

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता

Syama Prasad Mookerjee Port, Kolkata

हल्दिया गोदी परिसर

HALDIA DOCK COMPLEX

ENGINEERING DEPARTMENT INVITE E-TENDER

BIDDING DOCUMENTS

[Tender No.: SDM(P&E)/T/6/2022-2023]

FOR

SUPPLY AND DELIVERY OF BALLASTS, IGNITERS, LAMPS & HOLDERS (AS PER BILL OF QUANTITIES) TO LOCK ENTRANCE SECTION OF HALDIA DOCK COMPLEX, SYAMA PRASAD MOOKERJEE PORT, KOLKATA.



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Formerly Kolkata Port Trust

June - 2022

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1. SCHEDULE OF TENDER (SOT)

E-Tender under **single cover one part system** (Techno-Commercial Bid + Price Bid) are invited from Manufacturers or their Authorised Dealers/ Distributors/ Stockists as per Prequalification criteria stipulated in Tender Document for **Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.** The Bid Document may be seen from the e-Nivida Portal (<https://kopt.enivida.in>). Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only. Bidders will have to participate in bidding process through website <https://kopt.enivida.in> only. The tender is also published on SMP, Kolkata website (smporkolkata.shipping.gov.in).

SCHEDULE OF TENDER (SOT) **(Tender No. SDM(P&E)/T/6/2022-2023)**

1.1	Work Title	::	Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.
1.2	Tender No.	::	SDM(P&E)/T/6/2022-2023
1.3	Estimated Cost	::	Rs. 1,92,483.00 [Indian rupees : One Lakh Ninety Two Thousand Four Hundred Eighty Three] only (excluding GST).
1.4	Tender Authority	::	General Manager (Engg.), Haldia Dock Complex ; Syama Prasad Mookerjee Port, Kolkata. Address: Jawahar Tower Annexe (2 nd floor) ; P.O.:- Haldia Township; Dist.:- Purba Medinipur ; PIN:-721607 West Bengal, India. E. mail : aganesan.hdc@kolkataporttrust.gov.in
1.5	Mode of Tender	::	e-Procurement System (Online single part Techno-Commercial Bid and Price Bid through e-Nivida Portal https://kopt.enivida.in) The intending bidders are required to submit their offers electronically through e-tendering portal. No physical tender is acceptable by Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.
1.6	Date from which bidding documents are available for downloading by the intending bidders.	::	07.06.2022
1.7	Pre-Bid Meeting starting date & Time.	::	NA
1.8	Pre-Bid Meeting closing date & Time.	::	NA
1.9	Venue of Pre-Bid Meeting	::	NA

1.10	i) Bid Document Fee (Cost of bidding document)	::	<p>The intending bidders should deposit Rs. 590.00 (Rupees Five hundred ninety only) [including GST @ 18%], as Bid document Fee (non-refundable), to Haldia Dock Complex, through DD/Banker Cheque in favour of "Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex" on any Scheduled/Nationalized Bank payable at Haldia and it should be submitted physically as specified in the Tender Document / or by RTGS/ NEFT as specified in the Tender Document, otherwise their offer will be summarily rejected. 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 nonresponsive.</p> <p>Cost of tender document fee may be deposited through NEFT/ RTGS in the following account.</p> <p>Beneficiary Name: SYAMA PRASAD MOOKERJEE PORT, KOLKATA, HALDIA DOCK COMPLEX [Erstwhile Kolkata Port Trust, Haldia Dock Complex].</p> <p>Bank: Punjab National Bank (Erstwhile United Bank of India) Branch Name: Haldia Dock Complex. Account No: 1604050000310 IFSC Code: PUNB0160420 Account Type: Current Note: Copy of the DD/Banker's Cheque /or UTR details (in case of RTGS/ NEFT) should be uploaded during submitting online bid.</p>
	ii) Earnest Money Deposit (EMD)	::	<p>The intending bidders must deposit Rs. 3,849.00 (Indian Rupees: Three Thousand Eight Hundred Forty Nine only), as Earnest Money, to Haldia Dock Complex, through DD/Banker's Cheque in favour of Syama Prasad Mookerjee Port, Kolkata on any Scheduled/Nationalized Bank payable at Haldia, 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.</p>
	iii) RailTel (e-Nivida) Tender Processing Fee & Registration Charges at https://kopt.enivida.in (Non refundable)	::	<p>a) Mode of Payment: - E-payment only through Debit / Credit Card or Net Banking.</p> <p>b) Tender Processing Fee (TPF) –Rs. 885.00 including GST.</p> <p>c) Registration Charges: Rs 2,000/- + Applicable GST per Year.</p> <p>Note:</p> <ol style="list-style-type: none"> The bidders, who are not yet to be registered with RailTel, are advised to get themselves registered with RailTel, at least 72 (seventy-two) hours prior to bid submission. Bidders are required to ensure that their corporate email id provided is valid and updated at the stage of registration of vendor with RailTel's e-Nivida Portal (i.e. Service Provider).
2.0	Last date and time for deposition of Earnest Money and Bid Document Fee to the office of Tender Authority of Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex.	::	<p>28.06.2022, from 15:00 Hrs. (IST).</p> <p>(Copy of the DD/Banker's Cheque should be uploaded on line).</p>
2.1	i) Starting date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at https://kopt.enivida.in	::	<p>07.06.2022, from 12:00 Hrs. (IST).</p>
	ii) Closing date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at	::	<p>28.06.2022 at 15:00 Hrs (IST)</p>

	https://kopt.enivida.in		
	iii) Date & time of opening of Tender (i.e. Techno-commercial Bid & Price Bid).	::	28.06.2022, 15:30 Hrs onwards.

2. लघु निविदा सूचना

कार्य का नाम	:	लॉक एंट्रेंस सेक्शन, हल्दिया गोदी परिसर, श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता को बैलेस्ट, इग्राइटर, लैंप और होल्डर (मात्रा बिल के अनुसार) की आपूर्ति और डिलीवरी हेतु।
ई-निविदा संख्या	:	एसडीएम (पी एंड ई)/टी/6/2022-2023
प्री-बिड मीटिंग और साइट विज़िट के लिए दिनांक और समय	:	लागू नहीं
ई-निविदा जमा करने की अंतिम तिथि	:	28.06.2022 को 15:00 बजे तक जमा करें।

निविदा और निविदा दस्तावेज की विस्तृत जानकारी रेलटेल की वेब साइट पर उपलब्ध है और उन्हें केवल अपनी वेबसाइट <https://kopt.enivida.in> के माध्यम से बोली प्रक्रिया में भाग लेना है।

2. SHORT TENDER NOTICE

➤ Name of work	::	Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.
➤ Tender No	::	SDM(P&E)/T/6/2022-2023
➤ Date and Time for pre-bid meeting & site visit	::	NA
➤ Last date of submission of e-tender	::	Submission Up to 15:00 hrs. on 28.06.2022

Details of the Tender & Tender Documents are available in web site of e-Nivida and bidders have to participate in bidding process through the website <https://kopt.enivida.in> only.

3. NOTICE INVITING TENDER

WORK TITLE: Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.

3.1 TENDER NO: SDM(P&E)/T/6/2022-2023

E-Tender under **single cover one part system** (Techno-Commercial Bid + Price Bid) are invited from manufacturers or their authorised dealers/ distributors/ stockists on fulfilling the following Pre-qualification Criteria :

3.2 PRE-QUALIFICATION CRITERIA FOR BIDDERS: -

The average annual financial turnover of the bidder, during the last three (3) years, ending 31st March, 2021, must be at least **Rs 57,744.90**. Auditor's Report of the bidding firm, certified by Chartered Accountant (CA), for the years **2018-19, 2019-20 and 2020-21**, 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 **2018-19, 2019-20 and 2020-21** along with Balance Sheets and Profit & Loss Accounts. In case the bidder fails to submit Audited Balance Sheets and Profit & Loss Accounts for the year 2020-21, Audited Balance Sheets and Profit & Loss Accounts for the year 2017-18 would be considered for calculation of average annual financial turnover.

The bidders 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 76,993.00** each.
Or
- b) Two similar completed works of contract value not less than **Rs 96,241.00** each.
Or
- c) One similar completed work of contract value not less than **Rs 1,53,986.00**

Certificate of execution / Goods Receipt Note / Excise Invoice / Tax Invoice / Receipted challan copy /

Payment receipted documents or any other documents substantiating the proof of supply of materials to the satisfaction of the tender issuing authority.

Similar works means: Supply and delivery of **Ballasts / Control Gear Box / Igniters / Holders/ Switch Gears / Electrical items required for illumination purpose** to State Govt./Central Govt./ PSU or Public / Private organization.

3.3 TENDER AUTHORITY:-

General Manager (Engg.), Haldia Dock Complex, Jawahar Tower Annexe [2nd Floor], P.O.- Haldia, Dist. Purba Medinipur – 721 607, Tele-Fax: - [03224]-263255.

Due Date	28.06.2022	Time	UPTO 15:00 hrs.	Date Opening of Bids	of 28.06.2022	Time	15:30 hrs. onwards.
Bid document will be available on e-Nivida portal. Bidders will have to participate in bidding process through website https://kopt.enivida.in only							

Date and Time for pre-bid meeting & site visit	NA
Cost of Tender document (Non-refundable)	Rs. 590.00 (Indian Rupees: Five Hundred Ninety) only , including GST @ 18%.
Earnest Money Deposit	Rs. 3,849.00 (Indian Rupees: Three Thousand Eight Hundred Forty Nine), only.
Time Of Completion	30 (Ninety) days from the date of receipt of the Order by the supplier.
Estimated Cost Of Work	Rs. 1,92,483.00 [Indian rupees : One Lakh Ninety Two Thousand Four Hundred Eighty Three only] only (excluding GST).

3.4 **OTHER INSTRUCTIONS:-**

3.4.1 E-Tender under **single cover one part system** (Techno-Commercial Bid + Price Bid) are invited from manufacturers or their authorised dealers/ distributors/ stockiest as per Prequalification criteria stipulated in Tender Document for **Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.**

3.4.2 Details of the Tender Documents and Notification of any Addendum / Corrigendum to the tender documents are available in web site of e-Nivida and have to participate in bidding process through their website <https://kopt.enivida.in> only.

3.4.3 E-Tenderers are not permitted to alter/change/delete/modify any clause of the tender document down loaded from the website. If any deviation / discrepancy is found after submission of tender, the submitted offer will be summarily rejected.

3.4.4 Bidders shall submit the Bid Document as stipulated in the "Instructions To Bidders" of the e-tender document. Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents.

3.4.5 E-Tenderers will be received through e-Nivida up to 15:00 hrs. on the last date of submission and opening of tender specified above.

3.4.6 **Techno Commercial Part as well as Price Bid** of the e-Tender will be opened shortly after **3.30 p.m.** on the stipulated date.

3.4.7 In case of unscheduled Holiday / Bandh on the date of opening of E-Tender, the same will be opened on the next working day.

3.4.8 It is stated here that the subject tender may not be extended further.

3.4.9 Syama Prasad Mookerjee Port, Kolkata reserves the right to reject any or all offers or to accept the offer in whole or in part without assigning any reason whatsoever thereof.

**General Manager (Engg.)
Haldia Dock Complex**

4. Important instructions for E-procurement

Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.

Further, bidders are requested to go through the following information and instructions available on the e-Nivida Portal <https://kopt.enivida.in> before responding to this e-tender:

- Bidders Manual Kit
- Help for Contractors
- FAQ

Contact Persons (Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex):

1) Shri K. Mukhopadhyay,
Designation: Sr. Dy. Manager (P&E),
Mobile No.: + 91 94340 62312
Landline: + 91-3224-252713
E-mail : koushikm.hdc@kolkataporttrust.gov.in

2) Shri M. Maji,
Designation: Asst. Manager (P&E)
Mobile No.: + 91 9800366397
E-mail : mmaji.hdc@kolkataporttrust.gov.in

Contact persons (E-Nivida):

(i) Shri Siddharth Ghosh
Mobile No.: + 91 9355030604
E-mail : ewizardsiddharth@gmail.com

(ii) Shri Deepak Jha
Mobile No.: +91 8448288981
E-mail : ewizardddipak@gmail.com

See E-Nivida for contact details.

1	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
2	E-tender cannot be accessed after the due date and time mentioned in NIT.
3	SMP, Kolkata 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	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
5	No deviation to the technical and commercial terms & conditions are allowed.
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.
7	The bid will be evaluated based on the filled-in technical & commercial formats.
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.
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 e-Nivida Portal.

5. INSTRUCTIONS TO BIDDER

E-TENDER FOR Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.

5.0 PREFACE:

The Supply and Delivery work as described in the tender shall be executed in Haldia and in accordance with the attached General Conditions of Contract, Special Conditions of Contract, Particular Specifications & detailed Bill of Quantities. Location Plan of the place of work might be inspected at the office of the SR. DY. MANAGER (P&E) on any working day before quoting for the tender.

5.1 EARNEST MONEY:

Earnest money and cost of tender document are to be physically deposited at the office of Sr. Dy. Manager, Plant & Equipment Division, 1st floor at Operational Administrative Building of Haldia Dock Complex, Chiranjibpur, Haldia, PIN 721607, separately in a single sealed envelope, mentioning Tender no. with proper marking. Demand Draft /Banker's Cheque /Pay Order etc. against Earnest money and cost of tender document, should be submitted/deposited on any scheduled/ nationalized Bank, by the bidder in favour of Syama Prasad Mookerjee Port, Kolkata, payable at Haldia before opening of the tender, as specified in the Tender Document.

5.1.1 Details of cost of e-tender paper remitted should be entered by the participating bidder in the space provided in the e-tender as indicated hereunder:

- a) Name of remitting bidder :
- b) Tender No. :
- c) Amount remitted :
- d) Date of remittance :
- e) DD/BC No. :

5.1.2 Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder:

- a) Name of remitting bidder :
- b) Tender No. :
- c) Amount remitted :
- d) Date of remittance :
- e) DD/BC No:

Tender submitted without requisite Earnest Money and tender paper will be liable for rejection.

5.2 MODE OF SUBMISSION OF BID :

5.2.1 All bidders must submit their offers through e- tendering in accordance with the terms and conditions set out in the bid documents and no deviation will be accepted.

5.2.2 Techno commercial part shall contain the following which are to be uploaded: -

- a) That the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.

- b) The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work.
- c) Bidder's information to be submitted as per enclosed format marked as Annexure-II.
- d) A Declaration as per '**Annexure – I**' that no conditions / deviations have been added in the price part of the Bid.
- e) Scan copy of the following documents to be uploaded:-
 - i) GSTIN / Provisional GST registration certificate.
 - ii) Valid Professional Tax Clearance Certificate / Up to date tax payment Challan, if applicable.
 - iii) Proof of possessing valid Employees' Provident Fund (EPF) Account, if applicable.
 - iv) Proof of being registered with Employees' State Insurance Corporation (ESIC), if applicable.
- f) Credentials in the form of copies of Letters of Award of Works (supply) / Purchase Orders along with any one or more of the following documents – Certificate of execution / Goods Receipt Note / Tax Invoice / Receipted challan copy / Payment receipted documents or any other documents substantiating the proof of supply of materials to the satisfaction of the tender issuing authority.
- g) Certified copies of audited balance sheet and Profit and Loss account / Trading account for for the years 2018-19, 2019-20 and 2020-21. Audited balance sheet and Profit & Loss account for for the years 2018-19, 2019-20 and 2020-21 are to be submitted. If due dates (scheduled opening date of tender) falling within three months (April to June) of the closing of the latest financial year, the latest financial year may be ignored and financial turnover of the three years, year previous to the latest financial year may be considered.
- h) Addendum/Corrigendum / Notice / Extension Notice issued and drawings (if any) duly signed by the Bidder under office seal.

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

5.2.3 All the bidders should submit the e-tender in accordance with the Mode of submission of Bid as aforesaid.

5.3 OPENING OF BIDS:

Techno Commercial Part along with Price Bid as stated above will be opened on the date and time as fixed in the e-tender document on line.

5.4 SECURITY DEPOSIT:

5.4.1 Security Deposit shall be equal to 3% of the basic value of Contract. For the successful Bidder, the Security Deposit shall be converted from the Earnest Money deposit in accordance with clause 3.4 (f) and (g) of the General Conditions of Contract.

5.4.2 Refund of S.D. and forfeiture S.D. shall be guided by Cl. 3.5 (i) & (ii) of the G.C.C.

5.5 REFUND OF EARNEST MONEY:

The Earnest Money received, will be refunded or released, as the case may be, to the unsuccessful Bidders without any interest within 7 (Seven) days after placement of Order.

5.6 VALIDITY OF OFFER:

The e-tender shall remain valid for a period of **60 [Sixty] Days** from the date of opening the same. If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his e-tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees/ Sanctioning Authority/Engineer.

5.7 DETAILED SCRUTINY OF E-TENDERERS:

5.7.1 During the course of examination of Techno Commercial Part of the bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his / their bids.

5.7.2 During techno-Commercial Evaluation of tender, an offer shall be considered **non-responsive** in case :-

- (i) requisite earnest money is not deposited,
- (ii) requisite tender paper cost is not deposited ,
- (iii) validity of the offer is less than tender stipulation,
- (iv) it does not meet the Qualification Criteria as stipulated in the NIT.
- (v) the bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely.

In addition to above, a bidder may be disqualified if –

- a) The bidder provides misleading or false information in the statements and documents submitted.
- b) Record of unsatisfactory performance during the last five years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy etc.

The decision of Syama Prasad Mookerjee Port, Kolkata in this regard shall be final and binding on the Bidder.

5.8 For Micro & Small Enterprises (MSEs) registered with NSIC:-

5.8.1 Micro & Small Enterprises (MSEs) that are registered with NSIC shall submit the following documents for availing themselves waiver of EMD and cost of tender documents :-

5.8.2 **Micro and Small Enterprise registered with NSIC along with registration with anyone of the authorities other than NSIC as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document and depositing Earnest Money for which copies of valid NSIC Certificate along with the certificate of the anyone of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.**

5.8 **Scheduled Caste (SC) & Scheduled Tribe (ST)** entrepreneurs should have documentary evidences, to

get benefit in this regard.

[**Note:-**Bidders shall upload scanned copy of necessary document in this regard]

5.9.1 **For Micro & Small Enterprises (MSEs) registered with NSIC:**

If eligible for this kind of job, the benefits as per prevailing norms will be extended to MSEs registered with **with NSIC along with registration with anyone of the authorities other than 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. 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.

5.10 **ACCEPTANCE OF TENDER:**

- 5.10.1 Syama Prasad Mookerjee Port, Kolkata reserves the right to accept / reject any / all offer(s) without assigning any reason thereof and also reserve the right to accept the tender in part or as a whole.
- 5.10.2 Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his tender liable to rejection.
- 5.10.3 The successful Tenderer will be notified in writing of the acceptance of his tender. The "Tenderer" then becomes the "Seller" and he shall forthwith take steps to execute the Contract Agreement within six weeks of issue of Letter Of acceptance and fulfill all his obligations as required by the Contract.
- 5.10.4 Work experience, as a sub-supplier or supply contractor shall not be considered as the requisite qualification.

5.10.5 **SIGNING OF CONTRACT AGREEMENT:**

Signing of contract agreement is not applicable because of low tender value.

5.11 **MISCELLANEOUS:**

- (i) Bidder shall submit his offer for complete scope of work, strictly in accordance with the tender documents. Any deviation from the tender documents and / or any incomplete tender shall not be considered.
- (ii) The bidder shall not impose his own terms & conditions in his offer or quote his rates based on his own terms and conditions, such E-Tenderers are liable to rejection at the option of the Trustees without further reference to the bidder.
- (iii) All materials shall have to be procured by the successful Bidder and shall be of the best and approved quality conforming to relevant specifications. The successful Bidder shall also arrange for the supply of all labour, tools and plants as stipulated in the Special Conditions of Contract, required for efficient execution of the work.
- (iv) All measuring units are in Metric System and rates and sums in the tender are in Indian Currency. The language used throughout shall be in English.
- (v) The Tender Documents with all the enclosures, appendices, Abstract Form of Tender and Form of Tender shall be required to be completed, duly filled in and signed and uploaded.
- (vi) The Bidder shall give a declaration about the names of their relations employed in Syama Prasad Mookerjee Port, Kolkata. It is not the intention to debar the Contractors from working if their relatives are working in SMP, Kolkata, but such a declaration is necessary in the interest of Trustees against any possible lapses.

6. COMMERCIAL TERMS & CONDITIONS:

Sl. No.	Terms & Conditions
1.	Mere submission of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be Considered after evaluation of bids.
2.	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with DIC's(DISTRICT INDUSTRIES CENTRE)/Udyog Aadhaar Certificate.
3.	<p>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.</p> <p>ii) 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, 4% sub-target for MSE owned by SC or ST Entrepreneurs as per new public procurement policy .</p> <p>iii) If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are registered with NSIC, then they will not have to deposit cost of Tender Document and Earnest Money as per NIT.</p>
4.	Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE)/Udyog Aadhaar Certificate has to be submitted along with the bid.
5.	Tenders without requisite Earnest Money are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) for items for which the tender is invited.
6.	Due date of submission of tender will not be extended under any situation.
7.	<p><u>SCOPE OF WORK:-</u></p> <p>Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.</p>
8.	The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.
9.	The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract. In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Engineer of the contract, thereon shall be final and binding upon all parties.
10.	In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Engineer/Engineer's Representative of HDC thereon shall be final.
11.	The Engineer/Engineer's Representative also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.
12.	The Engineer/Engineer's Representative are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.
13.	The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.

14.	Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and delivery of their bids or for any other expenses incurred in connection with such bidding.					
15.	Bidders are advised to visit the site of Haldia Dock Complex prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, for carrying materials etc. before submission of the tender.					
16.	NON- RESPONSIVE BIDDER: - The bid is non-responsive, if: i) Non acceptance of 60 days' validity from the date of opening of techno-commercial bid. ii) Any deviation from the tender terms & conditions.					
17.	Authority in signing the documents for submission of Tender / Offer: All documents to be uploaded by the bidder should be signed under official seal by – <ul style="list-style-type: none">In case the Tender is submitted by a Proprietorship Firm, the same should be signed either by Proprietor or other person, holding a valid Power of Attorney from the Proprietor, in connection with this Tender. The signature of such Power of Attorney holder should be attested by the Proprietor.In case the Tender is submitted by a Partnership Firm, the same should be signed either by partner, holding valid Power of Attorney from the partners, in connection with this Tender. The signature of such Power of Attorney holder should be attested by the partners.In case the Tender is submitted by a Limited Company, the same should be signed by person holding valid Power of Attorney executed in his favour (in connection with this Tender) and the signature of such Power of Attorney holder should also be attested, in accordance with the constitution of the Limited Company.					
18.	<u>EARNEST MONEY AND SECURITY DEPOSIT :-</u> i) The Earnest Money Deposit shall be released to the unsuccessful Bidder without any interest after finalization of Successful bidder. The Earnest Money of the successful Bidder shall be released after receiving Security Deposit. ii) The EMD shall be adjusted towards Security Deposit equal to 3% of the basic contract value. The successful bidder shall pay Balance Security Deposit by Banker's Cheque or by Demand Draft of any Scheduled/ Nationalized Bank of India drawn in favour of Haldia Dock Complex and payable at Haldia, within 30 days from the date of placement of order. Failing which, the HDC reserves the right to cancel the acceptance and forfeit the Earnest Money. The Security Deposit shall be refunded without interest after the successful execution of the order and completion of guarantee period. iii) If the contract value of Rs. One lac and above, the supplier shall offer a DD or Bank Guarantee in the form of Security Deposit by any nationalized/scheduled bank payable at Haldia. The Bank Guarantee shall be submitted in HDC, SMP, Kolkata's format with the claim period of one month over the Guarantee Period. iv) 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 at the option of the Trustees'. v) The security deposit shall be converted into performance bank Guarantee for the period of 13 months from the date of acceptance of last supplied part order.					
19.	<u>PRICING OF BIDS:-</u> <table><tr><td>i)</td><td>Price should be quoted on F. O. R. (including of charges for packing, forwarding, loading, transportation, unloading, stacking, transit risk etc.) at HDC's Central Store/ Site Store basis.</td></tr><tr><td>ii)</td><td>The Bidder shall state clearly the percentage of GST as applicable in <u>Annexure-III.</u></td></tr></table>		i)	Price should be quoted on F. O. R. (including of charges for packing, forwarding, loading, transportation, unloading, stacking, transit risk etc.) at HDC's Central Store/ Site Store basis.	ii)	The Bidder shall state clearly the percentage of GST as applicable in <u>Annexure-III.</u>
i)	Price should be quoted on F. O. R. (including of charges for packing, forwarding, loading, transportation, unloading, stacking, transit risk etc.) at HDC's Central Store/ Site Store basis.					
ii)	The Bidder shall state clearly the percentage of GST as applicable in <u>Annexure-III.</u>					

	iii)	Each bidder shall keep in mind, while quoting his rate, that his quoted rate shall remain firm of the subject order till the entire supply of goods is completed.
	iv)	No Price escalation is admissible other than statutory taxes as applicable and vice –versa.
20.	<u>EVALUATION CRITERIA</u>	
	i)	Evaluation will be made on unit lowest (L1) landed price excluding GST 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
21.	GST :- The suppliers shall comply with all requirements to avail full credit on GST as applicable.	
22.	<u>PAYMENT :-</u> 97% of Payment will be made on the basis of actual supply of the materials as per specification and satisfactory acceptance of the same against the order. Payment will be made within 30 (thirty) days of receipt of satisfactory acceptance note of full delivery and acceptance of materials at Lock Entrance Store and on submission of clear bill. The bills should be submitted in quadruplicate to the office of Sr. Dy. Manager, Plant & Equipment Division, 1st floor at Operational Administrative Building of Haldia Dock Complex, Chiranjibpur, Haldia, PIN 721607 along with necessary documents including original receipted challan duly signed and stamped by HDC's representative at the point of delivery. Payments shall be made through ECS/NEFT/RTGS mechanism at all centers where such facilities are available in the bank. Accordingly bidders are requested to submit their bank Account No with the name and address of the bank along with the branch name and code number Balance 3% will be retained as Security Deposit. If security deposit is submitted separately, 100 % payment will be released. Note :-	
	1.	The supplier shall send the materials along with the Routine Test Certificate of the Manufacturer, Guarantee Certificate of the supplier and Delivery Challan etc.
	2.	All the payment through NEFT/RTGC through bank.
23.	<u>TIME OF DELIVERY:-</u> Delivery of the materials must be completed within 30 (thirty) days from the date of receipt of each part order by the supplier. Materials shall be delivered by the supplier to Lock Entrance Store at Haldia at their cost, risk and responsibility. The successful Bidder must make their own arrangements for delivery of all materials, as well as for careful and proper unloading and stacking at HDC's Store/Site. The responsibility for preventing damage / deterioration to the materials during transit, delivery, unloading and stacking at the designated point shall rest with the Supplier. All transit risk will be to supplier's account. The Bidder must send advance intimation to the concerned Officer as to the proposed date of delivery with a list showing quantity and particulars of the material in the consignment. Delivery of materials will not be accepted on Sundays and Holidays. No lorry shall be permitted into the protected area during night-time. Detention of lorries, if any, will be on supplier's account.	

24.	In case e-way bill is required to deliver the materials, the same is to be arranged by the supplier through latest online portal.
25.	<p>INSPECTION :-</p> <p>Materials will be inspected at Lock Entrance Store. After delivery of the materials, visual examination of the ballasts, control Gear, Ignitor etc , verification of bills of materials/kit contents and manufacturer's routine test certificate as per relevant IS standards(s) and Guarantee certificate of the supplier for ballasts , control Gear, Ignitors ,etc..</p> <p>The other materials will be accepted based upon visual examination, verification of bills of materials and based upon Manufacture's Test Certificate (wherever applicable) and Supplier's Guarantee Certificate (wherever applicable). Inspection of the materials shall be done by Trustee's authorized person (Representative of P&E Division).</p> <p>The materials supplied by the supplier should strictly conform to the laid down specification of tender/order. Samples from the supplies may be drawn and the same may be tested by trustee's own arrangement or by Government Test House and if found to be inferior to the laid down specification of tender/order, the materials will be rejected in whole or in part and supplier shall be debited with the cost of test and rejected materials shall be replaced by the supplier at his own cost.</p> <p>If any operational and manufacturing defect would be found in any assembly/sub-assemblies/materials during the performance guarantee period, repair/replacement of the same will have to be done by supplier free of cost.</p>
26.	<p>REJECTION OF MATERIALS</p> <p>Notwithstanding the inspection and passing of materials by Trustees' authorized person, any material found to be defective in quality and not conforming to the relevant specification, shall liable to be rejected and the supplier shall replace the same at his cost and arrangement at the earliest.</p> <p>The supplier shall at his own arrangement and cost replace within a period of 1 (one) month all such dispatched materials that have either been rejected by Trustees' authorized person, or have been found in defective/broken/damaged/leakage condition after unloading.</p> <p>Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Stores, H.D.C. within a fortnight from the date of rejection on observing usual procedure on the matter. If the contractor fails to remove such materials within a reasonable time, the Trustees shall have the right to dispose of the same and the supplier shall have no claim against the Trustees in respect of the said rejected materials.</p>
27.	<p>GUARANTEE PERIOD</p> <p>The materials (except Lamps), with all accessories and attachments, shall have to be guaranteed by the supplier against the manufacturing defects or, poor performance for 12 months from the date of acceptance of each part order; if any defect develop within this period, the same should be replaced free of cost.. If any defect whatsoever develops during the Guarantee Period, the defective materials will have to be replaced/rectified, as the case may be, by the Bidder at their own cost.</p> <p>Guarantee Certificate of materials to be supplied by the supplier at the time of delivery of materials.</p>
28.	<p>TRANSIT RISK</p> <p>Transit risk will be on supplier's account since the delivery is to be made on F. O. R. Destination basis.</p>
29.	<p>PERMITS :-</p> <p>The Supplier shall take necessary pass to allow the man, material and vehicle to HDC's Site store/Central store which requires necessary RFID pass issued by Shipping office/ Administration/CISF with necessary charges as applicable.</p>

30.	LIQUIDATED DAMAGES:-
	If the successful bidder (supplier) fails to supply materials during the delivery period, the supplier shall be imposed liquidated damage @ ½ percent of the total landed cost excluding GST as applicable for every week delay on materials, (part of the week being treated as a full week), out of schedule of delivery which should not exceed 10 per cent of the total basic cost. GST on L.D. amount as per law time being in force shall be levied.
31.	PACKING:-
	Supplier(s) shall be responsible for proper packing and delivery of materials in good condition. Materials shall be packed in proper way by the supplier at his own cost for protection against damage, loss etc.
32.	TECHNICAL CATALOGUE/ PRODUCT DATA SHEET :-
	The bidders shall have to submit Technical Catalogue/ Product Data Sheet of their quoted product(s) along with their techno-commercial bids.
33.	RISK PURCHASE :-
	In case of supplier's failure and at the absolute discretion of the SR. DY. MANAGER (P&E), the work may be ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the SR. DY. MANAGER (P&E) or, his representative. In case of risk purchase, extra cost will be borne by the supplier (successful tenderer).
34.	BANNED OR DE-LISTED CONTRACTORS :-
	Bidders must give a declaration to the effect that they have not been banned or, de-listed by any Government or, Quasi-Government Agency or, PSU. If a Bidder has been banned / de-listed by any Government or, Quasi-Government Agency or PSU, the details of any such ban must be clearly stated along with relevant documents which the Bidder is to enclose together with Techno-Commercial Bid. Incorrect declaration or suppression of facts will lead to rejection of the Offer.
35.	FORCE MAJEURE :-
	In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the Party affected by such Force Majeure shall upon notification to the other Party be suspended for the period during which Force Majeure event lasts. The cost and loss sustained by either party shall be borne by respective parties The Term 'FORCE MAJEURE' as employed herein shall mean acts of God, Earthquake, Floods and Hurricane / Cyclone, War, Revolution, Riot, Fire, Strike excluding strike by the employees of the Supplier or their Sub-contractors. Upon the occurrence of such cause the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing immediately but not later than 7 (seven) days of the alleged beginning thereof giving full particulars and the satisfactory evidence in support of its claim.
36.	JURISDICTION OF COURT :-
	The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Calcutta.
37.	WORKMEN COMPENSATION :-
	The successful bidders must cover his employees / workers, who will be engaged for delivery, unloading & stacking job at HDC's site, under workmen compensation act, fatal accident act and personal injuries insurance act for protection against any injury / accident and shall have to bear all the consequences and cost as applicable as per relevant acts.

38.	PERSONAL PROTECTIVE EQUIPMENT (PPE):- Suppliers and his workmen including driver & helper must use PPE i.e. Safety Helmet etc. at the time of supply of materials inside the Dock premises.								
39.	CERTIFICATES: - Manufacturer's routine test certificate as per relevant IS standards(s) and Guarantee certificate of the supplier for ballasts , control Gear, Ignitors ,etc.. The other materials will be accepted based upon visual examination, verification of bills of materials and based upon Manufacture's Test Certificate(whenever applicable) and Supplier's Guarantee Certificate (whenever applicable).								
40.	DEFAULT CRITERIA:- HDC may serve a written notice of default to the Supplier in case of following situations <table border="1" data-bbox="256 591 1497 1066"> <tr> <td data-bbox="256 591 252 689">i)</td><td data-bbox="252 591 1497 689">If supplier fails to deliver any or all of the materials within the Time period (s) specified in the contract or any extension thereof granted by HDC.</td></tr> <tr> <td data-bbox="256 689 252 763">ii)</td><td data-bbox="252 689 1497 763">Delivery is unsatisfactory as per Tender Terms.</td></tr> <tr> <td data-bbox="256 763 252 837">iii)</td><td data-bbox="252 763 1497 837">If supplier fails/delays to perform any other obligation(s) under the Contract.</td></tr> <tr> <td data-bbox="256 837 252 1066">iv)</td><td data-bbox="252 837 1497 1066"> In either of the above circumstances, does not remedy his failure within a period as specified in contract or such period as HDC may authorize in writing after serving default notice to the supplier. In the event of failing the clause (iv) above, the EMD and Security Money of the supplier will be forfeited along with banning/Blacklisting as deemed appropriate by HDC . </td></tr> </table>	i)	If supplier fails to deliver any or all of the materials within the Time period (s) specified in the contract or any extension thereof granted by HDC.	ii)	Delivery is unsatisfactory as per Tender Terms.	iii)	If supplier fails/delays to perform any other obligation(s) under the Contract.	iv)	In either of the above circumstances, does not remedy his failure within a period as specified in contract or such period as HDC may authorize in writing after serving default notice to the supplier. In the event of failing the clause (iv) above, the EMD and Security Money of the supplier will be forfeited along with banning/Blacklisting as deemed appropriate by HDC .
i)	If supplier fails to deliver any or all of the materials within the Time period (s) specified in the contract or any extension thereof granted by HDC.								
ii)	Delivery is unsatisfactory as per Tender Terms.								
iii)	If supplier fails/delays to perform any other obligation(s) under the Contract.								
iv)	In either of the above circumstances, does not remedy his failure within a period as specified in contract or such period as HDC may authorize in writing after serving default notice to the supplier. In the event of failing the clause (iv) above, the EMD and Security Money of the supplier will be forfeited along with banning/Blacklisting as deemed appropriate by HDC .								
41.	EVALUATION CRITERIA: - Evaluation with respect to Priced Bill of Quantities (BoQ), i.e. Price Schedule: <table border="1" data-bbox="256 1173 1497 1541"> <tr> <td data-bbox="256 1173 1497 1272">i)</td><td data-bbox="256 1173 1497 1272">While evaluating the Price Bid, the unit rates quoted by the Tenderers against all items, including all other charges except GST, shall be considered for evaluation.</td></tr> <tr> <td data-bbox="256 1272 1497 1429">ii)</td><td data-bbox="256 1272 1497 1429">The unit rates, quoted by the tenderers, against each item will be multiplied by the respective quantity indicated in the BoQ (i.e. Price Schedule) to obtain the amount against each item. Selection of the successful tenderer against each item of the BoQ (i.e. Price Schedule) will be made on the basis of the lowest total amount for a particular item.</td></tr> <tr> <td data-bbox="256 1429 1497 1541">iii)</td><td data-bbox="256 1429 1497 1541">In case it is found that the lowest total amount [arrived as per the above procedure] against any item is same for two or more Tenderers, the respective Tenderers will be given chance to offer a discount against that particular item.</td></tr> </table>	i)	While evaluating the Price Bid, the unit rates quoted by the Tenderers against all items, including all other charges except GST, shall be considered for evaluation.	ii)	The unit rates, quoted by the tenderers, against each item will be multiplied by the respective quantity indicated in the BoQ (i.e. Price Schedule) to obtain the amount against each item. Selection of the successful tenderer against each item of the BoQ (i.e. Price Schedule) will be made on the basis of the lowest total amount for a particular item.	iii)	In case it is found that the lowest total amount [arrived as per the above procedure] against any item is same for two or more Tenderers, the respective Tenderers will be given chance to offer a discount against that particular item.		
i)	While evaluating the Price Bid, the unit rates quoted by the Tenderers against all items, including all other charges except GST, shall be considered for evaluation.								
ii)	The unit rates, quoted by the tenderers, against each item will be multiplied by the respective quantity indicated in the BoQ (i.e. Price Schedule) to obtain the amount against each item. Selection of the successful tenderer against each item of the BoQ (i.e. Price Schedule) will be made on the basis of the lowest total amount for a particular item.								
iii)	In case it is found that the lowest total amount [arrived as per the above procedure] against any item is same for two or more Tenderers, the respective Tenderers will be given chance to offer a discount against that particular item.								
42.	All other terms and conditions excepting those mentioned above shall be governed by Syama Prasad Mookerjee Port, Kolkata's General Condition of Contract, available at website of SMP, Kolkata (https://smpportkolkata.shipping.gov.in).								

7. PREAMBLE TO THE BILL OF QUANTITIES

E-TENDER FOR Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.

TENDER NO : SDM(P&E)/T/6/2022-2023

7.1 The Bill of Quantities must be read with the General Conditions of Contract, the Special Conditions of Contract and the Particular Specifications of Work and the Bidder is deemed to have examined the above documents and to have thoroughly familiarised himself with the total scope of work and its mode of execution.

7.2 The quantities given in the Bill of Quantities are approximate only and are given to provide a common basis for tendering. Payment will be made according to the quantities of each item of work actually carried out at the accepted rates as per Order Letter. The measurements of each item of work shall be measured jointly by the Engineer of the Contract or his Representative.

7.3 This being an **item rate tender**, the Bidder shall quote his **rates against all items on line** based on his own analysis.

The Tender Price thus established would be taken for comparative evaluation, subject to the relevant provisions of the tender.

8. BILL OF QUANTITIES (UN-PRICED BID)

(To be printed on the bidder's Letter Head dully filled scanned and uploaded after seal and signature)

Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata. .

[BIDDERS NOT TO QUOTE HERE]

Sl. No	DESCRIPTION	UNIT	QUANTITY	Make
1.	Electromagnetic copper ballasts ballast suitable for 400 Watt HPSV/HPMV Lamp, terminal block with tapping for 220 / 240V, 50 Hz, AC supply system. Ballasts should conform to IS 6616: 1982 or latest amendment if any.	No.	50	
2.	Electromagnetic copper ballasts suitable for 250 watt HPSV/HPMV Lamp operated on 220 Volts/ 240 /250 Volts AC.[Nominal] 50 Hz supply system. Ballasts should conform to IS 6616: 1982 or latest amendment if any.	No.	50	
3.	Electromagnetic copper ballasts suitable for 125 watt HPMV Lamp operated on 220 Volts/ 240 /250 Volts A C.[Nominal] 50 Hz supply system. Ballasts should conform to IS 6616: 1982 or latest amendment if any.	No.	30	
4.	Electronic Igniter suitable for one no. 70/250/400 Watt HPSV, operating voltage 220/ 240 Volt single phase, 50 HZ, A.C. supply.	No.	50	
5.	Back Entry, Spring loaded centre plunger contact , batten type, Goliath Edision Screw Cap, Glazed porcelain/ceramic lamp holder, suitable for 250 Watt HPMV lamp , 250 Watt HPSV lamp , 400 Watt HPMV, 400 Watt HPSV lamp with standard rated voltage of 220/230/240/250 Volt [A.C.], Single phase, 50 HZ supply system. The inner shell, plunger, screws and current carrying parts of the lamp holder should be of copper. The lamp holder housing is drip proof type and conforming to IS 10276 with latest. Make: Any reputed make conforming to IS: 10276 or with latest amendment, if any.	No.	20	
6.	400 Watt. S.C. HPSV Lamp, suitable for use with supply voltage A.C. 230 V (Nominal) conforming to IS 9974 of 1981 or with latest amendment if any. Type-SON-T, CAP-E 40.	No.	30	
7.	250 Watt. S.C. HPSV Lamp, suitable for use with supply voltage A.C. 230 V (Nominal) conforming to IS 9974 of 1981 or with latest amendment if any. Type-SON E, CAP-E 40.	No.	30	
8.	250 Watt. S.C. HPMV Lamp, suitable for use with supply voltage A.C. 230 V (Nominal) conforming to IS 9900 of 1981 or with latest amendment if any , CAP-E 40.	No.	30	
9.	125 Watt. S.C. HPMV Lamp suitable for use with supply voltage A.C. 230 Volt (Nominal), conforming to IS 9900 of 1981 or with latest amendment if any, CAP-E 27.	No.	30	

Note:

Preferred Make : BAJAJ/ PHILIPS/ CROMPTON/ GE/ WIPRO

Make of Cable should be as mentioned in the Bill of Quantities. No other make would be acceptable.

Signature of Tenderer with Office Seal

9. ANNEXURE-I

DECLARATION OF THE BIDDER

FORMAT FOR SUBMITTING DECLARATION REGARDING BANNING / DELISTING, BIDDING DOCUMENTS DOWNLOADED FROM WEBSITE, PRICE SCHEDULE, ETC.

[To be printed on the bidder's Letter Head duly filled and uploaded after seal & signing]

To,
General Manager (Engineering),
Haldia Dock Complex ,
Syama Prasad Mookerjee Port, Kolkata
Jawahar Tower Complex ;
P.O.: Haldia Township; Dist.: Purba Medinipur ;
PIN: -721607, West Bengal, India.

Name of Work:

Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.

Tender No. : SDM(P&E)/T/6/2022-2023

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

*** I / We have not been debarred or de-listed by any Government or Quasi-Government Agencies or Public Sector Undertaking in India.**

I / We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. I / We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the Tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the Tender. In the event of our Tender being accepted in full or, in part, I / we also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the Tender together with the acceptance thereof in writing by or, on behalf of the Trustees' shall form the Contract. I / we have not made any addition / modification / alteration in the Bidding Documents hosted in the websites.

I / We have deposited Requisite Earnest Money.

OR

I / We have submitted documentary evidences for Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) as per tender condition. The offered prices would be given in the "Price Bid (Part-II)" electronically, through the website of e-Nivida (<https://kopt.enivida.in>) only.

I / We agree that the period for which the Tender shall remain open for acceptance shall not be less than 120 days.

I/We have not made any addition/ modifications/alteration in the Bidding Documents hosted in the websites.

I/We have submitted all the information applicable as per Annexure-II.

The offered prices would be given in the "Price Bid (section)" electronically, through the Website of e-Nivida (<https://kopt.enivida.in>) only.

**Signature of authorized person of the bidder
(With office seal)**

*** In case the firm has been debarred or de-listed 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.**

10. ANNEXURE-II

BIDDER'S INFORMATION

(To be printed on the bidder's Letter Head dully filled scanned and uploaded after seal and signature)

GENERAL INFORMATION OF THE BIDDER

The bidder must submit the information in this format.

1.	Information regarding bidder's authorized representative(s) / contact person(s)		
	a)	Name(s)	
	b)	Address(es)	
	c)	Telephone number(s)	
	d)	Facsimile number(s)	
	e)	Electronic mail address	
2.	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	
3.	Whether the bidder is a Proprietorship Firm or Partnership Firm or Limited/ Pvt. Limited Company		
4.	Details of the Banker(s):		
	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)	

Annexure-II

5.	Bank details for ECS payment :		
	a	Bank Account number.	
	b	Name of the bank.	
	c	Name of the branch.	
	d	Address of the branch.	
	e	IFSC code	
6.	Income Tax details (if applicable) :		
a)	Permanent Account Number (PAN)		
b)	GST Registration Number		
7.	Employees' Provident Fund (EPF) Code No., if applicable		
8.	Employees' State Insurance (ESI) Code No., if applicable		

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Signature of Tenderer with Office Seal

11. ANNEXURE-III**TO INDICATE THE FOLLOWING DETAILS OF GST:****(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature)**

Sl. No.	Item Description	HSN Code	GST Rate (In %)		
			CGST Rate	SGST Rate	IGST Rate
1.	Electromagnetic copper ballasts ballast suitable for 400 Watt HPSV/HPMV Lamp, terminal block with tapping for 220 / 240V, 50 Hz, AC supply system. Ballasts should conform to IS 6616: 1982 or latest amendment if any.				
2.	Electromagnetic copper ballasts suitable for 250 watt HPSV/HPMV Lamp operated on 220 Volts/ 240 /250 Volts AC.[Nominal] 50 Hz supply system. Ballasts should conform to IS 6616: 1982 or latest amendment if any.				
3.	Electromagnetic copper ballasts suitable for 125 watt HPMV Lamp operated on 220 Volts/ 240 /250 Volts A C.[Nominal] 50 Hz supply system. Ballasts should conform to IS 6616: 1982 or latest amendment if any.				
4.	Electronic Igniter suitable for one no. 70/250/400 Watt HPSV, operating voltage 220/ 240 Volt single phase, 50 HZ, A.C. supply.				
5.	Back Entry, Spring loaded centre plunger contact , batten type, Goliath Edision Screw Cap, Glazed porcelain/ceramic lamp holder, suitable for 250 Watt HPMV lamp , 250 Watt HPSV lamp , 400 Watt HPMV, 400 Watt HPSV lamp with standard rated voltage of 220/230/240/250 Volt [A.C.], Single phase, 50 HZ supply system. The inner shell, plunger, screws and current carrying parts of the lamp holder should be of copper. The lamp holder housing is drip proof type and conforming to IS 10276 with latest. Make: Any reputed make conforming to IS: 10276 or with latest amendment, if any.				
6.	400 Watt. S.C. HPSV Lamp, suitable for use with supply voltage A.C. 230 V (Nominal) conforming to IS 9974 of 1981 or with latest amendment if any. Type-SON-T, CAP-E 40.				
7.	250 Watt. S.C. HPSV Lamp, suitable for use with supply voltage A.C. 230 V (Nominal) conforming to IS 9974 of 1981 or with latest amendment if any. Type-SON E, CAP-E 40.				
8.	250 Watt. S.C. HPMV Lamp, suitable for use with supply voltage A.C. 230 V (Nominal) conforming to IS 9900 of 1981 or with latest amendment if any , CAP-E 40.				
9.	125 Watt. S.C. HPMV Lamp suitable for use with supply voltage A.C. 230 Volt (Nominal), conforming to IS 9900 of 1981 or with latest amendment if any, CAP-E 27.				

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Signature of Tenderer with Office Seal

12. ANNEXURE-IV

Bidder's Bank Details

(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature)

A/c No.	
A/c holder Name:	
Bank Name & Bank Address:	
Branch Name:	
IFSC:	

.....
Signature of Tenderer with Office Seal

13. ANNEXURE-V

BILL OF QUANTITIES (PRICE BID)

Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.

[BIDDERS NOT TO QUOTE HERE]

Sl. No	DESCRIPTION	UNIT	QUANTITY	Unit Basic Price, all inclusive, without GST [F.O.R. HDC's Central Store/ Site Store basis] (in Rs.)
1.	Electromagnetic copper ballasts suitable for 400 Watt HPSV/HPMV Lamp, terminal block with tapping for 220 / 240V, 50 Hz, AC supply system. Ballasts should conform to IS 6616: 1982 or latest amendment if any.	No.	50	
2.	Electromagnetic copper ballasts suitable for 250 watt HPSV/HPMV Lamp operated on 220 Volts/ 240 /250 Volts AC.[Nominal] 50 Hz supply system. Ballasts should conform to IS 6616: 1982 or latest amendment if any.	No.	50	
3.	Electromagnetic copper ballasts suitable for 125 watt HPMV Lamp operated on 220 Volts/ 240 /250 Volts A C.[Nominal] 50 Hz supply system. Ballasts should conform to IS 6616: 1982 or latest amendment if any.	No.	30	
4.	Electronic Igniter suitable for one no. 70/250/400 Watt HPSV, operating voltage 220/ 240 Volt single phase, 50 HZ, A.C. supply.	No.	50	
5.	Back Entry, Spring loaded centre plunger contact , batten type, Goliath Edison Screw Cap, Glazed porcelain/ceramic lamp holder, suitable for 250 Watt HPMV lamp , 250 Watt HPSV lamp , 400 Watt HPMV, 400 Watt HPSV lamp with standard rated voltage of 220/230/240/250 Volt [A.C.], Single phase, 50 HZ supply system. The inner shell, plunger, screws and current carrying parts of the lamp holder should be of copper. The lamp holder housing is drip proof type and conforming to IS 10276 with latest. Make: Any reputed make conforming to IS: 10276 or with latest amendment, if any.	No.	20	
6.	400 Watt. S.C. HPSV Lamp, suitable for use with supply voltage A.C. 230 V (Nominal) conforming to IS 9974 of 1981 or with latest amendment if any. Type-SON-T, CAP-E 40.	No.	30	
7.	250 Watt. S.C. HPSV Lamp, suitable for use with supply voltage A.C. 230 V (Nominal) conforming to IS 9974 of 1981 or with latest amendment if any. Type-SON E, CAP-E 40.	No.	30	
8.	250 Watt. S.C. HPMV Lamp, suitable for use with supply voltage A.C. 230 V (Nominal) conforming to IS 9900 of 1981 or with latest amendment if any , CAP-E 40.	No.	30	
9.	125 Watt. S.C. HPMV Lamp suitable for use with supply voltage A.C. 230 Volt (Nominal), conforming to IS 9900 of 1981 or with latest amendment if any, CAP-E 27.	No.	30	

Preferred Make : BAJAJ/ PHILIPS/ CROMPTON/ GE/ WIPRO

Signature of Tenderer with Office Seal

14. ANNEXURE-VI

CHECKLIST

(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature):-

Sl No.	DOCUMENTS TO BE UPLOADED (IF APPLICABLE)	YES /NO/NA (as the case may be)
1.	Details of Bid Document Fee submission :	
2.	Details of Earnest Money Deposit (EMD) submission :	
3.	Goods and services tax registration certificate :	
4.	Certificate for allotment of Employees Provident Fund (EPF) code no. :	
5.	Registration certificate of Employees State Insurance (ESI) :	
6.	PAN card :	
7.	Valid Trade license or Trade certificate of enlistment or certificate of incorporation or certificate of registration or certificate of proof nationality of any country. :	
8.	Valid NSIC certificate and DIC certificate :	
9.	Audited balance sheet and profit and loss accounts for the last three financial years. :	
10.	Credential for supply of similar work to Government /PSU/ Public or Private organization for the last five year along with any one or more of the documents. :	
	A) Receipted challans.	
	B) Certificate of execution goods receipt note, excise invoice, tax invoice, consignment note or any other document as a proof of supply	
11.	Technical Literature / Product Catalogue .	
12.	Any Other Document(s) Deemed Necessary as per Tender. :	

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Signature of Tenderer with Office Seal

15. ANNEXURE-VII

Undertaking in lieu of submission of signed copy of the Tender Document in full

(On official Letterhead)

Ref. No.....

Date

General Manager (Engineering),
Haldia Dock Complex ,
Syama Prasad Mookerjee Port, Kolkata
Jawahar Tower Complex ;
P.O.: Haldia Township;
Dist.: Purba Medinipur ;
PIN: –721607
West Bengal, India.

Tender no. SDM(P&E)/T/6/2022-2023

Dear Sir,

We,(Name of Tenderer) have fully read and understood the entire Tender Document, GCC, and Addenda, if any, downloaded from under the instant e- tender and no other source, and will comply with all the terms and conditions contained therein.

We are submitting this undertaking in lieu of submission of signed copy of the full tender document.

Yours faithfully,

Signature of Power of Attorney Holder(s):.....

Name(s).....

16. ANNEXURE-VIII

Syama Prasad Mookerjee Port, Kolkata

Haldia Dock Complex

CERTIFICATE OF COMPLETION OF WORK

(FORM G.C-1)

Contractor : _____

Address : _____

Date of completion : _____

Dear Sir,

Subject : “Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata. ”

Reference : Work Order No.:/...../...../O-... dated

This is to certify that the above work which was carried out by you is, in the opinion of the undersigned, complete in every respect on the _____ day of _____ 20____, in accordance with terms of the contract and you are required to maintain the work in accordance with Clause No. 62 of the General Conditions of Contract and under provisions of the contract.

(Signature of the Engineer/Engineer's Representative)

Name:

Designation:

Date:

(OFFICIAL SEAL)

17. ANNEXURE-IX

**Syama Prasad Mookerjee Port, Kolkata
Haldia Dock Complex**

CERTIFICATE OF FINAL COMPLETION

FORM G.C-2

**General Manager (Finance),
Haldia Dock Complex (HDC),
Syama Prasad Mookerjee Port, Kolkata
Jawahar Tower Complex,
P.O: Haldia Township,
Dist.: Purba Medinipur,
PIN – 721 607,
West Bengal, India.**

Subject : “Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata. ”

Reference : Work Order No.:/...../...../O-... dated

This is to certify that the above work, which was carried out by 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 of the Engineer/Engineer's Representative)

Name:

Designation:

Date:

(OFFICIAL SEAL)

18. ANNEXURE-X

**Syama Prasad Mookerjee Port, Kolkata
Haldia Dock Complex**

("NO CLAIM CERTIFICATE" FROM CONTRACTOR)

FORM G.C-3

[To be submitted on Bidder's Letter Head]

General Manager (Engineering),
Haldia Dock Complex ,
Syama Prasad Mookerjee Port, Kolkata
Jawahar Tower Complex ;
P.O.: Haldia Township;
Dist.: Purba Medinipur ;
PIN: -721607
West Bengal, India.

Dear Sir,

Subject : "Supply and delivery of Ballasts, Igniters, Lamps & Holders (as per bill of quantities) to Lock Entrance Section of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata. "

Reference : Work Order No.:/...../...../O-... dated

I/We do hereby declare that I/we have received full and final payment from Haldia Dock Complex, SMP Kolkata, for the execution of the subject work, and I/we have no further claim against Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata in respect of the above mentioned job.

Yours faithfully,
(Signature of Contractor)

Date :
Name of Contractor :
Address :

(OFFICIAL SEAL OF THE CONTRACTOR)