outside** of **Haldia Dock Complex** premises for some specialized servicing, repairing, overhauling, etc. or **fault diagnosis & remedial measures** by the Contractor, as per the terms & conditions mentioned in the said order, and which have been mutually agreed upon by the parties hereto,

AND

**Whereas** in consideration of the said contract, the Contractor has agreed to execute an **Indemnity Bond** for the safe custody on receipt of the said materials, spare parts, components, sub-assemblies, etc., from the **Engineer** until the **completion of servicing / overhauling / repairing / remedial work** and returning back to the Engineer as hereinafter appearing.

**Now** this deed witnessed that in pursuance of the said agreement and in the premises, the Contractor agrees to indemnify Engineer and at all the terms, to hold themselves liable for all the **damages, loss** due to **pilferage / fire** or negligence on the part of the Contractor or their employees, agents and representatives or from whatever cause, with all losses, interest charges and expenses incurred by the said Engineer on account of the material(s) issued to the Contractor,

AND

It is in terms of the said contract and this **Deed of Indemnity**, the material(s) issued free to the Contractor for servicing / overhauling / repairing / **fault diagnosis & remedial work**, thereon shall be deemed to be the **property of the Engineer**.

It is hereby agreed that the Contractor shall be liable for all injury, losses and damages that may be caused to the ....., from whatever cause and further that the Contractor shall not part with or delivery possession of the said material(s) to any other party or person, save in compliance with and in performance & provision of contract in respect of which this **Indemnity Bond** is executed, the Contractor having undertaken to delivery the said material (s) in all respect in compliance with the terms of the contract.

This bond and the trust hereby created shall remain valid and binding on the Contractor till such time as the above said order has been fully and finally executed and Contractor has delivered the ..... complete thereon to the Engineer under the terms of the contract.

For and on behalf of (name of the Contractor), under the common seal of the company.

**WITNESS**

(Signature of the authorised person on behalf of the Contractor)

( Signature )

Name :

Name :

Designation

Designation

Signed in my presence and identified by me

KOLKATA PORT  
TRUST HALDIA DOCK  
COMPLEX

FORM G.C.1

Contractor \_\_\_\_\_

Address -----

-----

Date of completion

:.....

Dear sir(s),

This is to certify that the following work viz :-

Name of work : .....

.....

.....

Estimate No. E.E.O.....Dt.....

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

Work Order No.....

Allocation.....

Contract No. ....

which was carried out by you is in the opinion of the undersigned complete in every respect on the

\_\_\_\_\_ day of \_\_\_\_\_ 2000 in accordance with terms of the Contract and you

are required to maintain the work as per Clause 62 of the General Conditions of Contract and

under provisions of the Contract for a period of \_\_\_\_\_ weeks / months / years

from the \_\_\_\_\_ day of \_\_\_\_\_ 20.....

to \_\_\_\_\_ day of \_\_\_\_\_ 20.....

Yours faithfully,

Signature.....

(ENGINEER/ENGINEER'S REPRESENTATIVE)

Name.....

Designation.....

OFFICE SEAL



KOLKATA PORT  
TRUST HALDIA DOCK  
COMPLEX

Certificate of Final  
Completion.

FORM  
G.C.2.

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

This is to certify that the following work viz:-

Name of work : .....

Estimate No.

E.E.O.....dt.....

C.E.O.....dt.....

Work Order No.....

Contract No. ....

Resolution & Meeting No. ....

Allocation : .....

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

Signature.....

(ENGINEER/ENGINEER'S REPRESENTATIVE)

NAME.....

DESIGNATION.....

OFFICE SEAL

KOLKATA PORT TRUST  
HALDIA DOCK  
COMPLEX

FORM G.C.3

(‘NO CLAIM ‘ CERTIFICATE FROM CONTRACTOR)

The Engineer  
Kolkata Port Trust

Kolkata.

(Atten..... )

Dear Sir,

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

Name of work : \_\_\_\_\_  
\_\_\_\_\_

Work Order No :- \_\_\_\_\_

Contract No. \_\_\_\_\_

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

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

Yours faithfully,

(Signature of the Contractor)

Dated \_\_\_\_\_

Name of Contractor.....

Address:.....

(OFFICIAL SEAL OF THE CONTRACTOR)