

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**  
**HALDIA DOCK COMPLEX**

**SHORT TENDER NOTICE**

**Subject: TENDER FOR DISPOSAL OF ONLY UPROOTED TREES, CUT LOGS, CUT BRANCHES & ACCUMULATED TWIGS FROM THE RESIDENTIAL ZONE OF HALDIA DOCK COMPLEX.**

Sealed offers are invited from experienced, bonafide and reliable contractors, Timber Merchants, Saw Mill Owners for purchase of uprooted trees, cut logs, cut branches & accumulated twigs from **RESIDENTIAL ZONE** of Haldia Dock Complex. Only uprooted trees, **cut logs, cut branches & accumulated twigs** shall be disposed of from the Residential Zone of Haldia Dock Complex at.

The location and the type of tree will be physically shown to the interested bidder at 3 p.m. on 09.03.2021 Interested bidders are requested to report to the office of Sr. Dy. Manager (Admn.), Haldia Dock Complex, Kolkata Port Trust, Jawahar Tower Annexe, Haldia Township, Dist. Purba Medinipur (WB) by 10.00 a.m. on 09.03.2021 for discussion, clarification and physical inspection of the site of the uprooted trees, **cut logs, cut branches & accumulated twigs**. The demarcated area has been shown in a sketch plan at **Folio-I**.

Last date of collection of Tender Document	Upto 1700 hrs on 08.03.2021
Last date and time of submission of sealed Tender	Up to 15-00 hrs on 16.03.2021.
Date and time for opening of the tender	At 15-30 hrs on 16.03.2021
Tender Document shall be available at the address	Office of the Sr. Dy. Manager (Administration), Administration Division, Jawahar Tower Annexe, P.O. Haldia Township, Dist. Purba Medinipur.

Details of the tender is available in SMP website [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in)

The tender document can be downloaded from the aforesaid website. The tender document can also be obtained in person from the office of Sr. Dy. Manager (Admn.), Haldia Dock Complex upto 05. p.m. on 08.03.2021 on submission of the written application.

**Sr. Dy. Manager (Admn.)**  
**Haldia Dock Complex**

**SYAMA PRASAD MOOKERJEE, PORT**  
**HALDIA DOCK COMPLEX**

Office of the Administration Division  
 Jawahar Tower Annexe,  
 P.O.: -Haldia Township,  
 Dist.: -Purba Medinipur

Tender No. Ad/100/P&G/Quotation/5026

Dated 09.02.2021

To  
 M/s \_\_\_\_\_  
 \_\_\_\_\_

Dear Sirs,

**Subject: Tender for disposal of only uprooted trees, cut logs, cut branches & accumulated twigs from the Residential Zone of Haldia Dock Complex.**

Sealed tenders are invited from experienced, bonafide and reliable contractors, Timber Merchants, Saw Mill Owners for purchase of uprooted trees, **cut logs, cut branches & accumulated twigs** from the Residential Zone of Haldia Dock Complex. Only uprooted trees shall be disposed off.

The important dates and HDC Office particulars are indicated below:-

Last date of collection of Tender Document	Upto 1700 hrs on 08.03.2021
Last date and time of submission of sealed Tender	Up to 15-00 hrs on 16.03.2021
Date and time for opening of the tender	At 15-30 hrs on 16.03.2021
Price Part & Techno-Commercial Part shall be available at the address	Office of the Sr. Dy. Manager (Administration), Administration Division, Jawahar Tower Annexe, P.O. Haldia Township, Dist. Purba Medinipur.

## **INSTRUCTIONS TO TENDERERS**

1.     a) This quotation is for establishing the rates only. Order shall be placed as per Trustees requirement.  
  
       b) This tender will contain two part i.e. (a) 'Techno Commercial Part' & and submission of EMD (b) 'Price Part'. 'Price Part' shall be considered if the bidders will submit the EMD and all the terms & conditions of the 'Techno Commercial Part' is accepted by the bidders.  
  
       c) Tenderer shall submit their offer in two parts separately in two sealed envelopes, one containing the 'Techno Commercial Bid' and EMD 'and the second one containing the 'Price Bid' only. The envelopes for each part should be superscribed as (along with the Tender No.), 'Techno Commercial Bid' and EMD & 'Price Bid' as the case may be.
2.     Tender papers (Non-transferable) if collected in person will be available from the office of Sr. Dy. Manager (Administration), Jawahar Tower Annexe, P.O. Haldia Township, Dist. Purba Medinipur, West Bengal, PIN – 721 607 only on working days of SMP/HDC up to 5.00 P.M on 08.03.2021
3.     a)     All the pages of the tender (excluding 'Price Part') duly filled in and signed in all pages, to be submitted in a separate sealed envelope superscribed as 'Techno-Commercial Part' and the subject of the tender.  
  
       b)     The price bid, duly filled in and signed, to be submitted in a separate sealed envelope superscribed as 'Price Bid' and the subject of the tender. It is to be noted that the sealed envelop containing Price Bid shall contain price only and no conditions whatsoever. Any condition imposed in price bid shall make the bid liable for outright rejection.
4.     The bidder shall be deemed to have carefully inspected the scheduled location of the uprooted trees and fully understood the instruction to tenderers.
5.     The tender including price bid shall remain valid for acceptance for a period of 45 days from the date of opening of the Techno-Commercial Part of the tender.
6.     The Price Bid of the techno-commercially qualified bidders will only be opened on a subsequent date after due intimation to the qualified bidders.
7.     Trustees reserve the right to accept or reject any tender either in part or in full without assigning any reason. Any incomplete tender is liable for rejection.

## **The terms & conditions of the tender:**

### **1. Scope of work:**

- i. The work will comprise of cutting, pruning & removing of uprooted trees (including root portion), **cut logs, cut branches & accumulated twigs** from the designated areas as specified in this document, loading of the uprooted trees, **cut logs, cut branches & accumulated twigs** after cutting / pruning onto the contractor's vehicles and removal of such material to contractor's premises by using man, machine, equipment etc. as may be required by the contractor at his costs and arrangements.
- ii. The designated locations / areas from each the uprooted trees, **cut logs, cut branches & accumulated twigs** are to be removed & disposed off by the contractor are given below :
  - a. : Comprising roadsides and internal areas in & around residential buildings / HDC office Complexes / structures / installations off other organisations falling under Cluster – 4,5,6,9, Anchorage Camp, Jawahar Tower Complex, 3<sup>rd</sup> oil Jetty Office Complex and Central Garage composing at Haldia Port Township, as shown in enclosed drawing.
  - b. Some cut portions / logs of uprooted trees obtained from initial cleaning, will be kept in Lots at different locations within the gated Port Township area. The contractor will be required to collect and dispose off the logs / wood from such Lots. Some of the Lots are as shown in enclosed drawing.
- iii. Only uprooted trees, cut logs, cut branches & accumulate twigs will be removed / disposed off. In case it is found that any live tree or damaged tree is cut, the contract will be liable to be terminated forthwith and action as per law will be taken as applicable.
- iv. The designated locations from where the uprooted trees, cut logs, cut branches & accumulated twigs are to be removed / disposed of shall be shown to the prospective bidders on specified date and time for their assessment etc. as required.
- v. The contractor shall deploy requisite type and number of machines, equipment, vehicles as well as Labour as per requirement for carrying out the works as per the Scope of work at his own cost and arrangement.
- vi. Safety and Security of man & machine shall be the responsibility of the contractor.
- vii. The work has to be carried out only between 0800 hrs. to 1700 hrs. on all days during the currency of the contract.

2. **Part-I:** Techno-commercial Bid should contain the following:-

Documents to be submitted includes:

- ✓ Certified copy of up-to-date Profession Tax Payment Challan (PTPC), if applicable. If this is not applicable, the bidder should submit a declaration in this regard with an evidential document.
- ✓ Copy of current Trade License.
- ✓ Copy of GST Registration Certificate / Provisional Registration Certificate (GSTIN).
- ✓ Copy of self-certified copy of PAN.

**Part-II:** "Price Bid" (Schedule of Rates) should contain the Price quoted by the tenderer duly filled in & signed.

**Commercial Part:**

1. **Earnest Money:**

- (a) The intending bidders should submit Earnest Money of INR 15,000/- (Rupees Fifteen thousand only) through Demand Draft in favour of Haldia Dock Complex, Kolkata Port Trust along with their offer otherwise their offer will be summarily rejected without any further reference to the Bidder whatsoever.

Demand Draft against Earnest money should be submitted/deposited on any scheduled/ nationalized Bank, by the bidder in favour of Kolkata Port Trust, payable at Haldia prior to the last date & time of submission of tender or any extension thereof & as specified in the SoT.

Demand Draft/ Bankers Cheque towards Earnest Money are to be physically deposited at the office of Tendering Authority (Senior Deputy Manager [Admin.], Ground Floor, Annex Building, Jawahar Tower, Haldia Dock Complex, Haldia, PIN 721607), separately in a single sealed envelope, mentioning Tender no. & other requisite details.

- (b) Refund of Earnest Money deposited shall be done, subject to provisions of forfeiture of Earnest Money deposit, as indicated in this tender document, to the unsuccessful bidders, without interest, after identification of the H-1 bidder.
- (c) The Earnest Money shall be forfeited if the tenderer withdraws its offer during the interval between the last date and time of submission of the offer i.e. 1500 hrs. on 16.03.2021 or any extension thereof and expiration of the validity period of the offer including extension thereof.
- (d) The Earnest Money deposit shall be forfeited if the Bidder submits any forged document(s).

- (e) The Earnest Money deposit shall be forfeited as per the other provisions specifically mentioned in this Tender Document.
- (f) Earnest Money submission will be exempted for Medium and Small Enterprises (MSME) with NSIC registered organizations in case of single point registration covering all components of the said tender. NSIC registered certificate has to be submitted along with tender.

2. **Security Deposit:**

- i) Successful bidder shall have to deposit 10% of the total order value as Security Deposit within 07 days from the date of placement of order in the form of Demand Draft in favour of "HDC/SMP" payable at Haldia at Cash Office, Jawahar Tower, Haldia Dock Complex.
- ii) Security Deposit shall be refunded without interest after successful execution of the subject job subject to recovery of any damage/loss of port property during execution of job.

3. **Payment:**

Successful tenderer shall have to pay the total quoted amount plus GST as applicable to Haldia Dock Complex through RTGS/NEFT with 7 days from the date of placement of order. If any successful bidder fails to deposit the requisite money within the stipulated date, penalty shall be imposed @ 1% of the total order value for delay of every week of part thereof.

- 4. Successful tenderer shall have to remove all the ordered uprooted trees along with branches, leaves etc. from the allotted area and the area to be neat and clean within 60 days from the date of placement of order.

5. **Time of Completion of work:**

The successful bidder shall remove all the uprooted trees ordered to him by deploying his own labour and transport at their own cost from the said location within 60 days from the date of placement of order/ acceptance by the successful bidders whichever is later. No permission or extension of completion of time will be given after 60 days in any circumstances.

The time-frame for disposal of the uprooted trees as per the Scope of work shall be 60 days from the date of work order.

If the work is not completed within the stipulated period, the contractor shall not be allowed to remove / dispose off any remaining uprooted trees after the stipulated period. No compensation in this regard will be payable to the contractor.

6. **Evaluation Criteria :**

Subject to fulfilling all required conditions including acceptance to terms & conditions of the tender, evaluation of the offer will be based on the maximum financial realization to the port.

7. **Safety measures:**

The successful tenderer will take all possible safety measures for labours, vehicular traffic & SMP/HDC's properties during the execution of the subject work. Successful tenderer shall be held responsible for any damages, accident etc. on account of lapses on their part and in that case, they will be liable to repair/ replacement of the port property at their own cost and arrangement.

Bidders are requested to quote their prices on lump sum basis.

Successful tenders shall be required to pay statutory GST, if applicable extra on their quoted price.

8. **Permission to carriage:**

The contractor engaged will be responsible arranging any permission as may be required from concerned Govt./other authorities for carriage of the woods / logs after removal from site to contractor's premises.

9. **Termination of contract:**

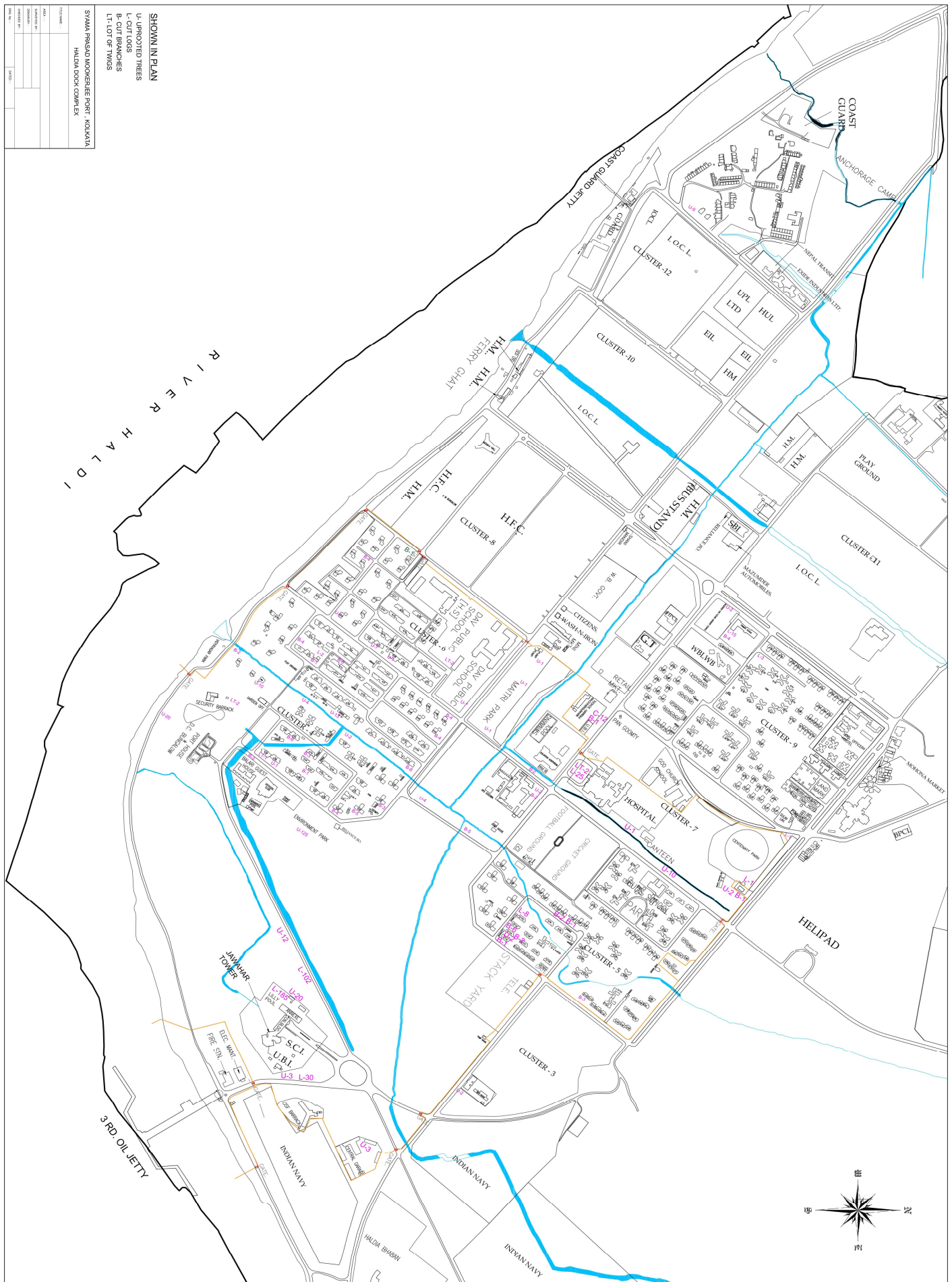
If at any time during the period of contract, it is observed that the performance of the successful bidder is not satisfactory and/or the successful bidder is taking inordinately long time for removal of such allotted trees within the deliver schedule, Sr. Dy. Manager (Admn.), Haldia Dock Complex shall terminate full or part of the contract after giving 7 days notice and his decision in the matter shall be final and binding on the contractor.

Thanking you,

Yours faithfully,

Enclo : Price Part.

**Sr. Dy. Manager (Admn.)  
Haldia Dock Complex**





**HALDIA DOCK COMPLEX**  
**SYAMA PRASAD MOOKERJEE, PORT**

**TENDER FOR SELLING OF ONLY UPROOTED TREES, CUT LOGS, CUT BRANCHES & ACCUMULATED TWIGS FROM THE RESIDENTIAL ZONE OF HALDIA DOCK COMPLEX.**

**PRICE PART**

<b>Sl . No.</b>	<b>Location</b>	<b>Quoted Price (In Rs.)</b>
1.	Residential Zone of Cluster – 4,5,6,9, Anchorage Camp, Jawahar Tower Complex, 3 <sup>rd</sup> oil Jetty Office Complex and Central Garage in Scope of Work and shown in enclosed drawing including collection and disposal of logs/cut portions from lots in this area.	a. In figure ..... b. In words .....
2.	Applicable GST in %age on the quoted rate	a. In figure ..... b. In words .....

Tenderer must be quoted both the above Sl. No. 1 & 2 otherwise tender may be liable for outright rejection.

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

Name of the tenderer.....

Address .....

Mobile No. ....

E-mail:.....

Date:

Office Seal