

**निविदा दस्तावेज / TENDER DOCUMENT**

**श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता / SYAMA PRASAD MOOKERJEE PORT, KOLKATA**

**(भूतपूर्व कोलकाता पत्तन न्यास / Erstwhile Kolkata Port Trust)**

**कोलकाता गोदी प्रणाली / KOLKATA DOCK SYSTEM**

**सामग्री प्रबंधन प्रभाग / MATERIALS MANAGEMENT DIVISION**

**6, गार्डन रीच रोड, कोलकाता / Garden Reach Road, Kolkata – 700023**

**PRICE OF THE TENDER  
BOOKLET: Rs 500+GST@18%  
i.e. Rs. 590 (Rupees Five Hundred  
Ninety only)**

Telefax no: 033-24594126

Phone No: 033-2409-3078(Ext. 304)

Email : shoven@kolkataporttrust.gov.in

Website: <https://smportkolkata.shipping.gov.in>

**कोलकाता गोदी प्रणाली के लिए विभिन्न पुस्तकों और प्रपत्रों की खरीद के लिए निविदा / Tender for Procurement of various  
Books & forms for Kolkata Dock System**

**निविदा आमंत्रण सूचना संख्या / NOTICE INVITING TENDER No.: Str/ADVT/02/21-22/21/III Dated:  
16.04.2021**

**निविदा सूचना / TENDER NOTICE**

Materials Management Division of SYAMA PRASAD MOOKERJEE PORT, KOLKATA invites sealed offers for supply & delivery of various Books & Forms for different departments/divisions of KDS as per the technical specifications contained herein the tender documents from General Order Suppliers/Printers.

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता के सामग्री प्रबंधन प्रभाग ने जनरल ऑर्डर सप्लायर्स/प्रिंटेर्स से निविदा दस्तावेजों में निहित तकनीकी विनिर्देशों के अनुसार केडीएस के विभिन्न विभागों/डिवीजनों के लिए विभिन्न पुस्तकों और प्रपत्रों की आपूर्ति और वितरण के लिए सीलबंद प्रस्ताव आमंत्रित किए हैं।

**1. TYPE OF TENDER:**

This is a **SINGLE PART** tender. For this the offers shall have to be submitted **under Single Cover to the office of MM Division, (KDS) SMP, Kolkata 6 Garden Reach Reach Kolkata-700023**

**2. SCOPE OF WORK.**

Supply & delivery of materials as per the details specified here in the tender documents at **Annexure – A.**

**3. Bid Start Date:**

Bid will start from **22.09.2021 at 10.00 hrs** and the same will be closed on **21.10.2021 at 14.00 hrs**. The tender will be opened on **21.10.2021 at 15.00 hrs**.

**THE TENDER WILL NOT BE EXTENDED UNDER ANY SITUATION AFTER DUE DATE IS OVER.**

For any and all amendments, if any, of the instant tender, such amendments will be hoisted in SMP, Kolkata's website /CPP Portal only and no further notification will be made in the newspaper.

Accordingly interested bidders are advised to keep close watch on SMP, Kolkata's website, <https://smportkolkata.shipping.gov.in/> CPP Portal i.e. [eprocure.gov.in](https://eprocure.gov.in) in their own interest.

It is also to be noted that any such amendment will be a part of the instant tender document and will be binding on the bidder and it will be presumed that the bidder has satisfied himself about such amendments hoisted in koPT. Website/CPP Portal.

**4. ELIGIBLE TENDERERS**

Tenders are invited from the General Order suppliers/Printers having past experience in similar work.

**Following documents (Photocopy) for meeting the pre-qualification criteria should be submitted along with offer otherwise their offer may be rejected: -**

- Having experience in successfully executing supply of similar items i.e. supply of books/forms/sheet/any printing items to Govt., PSU or Public / Private Organization during last 2

years ending 31<sup>th</sup> July 2021 for which documentary evidence must be substantiated by submitting any one or more of the following set of documents:

- a. Purchase Order alongwith respective GRN/Receipted Challan.
- b. Purchase Order alongwith respective **Supply Challan duly accepted inspected and passed.**
- c. Purchase Order alongwith respective Certificate of Execution by the purchaser in their letter head with signature and seal of the issuer.

ii) Tenderers must have valid Permanent I.T. A/c No, GST Registration Certificate & Trade Licence issued by a competent authority.

iii). Tenderers must have last three years Balance sheet and Profit & Loss A/c. (audited where applicable) ending March, 2020. In the event of non submission of Audited Balance Sheets for the financial year ending 31.03.2020, the turn over for that financial year has to be submitted in lieu, duly certified by Chartered Accountant mentioning UDIN. .

5. **Cost of Tender for Tender Documents:**

**Rs.500 + GST@18% i.e. Rs.590 (Rupees Five Hundred Ninety only) (inclusive GST)** by Bank draft drawn on any nationalized/scheduled Bank payable at Kolkata in favour of "**Syama Prasad Mookerjee Port Kolkata**" as price of the Tender Documents.

Tenderers have to download the Tender Documents from the SMP, Kolkata website [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) or from CPP Portal at [eprocure.gov.in](http://eprocure.gov.in) and in that case they will have to submit the draft of **Rs. 590/-** as above, in a separate envelope.

The tenderer shall bear all costs associated with the preparation and delivery of its tender and the Materials Manager will in no case be responsible or liable for those costs.

**The Tender Cost is not refundable.**

6. **Submission of Tender.**

Sealed offers super-scribing the tender no., name of work and the name & address of the tenderer will have to be submitted in the tender box kept in the office of the Materials Manager, SMP, Kolkata at 6, Garden Reach Road, Kolkata – 700 023 **before/within 14.00 hrs of 21.10.2021**. The bid will be opened on **21.10.2021 at 15.00 hrs** in presence of such interested tenderers or their authorized representatives who may wish to remain present during the opening of offers.

7. **Critical Dates & Time**

<b>Publish Date &amp; Time</b>	<b>22.09.2021 10.00 Hrs.</b>	<b>Bid Opening Date &amp; Time</b>	<b>21.10.2021 15.00 Hrs.</b>
<b>Document Download/Sale Start Date &amp; Time</b>	<b>22.09.2021 10.00 Hrs.</b>	<b>Document Download/Sale End Date &amp; Time</b>	<b>21.10.2021 13.00 Hrs.</b>
<b>Bid Submission Start Date &amp; Time</b>	<b>22.09.2021 10.00 Hrs.</b>	<b>Bid submission End Date &amp; Time</b>	<b>21.10.2021 14.00 Hrs.</b>

In the event of any unforeseen closure of work/holiday on any of the above days the same will be opened/held on the next working day without any further notice.

8. **Earnest Money Deposit or Bid Security-**

No EMD is required to be remitted. Instead, a duly filled in Bid Securing Declaration form enclosed at Chapter-5 is to be furnished along with the techno commercial offer.

9. The Materials Manager reserves the right of accepting or rejecting any offer partially or wholly without assigning any reason thereto.

10. **Exemption from submission of Tender cost & EMD:**

- a. **Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.**
- b. **The MSEs who are registered with District Industries Centre (DICs)/ NSIC (under Single Point Registration Scheme) are eligible for availing benefits under Public Procurement Policy.**
- c. **Copy of valid NSIC Certificate for MSEs or DIC's (DISTRICT INDUSTRIES CENTRE) Certificate/ Udyog Adhar certificate has to be submitted along with the bid.**
- d. **The firms registered with DGSD or MM division are also not required to pay the EMD & cost of tender. Supporting documents in support of registration should be uploaded**

Sd/-

Chief Mechanical Engineer (I/c)

## Annexure-A

### (a) Instructions to Bidders

TENDER No.: **Str/ADVT/02/21-22/21/III Dated: 16.04.2021 Opening on 21.10.2021**

#### 1. **TENDER DOCUMENTS**

The tender documents shall include inter alia.

##### **Special condition**

- a) In a tender, either the Indian agent on behalf of the principal/O.E.M or Principal/O.E.M itself can bid but both can't bid simultaneously for the same item/Product in the same tender.
- b) If any agent submits bid on behalf of the principal/O.E.M the same agent shall not submit a bid on behalf of another principal/O.E.M in the same tender for the same item/product.

##### **I. Notice Inviting Tender**

##### **II. Annexure – A**

- a. Instruction to Bidders. Chapter-1
- b. Conditions of Tender. Chapter-2
- c. Specifications and Technical Details. Chapter-3
- d. Contract form. Chapter-4
- e. Bid Securing Declaration Form Chapter-5
- f. Check List Chapter-6
- g. Other forms: -
  - Declaration of the bidder – Form 1
  - General Particulars of the Tenderer- Form 2
  - Contract acts with suppliers/service providers- Form 3
  - Format for payment through ECS/RTGS- Form 4

##### **III. Annexure-B: Price Schedule**

#### 2. **EMD and Tender Cost**

- (i) No EMD is required to be remitted. Instead, a duly filled in Bid Securing Declaration form enclosed at Chapter-5 is to be furnished along with the techno commercial offer.
- (ii) **"Tender cost"** in the form of Bankers Cheque or Pay Order or Demand Draft from any of the Nationalized /Scheduled Bank having branch in Kolkata drawn in favour of **"Syama Prasad Mookerjee Port, Kolkata"** of Rs. 500 + GST @ 18 % i.e. **Rs.590 (Rupees Five Hundred Ninety only) (inclusive GST)**/- as the cost towards purchase of Tender document (applicable for downloaded NIT only) or Treasury Receipt of the deposit issued by the Treasurer, SMP, Kolkata , as the case may be.

**All Bankers Cheque or Pay Order or Demand Draft should be drawn in favour of "Syama Prasad Mookerjee Port, Kolkata" on Nationalized/Scheduled Bank having branch Payable in Kolkata.**

#### 3. **"Pre-qualification Documents" Containing:**

Tenders are invited from the General Order suppliers/Printers having past experience in similar work.

**Following documents (Photocopy) for meeting the pre-qualification criteria should be submitted along with offer otherwise their offer may be rejected: -**

- i) Having experience in successfully executing supply of similar items i.e. supply of books/forms/sheet/any printing items to Govt., PSU or Public / Private Organization during last 2 years ending 31<sup>th</sup> July 2021 for which documentary evidence must be substantiated by submitting any one or more of the following set of documents:
  - i. Purchase Order alongwith respective GRN/Receipted Challan.
  - ii. Purchase Order alongwith respective **Supply Challan duly accepted inspected and passed.**
  - iii. Purchase Order alongwith respective Certificate of Execution by the purchaser in their letter head with signature and seal of the issuer.
- ii) Tenderers must have valid Permanent I.T. A/c No, GST Registration Certificate & Trade Licence issued by a competent authority.
- iii) Tenderers must have last three years Balance sheet and Profit & Loss A/c. (audited where applicable) ending March, 2020. In the event of non submission of Audited Balance Sheets for the financial year ending 31.03.2020, the turn over for that financial year has to be submitted in lieu, duly certified by Chartered Accountant mentioning UDIN.
- iv) Copy of all the Certificates on the basis of which exemption if any is applied for.

#### **4. PRICE BID**

- 4.1 Price quoted by the tenderer shall remain fixed and valid until completion of the contract and will not be subject to variation on any account, except statutory levies for which documentary evidence is to be submitted.
- 4.2 Price Bid should be FREE FROM ANY EXTRANEOUS CONDITION.
- 4.3 **Price must be quoted only against respective items as shown in PRICE BID in the tender form only.** Tender shall be liable to rejection at the option of Trustees if Tenderer quote prices/rates in (Techno-Commercial Part).
- 4.4 Tenderers are to quote their rates and applicable statutory Taxes, clearly and specifically in the **Price Bid** format enclosed in the tender document and not in any document other than enclosed price bid format. In case of any difference between the terms/conditions etc, quoted in the Price Bid (in the given format) and any such quotation made elsewhere in the Tender document submitted or otherwise, those which would be more favourable for SMP, Kolkata would be accepted.

#### **5. EVALUATION CRITERIA :-**

- i. Evaluation will be made on the lowest (L1) landed price quoted against the individual tendered item among the techno commercially qualified bids subject to the fulfilment of necessary Tender conditions and benefits will be extended to MSEs registered with NSIC as per New Public Procurement Policy 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. 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. It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.
- ii. In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid, tender terms and conditions shall also remain unaltered. Irrespective of whether order is placed on part or, on the whole of the BOQ no plea for subsequent withdrawal or the amendment will be entertained.

6. **PERIOD OF VALIDITY OF OFFERS:** Prices offered in BOQ (Price schedule) shall remain valid for evaluation for 120 days from opening date of the Tenders.
7. Full particulars as to specification, brand and maker's name and delivery schedule, etc. should be stated, failing which the tender may not be considered.
8. The attention of tenderers is drawn to the rule that the rate unit must not, under any circumstances, be altered and quotation must be entered in ink for both in figures and in words.
9. **REJECTION OF TENDER DOCUMENTS:** Tenderer is expected to examine the Tender documents including all instruction forms, terms, and specifications in Tender documents. Failure to furnish the information required as per the Tender Documents or submission of tender not substantially responsive to the tender Documents in every respect may result in the rejection of the tender.
10. **BIDDERS RESPONSIBILITY TO SATISFY HIS QUERIES**-The tenderer may visit and inspect the site on his own responsibility obtain all information that may be necessary for the purpose of his tender offer. No excuse of ignorance as to site conditions and local information will be accepted in the event of his not visiting the site / other equipments. All costs charges and expenses that may be incurred by the tenderer in connection with the preparation of his tender shall be borne by him and the Trustees accept no liability whatsoever in this regard.
11. **CLARIFICATION OF TENDER DOCUMENTS**  
Prospective tenderers requiring for further information or clarification of the Tender Documents may notify the Materials Manager in writing by Fax at the Materials Manager's mailing address indicated in the invitation for tenders within a reasonable time prior to the time of submission of tender.
- 12 **AMENDMENT OF TENDER DOCUMENTS**

- a). At any time prior to the deadline for submission of tenders, the Materials Manager for any reason whether at his own initiative or in response to a clarification required by a prospective tenderers may modify the Tender Documents.
- b). For any and all amendments, if any, of the instant tender, such amendments will be hoisted in SMP, Kolkata Website/CPP Portal only and no further notification will be made in the newspaper. Accordingly interested bidders are advised to keep close watch on SMP, Kolkata website, [www.kolkataporttrust.gov.in/CPP Portal](http://www.kolkataporttrust.gov.in/CPP Portal) i.e. [eprocure.gov.in](http://eprocure.gov.in) in their own interest.
- c). It is also to be noted that any such amendment will be a part of the instant tender document and will be binding on the bidder and it will be presumed that the bidder has satisfied himself about such amendments hoisted in SMP, Kolkata Website/CPP Portal. The amendment, if any as corrigendum will be binding on the prospective Tenderers.
- d). In order to allow prospective tenderers reasonable time for taking the amendment, if any into account & preparing the tenders, the Materials Manager may at his discretion, extend the deadline for the submission as well as opening of the tenders
- 13. DEADLINE FOR SUBMISSION OF TENDERS:** The tender must be received by the Office of the Materials Manager at 6, Garden Reach Road, Kolkata – 700023, before **14.00 hrs** on **21.10.2021**.
- 14. LATE TENDERS:** Any tender received after the deadline for submission of tenders prescribed by will stand rejected and will be returned unopened to the tenderer on request.
- 15. SPECIAL INSTRUCTION:** Rates are to be quoted only against respective item as shown in PRICE BID.
- 16. TENDER RECEIVED THROUGH POST:** Tender received through Post shall be accepted provided the same should reach the office of the Materials Manager at 6, Garden Reach Road, Kolkata – 700023, prior to the expiry of the stipulated time as per NIT.
- 17. OPENING OF TENDERS**
- The bid will be opened in the presence of the tenderers' representatives (who might be present) on 21.10.2021 **at 15.00 hrs** in the office of the Materials Manager, 6, Garden Reach Road, Kolkata – 700 023, West Bengal, India.
  - To assist in the examination, evaluation and comparison of tenders, Materials Manager may, at his discretion, ask the tenderer for a clarification of their offer. All responses to requests for clarification shall be in writing and **no change** in the price or substance of the tender shall be permitted.
  - The Earnest Money Deposit and the price bid of other tenders, (those tenderers whose technical bid is not substantially responsive to the specification) will be retained by the Kolkata Port Trust and will be returned after the finalization of the tender.
- 18. NON-RESPONSIVE BIDDER:** An offer shall be considered non-responsive if the offer is: -
- Received after the date and time specified in the tender.
  - Not accompanied with Bid Security Declaration Form & cost of tender in case of downloading of tender from website.
  - Not valid for 120 (One hundred and Twenty) days from the opening date of Techno Commercial Bid.
  - Not accompanied with bid documents not signed, sealed and submitted in the manner indicated in the bid document.
  - Not in accordance with / deviation from the tender documents.
  - In addition to above, a bidder may be disqualified if the bidder provides misleading or false information in the statements and documents submitted.**
  - Bidder shall not use white ink for correction at any place of the tender paper.**
  - Offers non-conforming to the instructions as stated above shall be treated as non responsive and hence such offer/offers may be liable for disqualification.**
- 19. WITHDRAWAL OF TENDERS:** Withdrawal of tender/ offer in the interval between the closing date for submission of tender and the expiry of the period of its validity specified by the tender in their tenders will result in forfeiture of Earnest Money.
- 20. RIGHT TO ACCEPT ANY TENDER TO REJECT ANY OR ALL OFFERS:**
- SMP, Kolkata reserves the right to accept or reject any tender and or part thereof, without assigning any reason. SMP, Kolkata reserves the right to annul the tendering process and reject all the tenders at any time prior to award of contract, without thereby incurring any liability to the affected tenderers or any obligations to inform the affected tenderers the ground for such actions.

21. **NOTIFICATION OF AWARD:** The Materials Manager shall notify the successful tenderer in writing or by fax to be confirmed in writing that their offer has been accepted.
22. **INDEMNITY:** The contractor shall indemnify the SMP, Kolkata during the various stages of execution of the contract, regarding damages, losses of or injury to, death of-
- a) Third parties
  - b) Contractor's facilities and equipment
  - c) Contractor's personnel
  - d) SMP, Kolkata's facilities and equipment, including the goods supplied under the contract
  - e) SMP, Kolkata's personnel
- SMP, Kolkata shall not be liable for any claims for damage to property, injury or death of personnel of the contractor including his casual workmen etc.

Sd/-  
Chief Mechanical Engineer (I/c)

## CHAPTER -2

### CONDITIONS OF TENDER

**Tender No. Str/ADVT/02/21-22/21/III Dated: 16.04.2021 Opening on 21.10.2021**

1. **EARNEST MONEY / BID SECURITY:** No EMD/Bid Security is required to be remitted. Instead, a duly filled in Bid Securing Declaration form enclosed at Chapter-5 is to be furnished along with the techno commercial offer.
2. **PERFORMANCE SECURITY:**
  - 2.1. The tender is subject to Performance Security for an amount of five per cent (3%) of the basic value of the contract - which is to be submitted by the successful bidder/s in the form of Bank Draft/Pay Order drawn on Nationalized/Schedule Banks having branch at Kolkata in favour of " **Syama Prasad Mookerjee Port Kolkata**" to the Treasurer, SMP, Kolkata-700 001 **within 14 days from the date of placement of order** and the copy of Treasury receipt is to be submitted to MM Division.
  - 2.2. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
  - 2.3. The proceeds of the security deposit shall be payable to the Kolkata Port Trust as compensation for any loss resulting out of the tenderer's failure to execute the contract.
  - 2.4. Kolkata Port Trust will return the security deposit without any interest as expeditiously as possible after the date of completion of Warranty period(s).
  - 2.5. In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled.
  - 2.6 **Exemption: No Exemption from submission of Performance Security is allowed.**
3. Quotations (which must be in ink) as entered in price schedule must include all charges, such as, GST if applicable, packing, cartage, delivery charges etc and to be drawn separately along with the basic price.
4. **EXEMPTION FROM SUBMISSION OF TENDER COST AND EMD:**
  - i) Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.
  - ii) The MSEs who are registered with District Industries Centre (DICs)/ NSIC (under Single Point Registration Scheme) are eligible for availing benefits under Public Procurement Policy.
  - iii) Copy of valid NSIC Certificate for MSEs or DIC's (DISTRICT INDUSTRIES CENTRE) Certificate/ Udyog Adhar certificate has to be submitted along with the bid.
  - iv) The firms registered with DGSD or MM division are also not required to pay the EMD & cost of tender. Supporting documents in support of registration should be uploaded.
5. When the price is ruled by weight or measurements that for, net weight and net measurement should be quoted.
6. Notwithstanding anything herein contained the price/prices quoted in this tender should be based on the tariff value / values and the rate / rates of Customs / GST ruling, on the opening date of tender and that if any increase in either tariff value or rates of Customs/GST shall be in force on the due date for delivery and shall effect any increase or decrease in the total amount of Customs/GST payable on any goods to be supplied hereunder on the said date for delivery, then the price of the said goods shall be increased or decreased by the increased or decreased amount of Duty so payable.
7. The attention of tenderers is drawn to the rule that the rate unit must not under any circumstances be altered and quotation must be entered in ink for both in figures and in words.
8. The Materials Manager does not bind himself to accept lowest of any tender or assign any reason for non-acceptance. He also reserves to himself the right to accept any tender in part or in whole. The Materials Manager also reserves the right to take up to **110%** of the tendered quantities accepted by the Trustees.

9. The Trustees will not recognize any assignment or endorsement in favour of third parties of any order arising out of this tender other than the authorized dealer/distributor /accredited agents in respect of any payment due by the Trustees against any such order.
10. If delivery of material is not made within the time undertaken, the order may be cancelled without notice.
11. Unit of price must be as specified in the tender, but if it becomes necessary to quote by weight instead of number approximate weight per no. must be quoted.
12. All pages of tender must be returned in original duly signed and stamped any quotation not accompanied by this tender form may be liable for rejection.
13. Any default in the supply or failure to deliver an approved quality within the time stipulated shall involve purchase of the whole or any portion of the supply remaining undelivered or unapproved from another source **at the risk and expenses of the supplier.**
14. Name of the firm quoting against any particular tender should also be printed or rubber-stamped on the envelope.
15. All parties quoting should state clearly in the price-bid in bold letters the % GST that will be charged against any item as guidance at the time of placing order.
16. **L. D. Clause –**
  - 16.1 If the supplier fails to complete the supply within the scheduled delivery period or such extension thereof, the supplier shall pay, as compensation and not as a penalty, Liquidated Damages to the Trustees @ ½% of the basic value of the delayed portion of supply, for every week or part thereof, (part of the week being treated as a full week) provided always that the amount of such compensation shall not exceed 5% of the basic value of contract. GST on L.D. amount at the prevailing rate (presently @18%) will be levied.
  - 16.2 Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damage from money due or, likely to become due to the supplier. The payment or, deduction of such damages shall not relieve the supplier from his obligations to complete any other liabilities and obligations under the contract.
17. ½% per week with effect from stipulated date of delivery subject to maximum 5% of the order value. GST on the amount of L.D. at rate applicable would be payable by the supplier.
18. Conditional discount: Evaluation of tenders will not be made on conditional discount if any offered by the firm/s.
19. **CONDITIONAL DISCOUNT:** Evaluation of tenders will not be made on conditional discount if any offered by the firm/s.
20. **JURISDICTION:** The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.
21. **ARBITRATION:** For the instant tender no Arbitration will be permissible. In case of disputes the decision of the Chief Mechanical Engineer will be final and binding.
22. **PAYMENTS TERMS:**

Payment will be made within 30 days from the date of submission of clear bill along with Bank A/C particulars supported with GRN with other documents as required for processing the bill for payment through ECS.
23. In the event of any unforeseen closure of work/holiday on any of the above days the same will be opened/held on the next working day without any further notice.
24. **BID CURRENCY:** Price shall be quoted in I.N.R. Only.
25. **DELIVERY TIME AND PLACE:** Delivery is to be made to MM Division of SMP, Kolkata and it should be completed within 45 days from the date of placement of order, failing which risk purchase may be made as per relevant tender condition. The Trustees also reserve the right to cancel the contract either in whole or in part at any time if supply is not made in terms of the



order. For making delivery to the offices located within the Dock area, the supplier has to observe the usual entry procedure and entry permits to be obtained as per Port rules.

**25. FORMAT AND SIGNING OF TENDER:** The original tender format and accompanying documents must be written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to sign on behalf of the tenderer. All pages of the offer except for un-amended printed literature shall be initiated by the person or persons signing the offer. The name and position held by each person signing must be typed or printed of sealed below the signature.

**26.** The tender shall contain no interlineations, erasers or overwriting except as necessary to correct the errors made by the tenderer in which case such corrections shall be initiated by the person / persons signing the offer.

**27. LICENCES AND PERMITS:** The contractor shall be liable for obtaining all licenses and permits with respect to the goods supplied by him

**28.** Willing tenderers may like to send their authorized representative to attend opening of the above tender.

**29.** If conditions above are not strictly complied with, the tender may not be considered.

**30. Preference to Make in India:** The policy of the Govt. of India to encourage "Make in India" and promote manufacturing and production of goods and services in India as per the "Public Procurement (Preference to Make in India), Order 2017- Revision regarding", circulated by the Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India vide Order No. P45021/2/2017-PP (BE-II) dated 04.06.2020; subsequently revised vide Order No. P-45021/2/2017-PP (BE-II) dated 16.09.2020 will be applicable for this tender.

**31. Bidder from a country sharing land border with India:** Any bidder from a country which shares land border with India will be eligible to bid as per the OM No. F6/18/2019-PPD dated 23.07.2020 circulated by the Department of Expenditure (Public Procurement Division), Ministry of Finance, Govt. of India.

**32. Import from Prior Reference countries:** Attention is invited to the provision contained in Ministry of Power, Govt. of India's Order no. 25-11/06/2018-PG dated 02.07.2020 which reads that "Any import of equipment/components/parts from "prior reference" countries as specified or by persons owned by controlled by or subject to the jurisdiction or the directions of these prior reference countries will require prior permission of the Govt. of India." It is hereby clarified that for the purpose of aforesaid stipulation, "prior reference" country means a country which shares a land border with India. Attention is further invited to Ministry of Power, Govt. of India's Order no. 25-4/1/2019-PG-Part (1) dated 02.07.2020 wherein it is clarified that "Notwithstanding above, it is further clarified that the restrictions related to "prior reference" countries will not apply in the following cases:

A. The bidders/imports from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development of projects. Updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of Ministry of External affairs.

B. Bona fide procurements made through GeM without knowing the country of bidder till the date fixed by GeM for the purpose.

C. Bona fide small procurements, made without knowing the country of bidder and

- D. In projects which receive international funding with the approval of the Department of Economic Affairs (DEA), Ministry of Finance, the procurement guidelines applicable to the project shall normally be followed."

Sd/-

Chief Mechanical Engineer (I/c)

**Chapter-3**  
**Specifications and Technical details**

**Price not to be quoted here**

**Tender No. Str/ADVT/02/21-22/21/III Dated: 16.04.2021 Opening on 21.10.2021**

Sl. No.	Item Code No.	Description	Unit.	Qty.	HSN Code	GST in %
1	1242294	G-124. ANAESTHESIA RECORD. ON A 4 SIZE WHITE PRINTING PAPER 50-55 G.S.M. ONE SIDE BI-COLOUR PRINTING ETC. AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING. PAPERS TO BE SUPPLIED BY THE PRINTER.	Nos	2000		CGST – (if applicable) SGST- (if applicable) IGST- (if applicable)
2	1242296	G-124. INTAKE & OUT PUT RECORD. ON A 4 SIZE WHITE PRINTING PAPER 50-55 G.S.M. ONE SIDE BI-COLOUR PRINTING ETC. AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING.	Nos	5000		CGST – (if applicable) SGST- (if applicable) IGST- (if applicable)
3	1242248	G-124. DEPARTMENT OF PATHOLOGY ON A4 SIZE XEROX PAPER, 70 G.S.M. ONE SIDE PRINTED ETC. AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING.	Nos	40000		CGST – (if applicable) SGST- (if applicable) IGST- (if applicable)
4	1242009	G-124.E.C.G. CARD ON 1/3 SUPER ROYAL 11.5 KG, IVORY BOARD, BOTH SIDES PRINTED DIFFERENTLY IN BLUE INK IN SILK SCREEN, PROCESS OF PRINTING AND FOLDED IN THE MIDDLE. TO BE PRINTED BILINGUALLY IN ENGLISH AND HINDI AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O BEFORE FINAL PRINTING.	Nos	4000		CGST – (if applicable) SGST- (if applicable) IGST- (if applicable)
5	1242310	G-124. CONTINUATION SHEET FOR INDOOR BED HEAD TICKET ON A4 SIZE XEROX PAPER 75 GSM. ONE SIDE PRINTED ETC. TO BE PRINTED SMP, KOLKATA LOGO ON EACH SHEET. TO BE PRINTED BILINGUALLY IN ENGLISH AND HINDI AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING.	Nos	7000		CGST – (if applicable) SGST- (if applicable) IGST- (if applicable)
6	1212300	T-142. MASTER ROLL( FOR CLASS IV EMPLOYEES.) BOOK OF 150 LEAVES EACH ON 1/4 D.CAP 50-55 GSM. WHITE PRINTING PAPER & BLUE RULED. ON 1/4 LEATHER CALICO BINDTNG WITH PAPER LABEL, BOTH SIDES PRINTED. TO BE PRINTED BILINGUALLY IN ENGLISH AND HINDI AS PER	Nos	6		CGST – (if applicable) SGST- (if applicable) IGST- (if applicable)

		SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER.				
7	1225760	CMO-18. INDOOR TICKET. ON A4 SIZE XEROX PAPER 75 GSM BOTH SIDE PRINTED. DIFFERENTLY, BILINGUALLY IN ENGLISH & HINDI. AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING	Nos	8000		CGST – (if applicable) SGST- (if applicable) IGST- (if applicable)
8	1215120	T-525 CERTIFICATE OF OUTPUT IMPORT/ EXPORT BOOK. BOOK OF 300 LEAVES EACH IN DUPLICATE BOTH SIDES PRINTED DIFFERENTLY ON 1/4 D' CAP 50-55 G.S.M WHITE PRINTING PAPER. 1ST. COPY PERFORATED 2ND COPY UNPERFORATED, ORDINARY BINDING WITH PAPER LABEL. AS PER SPECIMEN. TO BE SEEN IN THIS OFFICE. NUMBERING FROM 1 & UPWARDS. PAPERS TO BE SUPPLIED BY THE PRINTER.	Nos	25		CGST – (if applicable) SGST- (if applicable) IGST- (if applicable)
9	1212490	T-166 LETTER INVOICE BOOK. BOOK OF 100 LEAVES EACH, ON 1/12 D.CAP 50-55 GSM. WHITE PRINTING PAPER, BLACK RULED, ONE SIDE PRINTED. 1ST COPY UNPERFORATED, 2ND COPY PERFORATED, ORDINARY BINDING WITH PAPER LABEL. TO BE PRINTED BILINGUALLY IN ENGLISH AND HINDI AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER.	Nos	30		CGST – (if applicable) SGST- (if applicable) IGST- (if applicable)
10	1222590	PF3 APPLICATION FOR TEMPORARY WITHDRAWAL FROM CONTRIBUTORY PROVIDENT FUND ON 1/4 DEMY 50-55 GSM. WHITE PRINTING PAPER BOTH SIDES PRINTED ONE SIDE IN ENGLISH & ONE SIDE IN HINDI. AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE BULK SUPPLY.	Nos	300		CGST – (if applicable) SGST- (if applicable) IGST- (if applicable)

As per specimen for item to be seen in this office. Papers to be supplied by the printer.

Please mention the HSN code of the material

GST as applicable will be paid extra at actual.

Date--

**Signature of the bidder**  
**With office seal--**  
**Address--**

**CHAPTER-4**  
**Contract Form**

**Tender No. Str/ADVT/02/21-22/21/III Dated: 16.04.2021 Opening on 21.10.2021  
(To be filled in with permanent ink and submitted along with the tender )**

Chief Mechanical Engineer (I/C)  
SMP, KOLKATA

Sir,

1. I/We the undersigned hereby tender to supply the Trustees with such of the several articles or items enumerated in the accompanying list as you may select at the price stated therein and on terms as specified in the prescribed agreement.
2. If my / our tender or any portion of it is accepted I / We agree within 10 days of receiving notice of acceptance to execute an agreement, in the prescribed form, and to deposit with the Trustees' Financial Adviser and Chief Accounts Officer, 5% of the value of the accepted Tender, this deposit to be at my/our option either in Demand Draft. I/We understand that no interest will be payable on such deposit.
3. I/We agree that if I/We withdraw my/our tender before the receipt of advice of the Trustees decision or if after my / our tender has been accepted in Whole or in part, I/We fail to execute the Prescribed Agreement within ten days after such acceptance the earnest money deposited by me/us may be forfeited, and in the latter case, the Tender may be cancelled.
4. Notwithstanding anything hereinbefore contained and without prejudice any of the rights of the Trustees' and without in any way effecting any of my/our liabilities, I/We hereby agree and confirm that I/We have perused and understood the terms and conditions and import of all the causes in the prescribed agreement, a copy whereof has been duly initialed by me / us for identification and submitted with the tender and I/We agree that the terms and conditions contained in the said prescribed agreement shall be deemed to form part of the terms and conditions of the tenders and I/We shall be bound by same.
5. I / We agree not to sub let or assign the Contract for supplies or any part thereof at any benefit there under.
6. I / We bind myself / ourselves to supply, if required to do so up to 110% of the quantities accepted by the Trustees.
7. I / We agree to bear the cost of stamping the agreement.
8. I / We agree that delivery of articles will not be completed until such articles are inspected and passed at destination by an officer of the Trustees whose decision shall be final until such inspection and passing the articles shall remain and or will continue to remain at my / our sole risk. The rates quoted include delivery at Garden Reach.
9. Unless otherwise specified in the order I / We undertake to deliver supplies not later than 15 days from the receipt of the order failing which a purchase may be made against me / us in the open market on my / our account and risk and additional cost incurred thereby may be received from the 5 per cent deposit made by me / us in terms of clause 3 or any other way that the Trustees may think fit and proper
10. I / We agree to all bills for articles supplied being prepared in and paid at the Trustees' Head Office by the existing mode which will absolve the Trustees from all liabilities whatsoever.
11. Samples, where called for, have been marked and labeled so as to correspond with items in the tender.
12. The articles supplied will be in strict accordance with the specification and or description in the Schedule.
13. Rate unit have not been altered in the Tender and quotations have been entered in both figures and words.

14. The total value of each item has been shown in the column provided for that purpose.
15. Country of manufacturer has been stated.
16. **Charge for work necessary for completion of Contract:** - I / We agree to pay all charges for handling, stamping, painting, marking, protecting and preserving patent rights drawings, templates, models and gauges and for all such measures as may be deemed necessary for the proper completion of the Contract even although special provision thereof has not been made in the specification or drawings.
17. **INDEMNITY CLAUSE:** -
- I / We agree to all times to indemnify the Trustees against all claims which may be made in respect of the several articles or items enumerated in the list attached hereto under any patent or other rights and accept responsibilities for all risk or accidents or damage from whatever cause arising; PROVIDED Always that in the Trustees shall notify me /us of same and I / We shall be at liberty at my/our own expense to take steps in the matter that I/We may think fit.
18. **REMOVAL OF REJECTED STORES:** - I/We agree to remove within a fortnight from the date of rejection of any stores delivered by me / us and such rejected stores shall lie at my / our risk and rent may be charged at the Trustees' option. If I /We fail to remove such stores within a fortnight of rejection the Trustees shall have the right to dispose of the same and I/We shall have no claim against the Trustees in respect of the said (rejected) stores.
19. For non-observance of any of the terms of the tender and/or Agreement or otherwise the Trustees have absolute right without assigning any reasons to cancel the tender and /or the agreement and I/We shall be liable for all losses and damages arising there under and this is without prejudice to all other rights and remedies of the Trustees.
20. It is distinctly understood by and between the parties that notwithstanding anything hereinbefore contained the Trustees without prejudice to any of their rights shall be at liberty to deduct set off or adjust out of any money that may become refundable or payable by the Trustees to the tenderer in respect of the present tender or out of the security deposit in respect of the present tender any sum of sums that may be payable or has become payable by the tenderer to the Trustees or recoverable from the tenderer in respect of any other tender or contract between the tenderer and Trustees in these respect, the decision of the Trustees' Materials Manager shall be final and binding on both the parties.
22. I/we further confirm that I/we have carefully gone through the whole of the tender documents and understood the same.
23. It is also confirmed that no part of the tender document has been changed/modified by me/us.
24. Further, I/we confirm that statement of facts/figures information incorporated in my/our Offer is correct.

Dated:

Yours faithfully,

Signature

Address.....

\* Signature and Address of the Tenderer to be given here in full

**CHAPTER-5**

**Bid Security Declaration**

**Tender No. Str/ADVT/02/21-22/21/III Dated: 16.04.2021 Opening on 21.10.2021**

**TENDER FOR THE SUPPLY OF VARIOUS BOOKS AND FORMS FOR KDS, SMP, Kolkata**

**Chief Mechanical Engineer (I/C)  
Materials Management Division  
Kolkata Dock System  
SMP, Kolkata**

Sir,

I/We do hereby declare that I/We shall not withdraw or modify bids during period of validity etc., In case, any withdrawn / modification of the bids is done during validity period, I/We will be suspended for three years from participation of any tender.

**Signature of Tenderer with official seal**

**Form-1**

**Declaration of the bidder**

**(To be signed in with permanent ink and submitted along with the tender documents)**

**Tender No. Str/ADVT/02/21-22/21/III Dated: 16.04.2021 Opening on 21.10.2021**

**TENDER FOR THE SUPPLY VARIOUS BOOKS AND FORMS FOR KDS, SMP, Kolkata**

To,  
The Chief Mechanical Engineer (I/C)  
**SMP, KOLKATA**  
6, Garden Reach Road, Kolkata – 700023

I / We hereby tender to supply and deliver the articles noted above to your General Stores at kidderpore on a one delivery contract basis (unless otherwise stated) at the rate quoted in price schedule.

[Please strike out the alternative which is not applicable in your case out of the following two and initial the same]

- 1) I / We hereby declare that I / We have not been banned or, de-listed by any Government Agency or Quasi-Government Agency or Public Sector Unit.
- 2) I / We hereby enclose the details of any banned / de-listed imposed on my / our Agency by any Govt. / Quasi - Govt. Agency or, PSU.
- 3) I/We hereby confirm, that we have fully read and understood the entire Tender Document, GCC, Special Conditions and Addendum, if any, downloaded from under the instant tender and no other source, and will comply to the said document, GCC, Special Conditions and Addenda to which I/WE unconditionally agree and submit my/our bid.

**Date:**

**Place:**

**Full Name in Block Letters:**

Signature of Tenderer with Official Seal

**Address:**

**Telephone:**

**Fax**

**E MAIL ID:**



**Form-2**  
**General Particulars of the Tenderer**  
**(To be filled in with permanent ink and submitted along with the tender documents)**

**Tender No. Str/ADVT/02/21-22/21/III Dated: 16.04.2021 Opening on 21.10.2021**

I.	Name of the Bidder	
II.	Status of the Bidder (General Order Suppliers/Printers)	
III.	Official Address for communication	
IV.	a. Telephone	
	Cell Phone	
	b. Fax	
	c. E-mail Address	
V.	Valid Trade License Certificate (Please submit photocopy)	
VI.	PAN (Please submit photocopy)	
VII.	GST Registration No. (Please submit photocopy)	
VIII.	Have you ever been debarred by any Govt. department or Govt. Undertaking to carry out any work	
IX.	Please attach copies of execution certificate(s) issued by PSU/Public Limited/Private Companies to whom similar items have been supplied by you as per Eligibility criteria of this NIT.	
X.	Particular of cost of tender deposited	

(Signature & the Seal of the Bidder)

Date:

Contract acts with suppliers/service providers.

**Tax Clause**

**For Tax inclusive contracts**

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

**For Tax exclusive contracts**

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

**Change in law clause**

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

**General Terms & Conditions**

- Supplier/service provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- The Supplier/Service Provider agrees to comply with all applicable GST laws, including GST acts rules, regulations, procedures, circulars & instructions there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier/Service Provider should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN. In case there is any mismatch between the details so uploaded in GSTN by Supplier/Service Provider and details available with Kolkata Port Trust, then payments to Supplier/Service Provider to the extent of GST relating to the invoice/s under mismatch may be retained from due payments till such time Kolkata Port Trust is not sure that accurate tax amount is finally reflected in the GSTN to SMP, Kolkata's Account and is finally available to Kolkata Port Trust in terms of GST laws and that the credit of GST so taken by Kolkata Port Trust is not required to be reversed at a later date along with applicable interest.
- Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to any non-compliance of tax laws by the supplier/service provider. Any loss of input tax credit to Kolkata Port Trust for the fault of supplier shall be recovered by Kolkata Port Trust by way of adjustment in the consideration payable.
- Supplementary invoices/Debit note/credit note for price revisions to enable Kolkata Port Trust to claim tax benefit on the same shall be issued by you for a particular year before September of the succeeding Financial Year.
- The purchase order work order shall be void, if at any point of time you are found to be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

(Signature with Official Seal)

**Form-4**

**Tender No. Str/ADVT/02/21-22/21/III Dated: 16.04.2021 Opening on 21.10.2021**

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
(Erstwhile Kolkata Port Trust)  
15, STRAND ROAD,  
KOLKATA - 700001.**

**FORMAT FOR PAYMENT THROUGH ECS/RTGS.**

1. PARTY' NAMES :
2. BANK NAME :
3. BRANCH NAME :
4. TYPE OF ACCOUNT :
5. ACCOUNT NUMBER :
6. MICR CODE OF KOLKATA R.B.I. :
7. IFS CODE NO. :
8. PAN NUMBER :
9. GST NUMBER :

(Signature with Official Seal)

NB: A Xerox copy of an unissued Cheque is to be enclosed.

**Annexure-III**  
**Price Scheduled**

**Price to be quoted here and submitted along with the tender documents**

**Tender No. Str/ADVT/02/21-22/21/III Dated: 16.04.2021 Opening on 21.10.2021**

**TENDER FOR THE SUPPLY, DELIVERY OF VARIOUS BOOKS & FORMS FOR KDS SMP, Kolkata**

Sl. No.	Item Code No.	Description	Unit	Qty.	Unit Rate in Rs. (In figures)	Unit Rate in Rs. (In words)	GST in % (Extra)
1	1242294	G-124. ANAESTHESIA RECORD. ON A 4 SIZE WHITE PRINTING PAPER 50-55 G.S.M. ONE SIDE BI-COLOUR PRINTING ETC. AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING. PAPERS TO BE SUPPLIED BY THE PRINTER.	Nos	2000			
2	1242296	G-124. INTAKE & OUT PUT RECORD. ON A 4 SIZE WHITE PRINTING PAPER 50-55 G.S.M. ONE SIDE BI-COLOUR PRINTING ETC. AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING.	Nos	5000			
3	1242248	G-124. DEPARTMENT OF PATHOLOGY ON A4 SIZE XEROX PAPER, 70 G.S.M. ONE SIDE PRINTED ETC. AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING.	Nos	40000			
4	1242009	G-124.E.C.G. CARD ON 1/3 SUPER ROYAL 11.5 KG, IVORY BOARD, BOTH SIDES PRINTED DIFFERENTLY IN BLUE INK IN SILK SCREEN, PROCESS OF PRINTING AND FOLDED IN THE MIDDLE. TO BE PRINTED BILINGUALLY IN ENGLISH AND HINDI AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING.	Nos	4000			
5	1242310	G-124. CONTINUATION SHEET FOR INDOOR BED HEAD TICKET ON A4 SIZE XEROX PAPER 75 GSM. ONE SIDE PRINTED ETC. TO BE PRINTED SMP, KOLKATA LOGO ON EACH SHEET. TO BE	Nos	7000			

		PRINTED BILINGUALLY IN ENGLISH AND HINDI AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING.					
6	1212300	T-142. MASTER ROLL( FOR CLASS IV EMPLOYEES.) BOOK OF 150 LEAVES EACH ON 1/4 D.CAP 50-55 GSM. WHITE PRINTING PAPER & BLUE RULED. ON 1/4 LEATHER CALICO BINDTNG WITH PAPER LABEL, BOTH SIDES PRINTED. TO BE PRINTED BILINGUALLY IN ENGLISH AND HINDI AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER.	Nos	6			
7	1225760	CMO-18. INDOOR TICKET. ON A4 SIZE XEROX PAPER 75 GSM BOTH SIDE PRINTED. DIFFERENTLY, BILINGUALLY IN ENGLISH &HINDI. AS PER SPECIMEN TO BE SEEN IN THIS OFFICE. PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE FINAL PRINTING	Nos	8000			
8	1215120	T-525 CERTIFICATE OF OUTPUT IMPORT/ EXPORT BOOK. BOOK OF 300 LEAVES EACH IN DUPLICATE BOTH SIDES PRINTED DIFFERENTLY ON 1/4 D' CAP 50-55 G.S.M WHITE PRINTING PAPER.1ST. COPY PERFORATED 2ND COPY UNPERFORATED, ORDINARY BINDING WITH PAPER LABEL. AS PER SPECIMEN. TO BE SEEN IN THIS OFFICE. NUMBERING FROM 1 & UPWARDS. PAPERS TO BE SUPPLIED BY THE PRINTER.	Nos	25			
	1212490	T-166 LETTER INVOICE BOOK. BOOK OF 100 LEAVES EACH, ON 1/12 D.CAP 50-55 GSM.WHITE PRINTING PAPER, BLACK RULED,ONE SIDE PRINTED. 1ST COPY UNPERFORATED, 2ND COPY PERFORATED, ORDINARY BINDING WITH PAPER LABEL. TO BE PRINTED BILINGUALLY IN ENGLISH AND HINDI AS PER SPECIMEN TO BE SEEN IN THIS OFFICE.PAPERS TO BE SUPPLIED BY THE PRINTER.	Nos	30			
	1222590	PF3 APPLICATION FOR TEMPORARY WITHDRAWAL	Nos	300			

		FROM CONTRIBUTORY PROVIDENT FUND ON 1/4 DEMY 50-55 GSM. WHITE PRINTING PAPER BOTH SIDES PRINTED ONE SIDE IN ENGLISH & ONE SIDE IN HINDI. AS PER SPECIMEN TO BE SEEN IN THIS OFFICE.PAPERS TO BE SUPPLIED BY THE PRINTER. PROOF TO BE APPROVED BY I.O. BEFORE BULK SUPPLY.					
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GST as applicable will be paid extra at actual.

Date--

Signature of the bidder  
With office seal--  
Address--

**Chapter-6**  
**CHECK LIST**

**Tender No. Str/ADVT/02/21-22/21/III Dated: 16.04.2021 Opening on 21.10.2021**  
**(LIST OF DOCUMENTS TO BE DULY FILED, SIGNED, STAMPED AND SUBMITTED**  
**ALONGWITH THE BID).**

Sl. No.	Documents Description	YES/NO
1	Copy of GST Registration Certificate	
2	Copy of of PAN Card	
3	Copy of valid Trade Licence Certificate	
4	Credential of having experience in successfully executing supply of similar items (similar to items tendered out) during last 2 years ending 31.07.2021 as per the eligibility criteria of the NIT	
5	Copy of last three years Balance Sheet and Profit & Loss A/c. (audited where applicable) ending March, 2020 as per mentioned in the subject NIT	
6	Copy of Treasury Receipt/Original D.D. towards deposit of Tender cost.	
7	Copy of Certificate regarding Exemption from submission of Tender Cost & EMD	
8	Duly filed signed stamped copy of Chapter– 3, 4 & 5 of the subject NIT	
9	Duly filed signed, stamped copy of Form 1,2,3&4 of the subject NIT	
10	Duly filed signed stamped copy of Annexure-III (Price Scheduled) of the subject NIT	

Offer No. \_\_\_\_\_

Authorized Signatory of the Tenderer

Date: \_\_\_\_\_

(With official Seal and date)

All the other documents in support of fulfilling Eligibility criteria as mentioned in the subject NIT