

No. I&CF/SDM/RZ/20-21/Q/11

Date :24.12.2020

SHORT QUOTATION NOTICE

E-Tender under single stage two part system (Techno-Commercial Bid and Price Bid) are invited as per Prequalification criteria stipulated in Tender Document for the following work at Haldia Dock Complex.

➤ Name of work	:	QUOTATION FOR ENGAGEMENT OF ARCHITECT FOR COMPREHENSIVE ARCHITECTURAL SERVICES TOWARDS UPGRADATION AND DEVELOPMENT OF SWIMMING POOL COMPLEX OF HDI AT CLUSTER-5, HALDIA TOWNSHIP, HDC,HALDIA.
➤ QUOTATION No	:	I&CF/SDM/RZ/20-21/Q/11
➤ Estimated Cost	:	Cost to be submitted by the Quotationer
➤ Last date of submission of e-tender	:	2501.2021 Submission Up to 15:00 hrs.

Details of the Tender & Tender Documents are available in KoPT website (www.kolkataporttrust.gov.in) and have to participate in bidding process through their website <https://kopt.enivida.in> of [RailTel Portal](https://kopt.enivida.in). only. Interested bidders may contact at : bsengupta.hdc@kolkataporttrust.gov.in

सयमा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX

BIDDING DOCUMENTS

[Quotation No.: I&CF/SDM/RZ/20-21/Q/11]

FOR

QUOTATION FOR ENGAGEMENT OF ARCHITECT FOR
COMPREHENSIVE ARCHITECTURAL SERVICES TOWARDS
UPGRADATION AND DEVELOPMENT OF SWIMMING POOL COMPLEX
OF HDI AT CLUSTER-5, HALDIA TOWNSHIP, HDC, HALDIA.

December – 2020

1. NOTICE INVITING QUOTATION

WORK TITLE: -QUOTATION FOR ENGAGEMENT OF ARCHITECT FOR COMPREHENSIVE ARCHITECTURAL SERVICES TOWARDS UPGRADATION AND DEVELOPMENT OF SWIMMING POOL COMPLEX OF HDI AT CLUSTER-5, HALDIA TOWNSHIP, HDC, HALDIA.

1.1 Quotation NO.: I&CF/SDM/RZ/20-21/Q/11

1.2 PRE-QUALIFICATION CRITERIA FOR QUOTATIONERS: -

Empanelled architects of HDC who have experience in designing of swimming pool for under taking the work as indicated in the scope of work the project value of which should not be less than 1 crore.

QUOTATION INVITING AUTHORITY: -

Sr. Dy. Manager (RZ & Spl RT) (I & CF Divn.), Haldia Dock Complex; Syama Prasad Mookerjee Port, Kolkata.

Address:

Township Civil Maintenance Office, Cluster- 5; P.O.: Haldia Township; Dist.: Purba Medinipur ; PIN: –721607, West Bengal, India. **Telephone no. :** 03224-263389

Due Date of Submission	25.01.2021	Time	UPTO 15:00 hrs.	Date of Opening of the Quotation	25.01.2021	Time	15:30 hrs. onwards.
Pre-bid meeting		Pre-bid meeting will be held at the above mentioned office on 05.01.2021 at 11.30 A.M.					

1.4 OTHER INSTRUCTIONS:-

1.4.1 Quotations are invited from resourceful, experienced and bonafide empanelled architects with sound technical and financial capabilities for the above mentioned work.

1.4.2 Quotation Documents may be downloaded from www.kolkataporttrust.gov.in and quotations must be submitted in sealed cover through post or by submission physically at the above mentioned office address before due date and time. Quotations received after due date and time will not be considered.

1.4.3 Quotationers are not permitted to alter/change/delete/modify their offers after submission of the same.

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

1.4.5 It is stated here that the subject QUOTATION may not be extended further.

1.4.6 SMP, Kolkata reserves the right to reject any or all quotations or to accept the quotations in whole or in part without assigning any reason whatsoever thereof.

Sd/-
Sr. Dy. Manager (RZ & Spl RT)
I & CF Division
Haldia Dock Complex
Syama Prasad Mookerjee Port, Kolkata

2. TECHNICAL SPECIFICATIONS AND OTHER INSTRUCTIONS:

2.1 SCOPE OF WORK:

The major scope of work shall be:-

All architectural, structural, civil, mechanical, plumbing, sanitary, sewage system and electrical design and drawings, fire fighting, landscape designs, facilities for CCTV surveillance, filtration system, Disinfection system, under water illumination system, ladder and overflow works, maintenance accessories, pool basin works and decorative lightening arrangements, including modification of change rooms, along with detailed design basis reports, site layout plan, estimates, detailed specifications, bill of quantities, working drawings as required for execution of the project. The said architectural firm will also be appointed for technical supervision during the period of construction.

2.2 LOCATION:

The construction work site is located within the Haldia Dock Institute at Cluster-5 of Haldia Township under the Residential Zone of Haldia Dock Complex.

2.3 ACCESS TO THE SITE:

(a) By Road:

All-weather hard top road approachable from N.H. 41 and State Highway exist right up to the area of work.

(b) By Rail:

S. E. Railway Branch Line connects Haldia with the Panskura/Mecheda Railway Station.

2.4 INSPECTION OF SITE:

The quotationer shall inspect the site of work and thoroughly familiarise himself with the nature of work, site conditions, and access to the site and location before submission of the quotation. He should contact Sr. Dy. Manager, RZ (I&CF), Cluster –V, P.O.: - Haldia Township, Dist.: Purba Medinipur, Pin: 721607 for collecting information about the site before submission of the quotation.

2.5 MODE OF SUBMISSION OF BID:

2.5.1. All quotationers must submit their offers in accordance with the terms and conditions set out in the quotation documents and no deviation will be accepted.

2.5.1.1 *Essential Documents:-*

- a) Proof of having experience in designing & providing architectural consultancy for construction of swimming pool complex modern and state of the art having project value more than 1.0 Crores within last 7 years with details of scope of work performed along with copies of completion certificate from clients along with photographic evidence in support of nature of work done and quality of work executed.

2.5.1.2 *Other Documents:-*

- b) The quotationer shall submit copy of valid registration certificate of Council of Architecture.
- c) The following documents to be submitted:-

- i. GST registration certificate
- ii. Valid Trade Licence.
- iii. Valid Professional Tax Clearance Certificate / Up to date tax payment challan, if any.
- d) Declaration of the quotationers as per Annexure-I.
- e) Bank Details and others as per Abstract Form of Quotation.
- f) Quotationers profile.
- g) Addendum/Corrigendum / Notice / Extension Notice issued and drawings (if any) duly signed by the Quotationer under office seal.

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

2.6 VALIDITY OF OFFER:

The quotation shall remain valid for a period of 120 [One Hundred Twenty] Days from the date of opening the same.

2.7 PAYMENT SCHEDULE:-

2.7.1. Payment schedule will be followed as per the table given below:-

SL. No.	DESCRIPTION OF ITEMS	CONSULTANCY FEES PAYABLE
2.7.1.a.	Submission of concept Plan, Schematic drawings (in multiple options) with 3D view along with rough cost estimate and approval thereof.	20% of the amount quoted for Sl No. 1 & 2 in the Price Schedule.
2.7.1.b.	a) Submission of Architectural, Structural & electrical working drawings. b) Submission of Civil & Electrical estimate, BOQ with detail specifications. c) Submission of drawings and estimate for Fire Detection & Fire fighting System. d) Submission of design, drawings and estimate for plumbing, sanitary and sewage system including grey water recycling system.	70% of the amount quoted for Sl No. 1 & 2 in the Price Schedule.
2.7.1.c.	On Actual Project Completion at site.	After completion of the construction/ renovation work, 10% of the amount quoted for Sl No. 1 & 2 in the Price Schedule.

2.7.2. Payment shall be made on submission of clear bills in quadruple. However, the payments shall be made only after final acceptance of reports by I & CF division of Haldia Dock Complex, SMP Kolkata. Any claim for interest will not be entertained by HDC with respect to any payment or balance which maybe in HDC's hands owing to any disputes between HDC and the Architect Agency or with respect to any delay on the part of HDC in making payment.

2.7.3. Payment for Periodic site visits shall be made on actual number of site visit as and when required to be decided by HDC.

2.7.4. PERIODIC SITE VISIT:

SL. NO.	DESCRIPTION OF ITEMS	FEES PAYABLE	DURATION
2.7.4.a.	Periodic site visits during execution of work as and when required to be decided by HDC. (Maximum 6 Nos of site visits) Per Visit Cost (excluding GST) to be quoted by the quotationers. GST as applicable will be paid extra.	Per visit Cost (maximum of 6 nos visit) to be quoted in the price Schedule.	During Execution of the work.

2.8 COMPLETION PERIOD OF THE WORK:-

2.8.1. Completion period will be followed as per the table given below -

SL. NO.	DESCRIPTION OF ITEMS	DURATION
2.8.1.a.	Submission of concept Plan, Schematic drawings (in multiple options) with 3D view along with rough cost estimate.	within 1 (One) months from issue of the work order.
2.8.1.b.	a) Submission of Architectural, Structural & electrical working drawings. b) Submission of Civil & Electrical estimate, BOQ with detail specifications. c) Submission of drawings and estimate for Fire Detection & Fire fighting System. d) Submission of design, drawings and estimate for plumbing, sanitary and sewage system including grey water recycling system.	within 2 (Two) months from the date of approval of the Scheme.

2.9 GOOD CONDUCT:

If a quotationer had previous history of "defined misconduct" (such as banning from by any government sector, premature termination of a contract solely on quotationer's fault, criminal case pending against the company or its owner / current director filed by a government entity or being contemplated etc.) his offer is liable to be ignored.

2.10 TAX :

The quoted rates should include all other Taxes excluding GST. GST as applicable shall be paid extra against proper invoice submitted by the successful quotationer.

The successful quotationer will be required to submit GST compliant invoice with all required details and also to be required to file timely and proper return so as to enable SMP, KOLKATA to get due input credit against GST paid off.

In case of any failure on the above account, GST amount even if paid by SMP, KOLKATA shall be recoverable from the successful quotationer, along with applicable interest if any.

QUOTATION FOR “ENGAGEMENT OF ARCHITECT FOR COMPREHENSIVE ARCHITECTURAL SERVICES TOWARDS UPGRADATION AND DEVELOPMENT OF SWIMMING POOL COMPLEX OF HDI AT CLUSTER-5, HALDIA TOWNSHIP, HDC, HALDIA ”.

QUOTATION NO.:- I&CF/SDM/RZ/20-21/Q/11

PRICE SCHEDULE

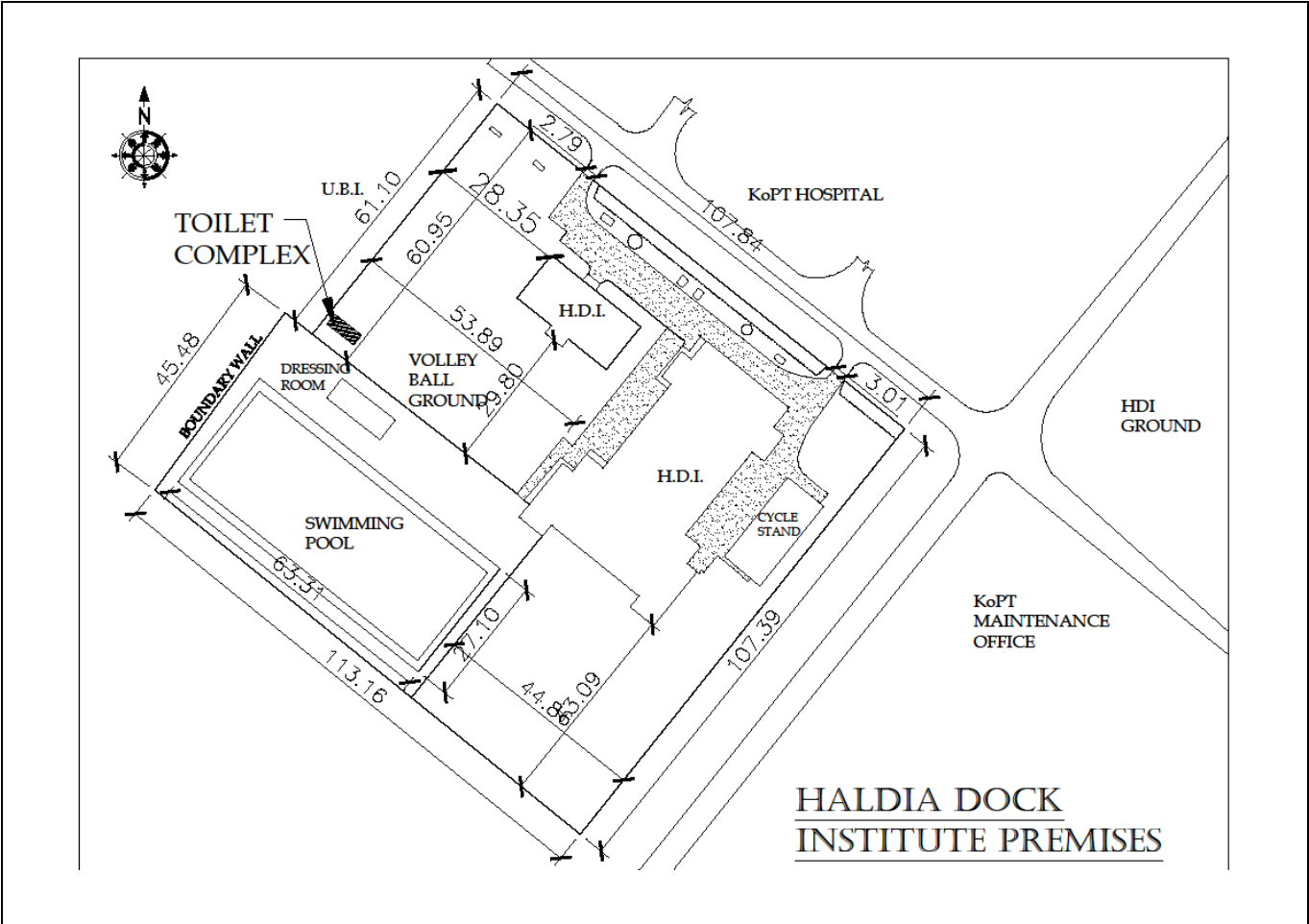
Sl. No.	Description of work	Consultancy fees payable
	Preparation and submission of the following:	
1	Submission of concept Plan, Schematic drawings (in multiple options) with 3D view along with rough cost estimate.	
2	a) Submission of Architectural, Structural & electrical working drawings. b) Submission of Civil & Electrical estimate, BOQ with detail specifications. c) Submission of drawings and estimate for Fire Detection & Fire fighting System. d) Submission of design, drawings and estimate for plumbing, sanitary and sewage system including grey water recycling system.	

TOTAL AMOUNT INR=

(TOTAL AMOUNT IN WORDS INR.....)

.....)

SUB:- QUOTATION FOR ENGAGEMENT OF ARCHITECT FOR COMPREHENSIVE ARCHITECTURAL SERVICES TOWARDS UPGRADATION AND DEVELOPMENT OF SWIMMING POOL COMPLEX OF HDI AT CLUSTER-5, HALDIA TOWNSHIP, HDC,HALDIA.



(To be submitted on Company's letter head)

**Sr. Dy. Manager (I&CF)
Haldia Dock Complex
Syama Prasad Mookerjee Port, Kolkata**

**SUB: QUOTATION FOR ENGAGEMENT OF ARCHITECT FOR COMPREHENSIVE
ARCHITECTURAL SERVICES TOWARDS UPGRADATION AND DEVELOPMENT
OF SWIMMING POOL COMPLEX OF HDI AT CLUSTER-5, HALDIA TOWNSHIP,
HDC, HALDIA.**

QUOTATION NO.:- I&CF/SDM/RZ/20-21/Q/11

Dear Sir,

We do hereby confirm that our offer is strictly in accordance with the terms & conditions of the Quotation Document and without any deviation / condition.

We further confirm that Cover-II, i.e. Price Bid does not contain any condition / deviation.

Date:-

Signature Of The Quotationer With Office Seal

Place:-

QUOTATIONER'S PROFILE

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

A) In case of Limited Company -

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

B) In case of a firm -

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

(C) In case of an Individual:

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

.....
(Full signature of Quotationer)

Dated :

ABSTRACT FORM OF QUOTATION

I / We hereby quotation for the under mentioned work for its execution within the specified time and in accordance, in all respects with the specifications, design, drawing and instructions in writing and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as practicable.

(TO BE FILLED IN BY THE QUOTATIONER)

(a) Name of Work. :

(b) Permanent I/T A/c.No. :

(c) Maximum number of
workmen to be engaged
on any day. :

(d) Bank Details :

Name Of Bank :-

Branch :-

Branch Code :-

Account Number :-

IFS Code:-

(Signature of the Quotationer)

Witness :-

Address :-

(Name in block letters)

Address :-

Occupation :-