

**I & C F DIVISION**

**HALDIA DOCK COMPLEX**

**DOCUMENTS**

**FOR**

**TENDER FOR MODIFCAITON OF EXISTING COMPUTER ROOM TO USE  
AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

**Volume-I**

**August - 2015**

**Rs 300.00**

**DOCUMENTS**

**FOR**

**TENDER FOR MODIFICATION OF EXISTING COMPUTER ROOM TO USE  
AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

**Volume-I**

**Issued to:**

**Date of Issue:**

**Signature and Designation  
of Issuing Officer:**

**On behalf of Bidder:**

**Sr. Dy. Manager (I&CF),  
Haldia Dock Complex**

लघु निविदा सूचना

हल्दिया गोदी परिसर में निम्नलिखित कार्य हेतु साधन-संपन्न, अनुभवी निविदाकर्त्ताओं द्वारा मुहरबंद निविदाएं दो कवर (जैसे: कवर-। तकनीकी-वाणिज्यिक भाग एवं कवर-।। लागत भाग) में आमंत्रित की जाती है:-

कार्य का नाम	:	हल्दिया गोदी परिसर, हल्दिया के जवाहर टॉवर में सर्वर कक्ष के रूप में उपयोग के लिए मौजूदा कंप्यूटर कमरे की परिवर्तन हेतु निविदा ।
निविदा संख्या	:	एस.डी.एम./ आर ज़ेड / 2015-16 / टी / 11
अनुमानित लागत	:	रु. <b>4,33,681.27</b>
निष्पादन की अवधि	:	02(दो) माह
बयाना लागत	:	<b>8,700.00</b> रुपये [केवल दो हजार पांच सौ पचास]. [आई. एंड. सी. एफ. प्रभाग में वर्ग 'ए', 'बी' के अधिकृत ठेकेदार जिन्हो ने बढी हु ईनिश्चित सुरक्षा राशि जमा कर दी है उन्हे अग्रिम राशि जमा नही करनी होगी] ।
बिक्री अवधि (दोनों दिन सहित)	:	19-08-2015 से 09-09-2015 (अपरान्ह 14:00 बजे तक) । (टेंडर पेपर ह.गो.प., केओपीटी के वेबसाईट पर उपलब्ध है) ।
निविदा जमा करने की अंतिम तिथि एवं निविदा के कवर-। के खोलने की तिथि	:	10-09-2015 अपरान्ह 15:00 बजे तक जमा की जाएगी। एवं अपरान्ह 15:30 के बाद से अनावरण।
निविदा पेपर की लागत(अप्रतिदेय)	:	रु.300.00 [तीन सौ रुपए मात्र]।
सम्पर्क व्यक्ति	:	वरिष्ठ उप प्रबंधक(आर ज़ेड एंड विशेष आर टी), आई.एंड सी.एफ. प्रभाग, हल्दिया गोदी परिसर ।

निविदा की विस्तृत जानकारी हमारे वेबसाईट [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) / [www.haldiadock.gov.in](http://www.haldiadock.gov.in) तथा प्रबंधक (आई.एंड सी.एफ.), हल्दिया गोदी परिसर कार्यालय के सूचना-पट्ट पर उपलब्ध है। इच्छुक आपूर्तिकर्त्ता [pdasgupta@kopt.in](mailto:pdasgupta@kopt.in) पर सम्पर्क कर सकते हैं।

(पी. दासगुप्ता) ।  
वरिष्ठ उप. प्रबंधक (आई.एंड सी.एफ.) ।  
हल्दिया गोदी परिसर ।

## **SHORT TENDER NOTICE**

Sealed tenders are invited on two Cover basis (i.e. Cover-I Techno-Commercial Part & Cover-II Price Part) from resourceful, experienced and bonafide contractor from outside and / or enlisted contractors of Class "A", "B" and "C" of I&CF Division of Haldia Dock Complex, with sound technical and financial capabilities for the following work at Haldia Dock Complex:-

☞ Name of work	:	<b>TENDER FOR MODIFCAITON OF EXISTING COMPUTER ROOM TO USE AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.</b>
☞ Tender No	:	<b>SDM / RZ / 2015-16 / T / 11</b>
☞ Estimated Cost	:	<b>Rs 4,33,681.27 [Rupees four lakh thirty three thousand six hundred eighty one and paisa twenty seven only].</b>
☞ Period Of Execution	:	<b>02 [Two] Months.</b>
☞ Earnest Money	:	<b>Rs 8,700.00 [Rupees eight thousand seven hundred only]. [Enlisted contractor of class- 'A' &amp; 'B' of I&amp;CF Division are exempted from deposition of earnest money subject to submission of the treasury receipt of balance security deposit].</b>
☞ Sale Period (both days inclusive)	:	<b>19-08-2015 to 09-09-2015 (UPTO 14:00 Hrs ) (Bid document will be available on HDC, Ko.P.T Website)</b>
☞ Last date of submission of tender and opening of Cover - I of the tender	:	<b>10-09-2015 Submission Upto 15:00 hrs.  Opening after 15:30 hrs.</b>
☞ Cost of Tender Document (Non-refundable)	:	<b>Rs 300.00 [Rupees three hundred only].</b>
☞ Contact Person.	:	<b>Sr. Dy. Manager [RZ &amp; Spl. R. T.], I&amp;CF Div, Haldia Dock Complex.</b>

Details of the tender can be seen at our website [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) / [www.haldiadock.gov.in](http://www.haldiadock.gov.in) and the Notice Board at the Office of Manager [I&CF], Haldia Dock Complex. Interested bidders may contact at [pdasgupta@kopt.in](mailto:pdasgupta@kopt.in)

**P. Dasgupta.  
Sr. Dy. Manager (RZ & Spl. R.T.)  
I&CF Division  
HALDIA DOCK COMPLEX**

कोलकाता पोर्ट ट्रस्ट  
KOLKATA PORT TRUST



हल्दिया गोदी परिसर  
HALDIA DOCK COMPLEX

वरिष्ठ उप प्रबंधक (आर.जेड.एंड स्पेशल आर.टी) अफिस

**Sr. Dy. Manager (R.Z & SPL R.T)'s Office**

आई.एंड सी.एफ. प्रभाग

I &amp; CF Division



क्लास्टर - Y.

पोस्ट:- हल्द्विया टाउनशीप - 721 607

दूरभाष सं. (03224) 263389

फैक्स सं. (03224) 252110

**Cluster – V .**

P.O:- Haldia Township – 721607

Phone No. (03224) 263389

Fax No.(03224) 252110

Dist. Purba Medinipur

# NOTICE INVITING TENDER

**No. SDM / RZ / 2015 - 16 / T / 11 /251**

Date: 17 / 08 / 2015

**WORK TITLE: - TENDER FOR MODIFCAITON OF EXISTING COMPUTER ROOM TO USE AS SERVER ROOM AT JAWAHAR TOWER, HDG. HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

**PRE-QUALIFICATION CRITERIA FOR BIDDERS: -**

1. Bonafide contractor from outside and / or enlisted contractors of class 'A', 'B' & 'C' of I&CF Division must have successfully **executed & completed Construction / Repair / Renovation/Up gradation / Maintenance of Buildings / Shed etc** during the last 7 (SEVEN) years ending the last day of month previous to the one in which applications are invited and the experience should be either of the following: -  
Either
  - (i) Three completed works each costing not less than 40 % of the estimated amount put to tender.
  - Or (ii) Two completed works each costing not less than 50 % of the estimated amount put to tender.
  - Or (iii) One completed work costing not less than 80% of the estimated amount put to tender.
2. Work experience, as a sub-contractor or supply contractor shall not be considered as the requisite qualification.

**TENDER AUTHORITY:-**

Sr. Dy. Manager (RZ & Spl. R. T.) I&CF, Haldia Dock Complex, Cluster-V, P.O. – Haldia Township, Dist.- Purba Medinipur – 721607, Tel- [03224]-263389, Fax: - [03224]-252110.

Due Date of submission	<b>10-09-2015</b>	Time	<b>UPTO 15:00 hrs.</b>	Date of Opening of Cover-I of the Tender.	<b>10-09-2015</b>	Time	<b>15:30 hrs. Onwards.</b>
<b>Period of sale of Bid Document</b>		<b>19-08-2015 to 09-09-2015</b> (UPTO 14:00 Hrs) (Bid document will be available on HDC, Ko.P.T Website)					
<b>Cost of Tender Document (Non-refundable)</b>		<b>Rs. 300.00 [Rupees three hundred only].</b>					
<b>Earnest Money Deposit</b>		<b>Rs 8,700.00 [Rupees eight thousand seven hundred only].</b> [Enlisted contractor of class- 'A' and 'B' of I&CF Division are exempted from deposition of earnest money subject to submission of the treasury receipt of balance security deposit].					
<b>Period Of Execution</b>		<b>02 [Two] Months.</b>					
<b>Estimated Cost Of Work</b>		<b>Rs 4,33,681.27 [Rupees four lakh thirty three thousand six hundred eighty one and paise twenty seven only].</b>					

**OTHER INSTRUCTIONS:-**

Sealed tenders are invited on two Cover basis (i.e. Cover-I Techno Commercial Part & Cover-II Price Part) from resourceful, experienced and bonafide bidders with sound technical and financial capabilities for the above-mentioned work at Haldia Dock Complex.

Tender Document (Non-transferable) will be available from the office of the Sr. Dy. Manager (RZ & Spl. R. T.) I&CF at the address captioned above on any working day i.e. Monday to Friday during 10:00 a.m. to 2:00 p.m. on payment of the cost of tender Document to be remitted crossed Demand Draft / Banker's Cheque / Pay order drawn on any Nationalised or Scheduled Bank in favour of "**Kolkata Port Trust, Haldia Dock Complex**" payable at Haldia for one set of tender Document.

Request letter for purchase of tender Document should contain the following declarations: -

- (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.**

Tender papers can be issued by post. For this, an additional amount of Rs.100=00 [Rupees one hundred only] should be sent over and above the cost of Bid documents mentioned above [Non-refundable] by crossed Demand Draft / Banker's Cheque / Pay order drawn on any Nationalised or Scheduled Bank in favour of "**Kolkata Port Trust, Haldia Dock Complex**" payable at Haldia. Request for issue of tender form by post must reach this office at least 7 days before the last date of sale of tender, after which no tender form will be issued by post. The Trustees will not be responsible for postal delay / damage.

A bidder, if he so desires, may download the tender document from websites [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) / [www.haldiadock.gov.in](http://www.haldiadock.gov.in) or may obtain the same by sending his request at [pdasgupta@kopt.in](mailto:pdasgupta@kopt.in) and submit the tender along with **APPLICATION MONEY** equivalent to cost of tender document in crossed Demand Draft / Banker's Cheque / Pay order drawn on any Nationalised or Scheduled Bank in favour of "**Kolkata Port Trust, Haldia Dock Complex**" payable at Haldia. The tender document must accompany a covering letter containing the specific declarations as per (a) & (b) above.

Any Notice / Addendum / Corrigendum / Modification to the bid document will be notified **only** through Ko.P.T / HDC website and the bidders are requested to check for the same at the websites prior to submission of their offers.

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.

Bidders shall submit the Bid Document as stipulated in the "**Instructions To Bidder**" of the tender document. Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents. The successful tenderer will be required to comply with the relevant provisions of BOCW (RECS) Act, 1996, West Bengal BOCW (RECS) Act, 2004 and BOCW Welfare Cess Act, 1996 and the rules framed there under. An amount of cess as per prevalent rate (presently @ 1% of the billed amount) shall be progressively recovered from all the bills of the contractor for onward transmission of the same to the appropriate authority. Issuance /submission of tender document to/ by any bidder shall not construe that such bidder is considered qualified.

Sealed tenders will be received at the same office of the Sr. Dy. Manager (RZ & Spl. R. T.) I&CF up to 15:00 hrs. on the last date of submission and opening of tender, as specified above. Telex, Telegraphic and late offers shall not be considered.

Cover-I of the Tender will be opened shortly after 3:30 p.m. on the stipulated date in presence of Bidders or their authorised representatives who may wish to be present.

Cover-II of only technically & commercially qualified bidders will be opened at a later date under due intimation to all concerned.

In case of unscheduled Holiday / Bundh on the date of opening of tenders, the same will be opened on the next working day. The Bidder will also be allowed to deposit their tenders till 15:00 hrs. on such extended day of opening.

Trustees will not be responsible for any misplacement or late receipt through post for any request for issuance of tender document and for submission thereof.

Kolkata Port Trust 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.

**P. Dasgupta.**  
**Sr. Dy. Manager (RZ & Spl. R.T.)**  
**I&CF Division**  
**HALDIA DOCK COMPLEX**

## **INSTRUCTIONS TO BIDDER**

**WORK TITLE: - TENDER FOR MODIFICATION OF EXISTING COMPUTER ROOM TO USE AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

### **1.0 GENERAL:**

The 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, and Drawings (if any) & detailed Bill of Quantities. Location Plan of the place of work might be inspected at the office of the Sr. Dy. Manager (RZ & Spl. R. T.), I&CF on any working day before quoting for the tender.

### **2.0 EARNEST MONEY:**

- 2.1 **Rs 8,700.00 [Rupees eight thousand seven hundred only].**  
**[Enlisted contractor of class- 'A' and 'B' of I&CF Division are exempted from deposition of earnest money subject to submission of the treasury receipt of balance security deposit].**
- 2.2 Earnest Money shall be deposited by crossed Demand Draft / Banker's Cheque / Pay order drawn on any Nationalised or Scheduled Bank in favour of "Kolkata Port Trust, Haldia Dock Complex" payable at Haldia. **Earnest money will not be accepted in cash.**
- 2.3 Earnest Money in the form of Crossed Demand Draft / Banker's cheque / Pay order shall be submitted in a **separate sealed envelope marked "EARNEST MONEY"** and superscribed with the title of the work, Tender No., Bidder's identity, etc.
- 2.4 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) Certificate.

**Tender submitted without requisite Earnest Money will be liable for rejection.**

### **3.0 MODE OF SUBMISSION OF BID:**

- 3.1a All bidders must submit their offers strictly in accordance with the terms and conditions as set out in the bid documents and no deviation will be accepted. Any term not incorporated / submitted with Cover-I of the Tender but incorporated / submitted with Cover-II shall be rejected outright.
- 3.1b Cover-I, Cover-II and all envelopes contained therein as describe in the following clauses must be clearly superscribed with the details as given below;
  - a) Title of the work.
  - b) Tender number.
  - c) Bidder,s identity, address, telephone no, fax no, mobile no, e-mail address etc.
- 3.2 Tender documents shall be submitted under two Covers in **three / four separate sealed envelopes**, depending on whether the same has been purchased directly from the office of the Sr. Dy. Manager (RZ & Spl. R. T.) I&CF or downloaded from the website.

When tender documents have been directly procured from this office, the tender document shall be put in 2 (two) separate sealed covers as follows:

- a) **COVER-I**, which shall contain **ENVELOPE -I & ENVELOPE - II (which shall include VOLUME-I of tender document).**
- b) **COVER-II, which shall contain VOLUME-II of tender document.**

When tender documents have been downloaded from WEBSITE, the tender documents shall be put in 2 (two) separate sealed covers as follows:

- a) **COVER-I**, which shall contain **ENVELOPE -IA, ENVELOPE -IB and ENVELOPE - II (which shall include VOLUME-I of tender document).**

**b) COVER-II, which shall contain VOLUME-II of tender document.**

Envelope-I & Envelope-II OR Envelope-IA, Envelope -IB & Envelope -II (as the case may be) together with Volume-I of the tender document shall be put in a sealed envelope marked as **“COVER-I”**.

**“Cover –II”** i.e. price part shall be submitted in a separated sealed envelope, which shall be clearly marked **“Price Bid – Do not open”**.

**3.3 Envelope-IA shall contain the following: -**

- (i) A demand draft / Banker's Cheque / Pay order from any nationalised bank / scheduled bank of India for Rs 300/- (Rupees Three Hundred Only) as APPLICATION MONEY towards cost of tender documents in case the document is downloaded from the website.

- (ii) A covering letter containing the following declarations: -

- 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.

**3.4 Envelope - I B shall contain Earnest Money Deposit as per CI-2.0 above (When tender documents have been downloaded from WEBSITE).**

**3.5 Envelope – I shall contain Earnest Money Deposit as per CI-2.0 above (When tender documents have been directly procured from this office).**

**3.6. Envelope -II will contain the following documents:**

**(All the documents in envelope-II are stapled properly and page mark should give in each page).**

- (i) Volume-I of the Tender Document. All pages of Volume-I shall be signed by the Bidder and stamped with his official seal. In Volume-I, the un-priced “Abstract Form Of Tender” & “Form Of Tender” (without price quoted) shall not only be signed and stamped by the Bidder, but must also be duly witnessed.
- (ii) A Declaration as per ‘Annexure – I’ that no conditions / deviations have been added in COVER- II i.e. in the tender offer.
- (iii) Copy of the following document :-
  - 1. Proof of possessing VAT registration certificate.
  - 2. Valid Trade Licence.
  - 3. Valid Professional Tax Clearance Certificates.
  - 4. Proof of possessing valid Employees’ Provident Fund Account.
  - 5. Proof of being registered with Employees’ State Insurance Corporation (ESIC), if applicable. If this is not applicable, documentary evidence to establish non-applicability to be submitted along with techno-commercial bid. Such document(s) shall have to be furnished, along with an affidavit affirmed before a first-class judicial Magistrate to that effect.
  - 6. In case the contractor is not covered under the ESI Act, then he must additionally indemnify Ko.P.T against all damages and accidents occurring to his labourer.
- (iv) Credentials in the form of copies of Letters of Award of Works and corresponding Completion Certificates from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
- v) Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) having valid NSIC Certificate for MSEs along with DIC’s (DISTRICT INDUSTRIES CENTRE) Certificate.



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

- 3.7 COVER-II will contain the tender document with Price Bid as per BOQ and Form of Tender duly signed, sealed (Not stapled) & filled up by the bidder.
- 3.8 The sealed envelopes shall be superscribed with the name of work with the Bid No, bidder's name, Postal address and Telex / Telegraphic / FAX / E-mail address of the Bidder.
- 3.9 The sealed covers must be submitted so as to reach the Sr. Dy. Manager (RZ & Spl. R. T.) I&CF at Cluster-V, P.O. – Haldia Township, Dist.- Purba Medinipur – 721607 by 3:00 p.m. on or before the last date of submission of the tender documents.
- 3.10 Telegraphic / offer submitted through e-mail/ Late Offers shall not be accepted. Trustees / Tender Issuing Authority will not be responsible for any misplacement or late receipts through post or any request for issuance of tender documents and for subsequent submission thereof.
- 3.11 All the bidders should submit the tender in accordance with the Mode of submission of Bid as aforesaid.

#### **4.0 OPENING OF BIDS:**

- 4.1 Only VOLUME-I containing Envelope-I & Envelope-II or Envelope-IA, Envelope-IB & Envelope-II as stated above will be opened on the date and time as fixed in the tender document, at the office of the Sr. Dy. Manager (RZ & Spl. R. T.) I&CF, Haldia Dock Complex or his representative in presence of bidder (or his authorized representative), who wishes to be present.
- 4.2 **Envelope –II & Cover-II of only those bidders who have deposited requisite Earnest Money shall be opened.**
- 4.3 COVER-II containing the price bid will be sealed separately and kept under the custody of Sr. Dy. Manager (RZ & Spl. R. T.), I &CF Division. After evaluation / scrutiny of documents in the Cover-I are completed, the Cover-II i.e. “ Price Bid” documents only of Technically & Commercially accepted Bidders satisfying the Eligibility Criteria stipulated in the NIT shall be opened at a later date, with due intimation to such Bidders.

#### **5.0 SECURITY DEPOSIT:-**

- 5.1 For the successful bidder, the earnest money shall be converted into security deposit and balance security money will be deducted in accordance with clause 3.4 (f) and (g) of the General Conditions of Contract.
- 5.2 Refund of S.D. and forfeiture S.D. shall be guided by Cl. 3.5(i) & (ii) of the G.C.C.

#### **6.0 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 07 days from the date of opening of price bid.  
The same Crossed Demand Draft / Banker's cheque / Pay order etc. of unaccepted tenderers, submitted as Earnest Money, shall be returned / refunded without any interest.

#### **7.0 VALIDITY OF OFFER:-**

The tender shall remain valid for a period of **4 (four) months** from the date of opening of Volume-I. 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 tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees / Sanctioning Authority / Engineer.

## 8.0 DETAILED SCRUTINY OF TENDERS:

- 8.1 During the course of examination of Cover-I of the bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his / their bids. The price bids i.e. Cover-II of those bidders who meet the qualifying criteria of NIT shall be opened.
- 8.2 During techno-Commercial Evaluation, i.e. evaluation of Volume-I of tender, an offer shall be considered non-responsive in case: -
- (i) The tender received after the date and time specified in N.I.T.
  - (ii) Is not accompanied by requisite earnest money.
  - (iii) Bid amount is not accompanied by requisite application money when bid document is downloaded from website.
  - (iv) Validity of the offer is less than tender stipulation.
  - (v) Bid documents not signed and sealed in a manner indicated in the bid documents. It does not meet the Qualification Criteria as stipulated in the NIT.
  - (vi) Documents not submitted as per Clause 3.6 of Instructions to Bidder.
  - (vii) 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 seven 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 Kolkata Port Trust in this regard shall be final and binding on the Bidder.

## 9.0 EVALUATION CRITERIA:

During evaluation of Cover-II i.e. Price Part, provided that the bidder submits his offer following tender stipulations & specifications, **the lowest offer received will be considered for acceptance by the Trustees.**

**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. 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.**

## 10.0 ACCEPTANCE OF TENDER:-

- 10.1 Kolkata Port Trust 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.
- 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.
- 10.3 The successful Tenderer will be notified in writing of the acceptance of his tender. The “Tenderer” then becomes the “Contractor” 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. The Contract Agreement will include the Tender document, time schedule, price offer, additions / modifications / deletions as issued by the Employer and the success full Tender AS ACCEPTED by the Employer.

**11.0 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 tenders are liable to rejection at the option of the Trustees without further reference to the bidder.
- (iii) 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.
- (iv) 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.
- (v) The Tender Documents with all the enclosures, appendices, Abstract Form of Tender and Form of Tender shall be required to be complete, duly filled in and signed in every page of the tender.
- (vi) The Bidder shall give a declaration about the names of their relations employed in Kolkata Port Trust. It is not the intention to debar the Contractors from working if their relatives are working in Ko.P.T, but such a declaration is necessary in the interest of Trustees against any possible lapses.
- (vii) **Date of submission of the tender documents will not be extended under any situation except unscheduled Holiday / Bundh. In case of Holiday / Bundh submission date of the tenders will be 15:00 hrs on the next working day.**

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## **SPECIAL CONDITIONS OF CONTRACT**

**WORK TITLE: - TENDER FOR MODIFICATION OF EXISTING COMPUTER ROOM TO USE AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

### **1. GENERAL**

These provisions though given in a separate section are part of the tender document which must be read as a whole, the various sections being complementary to one another and are to be taken as mutually explanatory. These provisions shall be read in conjunction with the other parts of the tender document viz. General Conditions of Contract, Notice Inviting Tenders, Instructions to Bidders, Particular Specifications, Drawings (if any), Bill of Quantities and other document forming part of the Contract. In case of any discrepancy or ambiguity in the document, the order of precedence of the document as stated below will apply. In particular, these provisions will override those in the General Conditions provided there is discrepancy between them.

### **2. CORRELATION AND ORDER OF PRECEDENCE OF TENDER DOCUMENTS:**

If the stipulations in the various tender document be found to be at variance in any respect, one will override others (but only to the extent these are at variance) in the order of precedence as given in the list below, i.e. any particular item in the list will take precedence over all those placed lower down in the list.

- Order letter.
- Bill of Quantities.
- Drawings (if any).
- Particular Specifications of works.
- Special Conditions of the Contract.
- General Conditions of Contract.

In case of any dispute, question or difference either during the execution of the work or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Manager (I&CF), Haldia Dock Complex, thereon shall be final and binding upon all parties .

### **3. SCOPE OF WORK:**

The work shall have to be executed at Annex building near Jawar Tower complex at Haldia Township of Haldia Dock Complex and mainly comprises of following but not limited to: -

- (i) Take out of wood wall panel, false ceiling, existing partition wall, door and window and deposit the same to RZ (I&CF) store.
- (ii) Stripping out plaster.
- (iii) Brick work, cement concrete work, plaster and neat finish etc.
- (iv) Supply and fixing cast iron spiral stair, collapsible gate, aluminium partition wall, aluminium door and window.
- (v) Painting inside and out side wall surfaces.
- (vi) Supply and fix APP membrane on roof.
- (vii) Cutting and welding MS pipe for fire fighting line.

The scope of work also includes all other works as described in the attached "Bill Of quantities" and ancillary and appurtenant works as may be required hereafter for successful completion of the work in accordance with the Trustee's General Conditions Of Contract, attached Special Conditions Of Contract, Particular Specifications, Bill Of Quantities and in accordance with PWD (West Bengal's) Specifications for materials and workmanship.

### **4. LOCATION:**

The work shall have to be executed at Annex building near Jawar Tower complex at Haldia Township of Haldia Dock Complex.

## 5. ACCESS TO THE SITE:

### (a) By Road:

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

### (b) By Rail:

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

## 6. INSPECTION OF SITE:

The Bidder shall inspect the site of work and thoroughly familiarise himself with the nature of work, site conditions, and access to the site and location before submission of the tender. He should contact the Manager (I&CF), Haldia Dock Complex at his office at Chiranjibpur, Haldia or the Sr. Dy. Manager (RZ & Spl. R. T.), at his office at Cluster-V, P.O. – Haldia Township, Dist.- Purba Medinipur – 721607, Haldia for collecting information about the work and site before submission of the tender. No excuse will be entertained afterwards on the above ground. In case any part of the site cannot be handed over to the successful Bidder in time, no compensation for loss of labour or any other cause nor any claim will be entertained by the Trustees. Suitable extension of time shall, however, be granted to the successful Bidder on that ground if applied for.

## 7. SITE CONDITIONS & METHOD OF WORK :

Modification work in the existing computer room shall have to be executed at Annex building near Jawar Tower complex at Haldia Township of Haldia Dock Complex. Site clearance by taking out existing wood wall panel, false ceiling and partition wall and deposit the same to RZ (I&CF) store. No extra payment for the same will be made.

During execution of the work proper care should be taken to provide adequate protection against any damage to the existing structures, cables, water lines and all such installations at the contractor's risk and expense. Any damage caused / defect arising during construction shall have to be rectified forthwith as directed to the satisfaction of the Engineer, without charging extra. In case the repair to the damages /defect not carried out as directed, the Engineer will have the authority to get it done through other agencies at the risk, cost and expense of the contractor. The successful bidder may be required to barricade the area under construction, duly demarcating the same by flag to ensure safety of both his personnel as well as of persons of HDC. Accordingly, work may have to be executed and continued at odd hours of day and night and on Sundays and holidays. No claim for idle labour on this account shall be considered for payment.

The Bidder shall also take all possible care to avoid any sort of accident during the demolition stage or at any stage of the execution of the work. Necessary precautionary measures should be adopted to avoid accident of any sort. He will be held responsible for any mishap caused due to his negligence or non-compliance to the adoption of proper safety and precautionary measures.

Demolition and dismantling of materials will have to be carried out according to the Bill of Quantities and as directed by the Engineer. This will necessitate making of adequate arrangements to work at heights and bringing down the dismantled / demolished materials to ground tying with rope etc. as necessary to avoid free falling of the materials from height. The dismantled materials are to be disposed off, or stacked within a lead as specified in the B.O.Q. and as directed by the Engineer. Rates are inclusive of all these factors.

Further, if so required by the Engineer in the interests of normal working of the Port, it is found necessary to shift / suspend some construction activity for some duration, this shall be done in compliance with the instructions of the Engineer and as per relevant clause of the G.C.C. The bidder shall consider all the above points while quoting as no separate claim for idle charges towards labour, material will be considered for payment.

## 8. TIME OF COMPLETION: -

The work is urgent in nature and must be commenced immediately on receipt of the work order and to be completed in all respects within **02 (Two) months** including preliminary time from the date of placement of work order.

Works to be carried out to that effect causing least hindrance to traffic. Idle charges on any account whatsoever shall not be paid to the Contractor.

## 9. MAINTENANCE PERIOD:

The Contractor shall maintain the works allotted to him as per Clause 9.0 of the General Conditions of Contract for a period of **6 (Six) months** from the date of completion as certified by the Engineer or his representative in Form G.C.1.

## **10. PARTICULARS OF EXISTING WORKS:**

Such information as maybe given in the specification as to the existing features and works other than those now under construction as part of the present Haldia Dock Complex given without warranty of accuracy and neither the Trustees nor the Engineer will be liable for any discrepancies therein.

## **11. SAFETY:**

The contractor shall adhere to safe construction practice, guard against hazardous and unsafe working conditions and follow all safety precautions for prevention of injury or accidents and safeguarding life and property. The contractor shall comply with relevant provisions of Dock Workers (Safety, Health and Welfare) Act – 1986 and Dock Workers (Safety, Health and Welfare) Regulation – 1990 and Safety Officer of the Trustees or Safety Inspectors shall be afforded all facilities for inspection of the works, tools, plant, machineries, equipments etc. wherever so required. The contractor shall further comply with any instruction issued by the Engineer, Trustees' Safety Officer, Safety Inspector in regards to safety which may relate to temporary, enabling or permanent works, working of tools, plants, machineries, equipments, means of access or any other aspect.

The contractor shall provide all necessary first aid measures, rescue and life saving equipment to be available in proper condition.

The contractor shall provide PPE's (Personal Protective Equipments) such as, helmet, safety shoe etc. to all workers and shall also provide job specific PPE's e.g. protective face and eye shield, goggles, hand gloves for welding / gas cutting works; protective foot wear and gloves for hot works; facemasks, gloves and overalls for painting works, mixing and handling materials etc, as directed by the Engineer.

**The contractor shall adopt all the above safety measures at his own cost.**

The successful bidder shall also ensure that –

- (i) No damage is caused to plants and vegetations unless the same is required for execution of the work.
- (ii) The work shall not pollute any source of water / land / air surrounding the work site so as to affect adversely the quality or appearance thereof or cause injury or death to animal and plant life.
- (iii) His office & labour hutment etc. shall be maintained in a clean and hygienic condition throughout the period of their use and different effluents of the labourhutment shall have to be disposed off suitably.

## **12. POWER SUPPLY:**

If available, suitable power supply may be arranged by the Trustees at the nearest existing supply point of the site of work on receipt of request letter from the Contractor to that effect. All necessary arrangements for the distribution at site will have to be made by the Contractor at his own cost as approved by the Trustees' Plant and Equipment Division.

Charges for consumption of power shall be periodically recovered from the Contractor's Bill at the rates of WBSEB as prevalent amended from time to time including installation and hire charges for meters, Govt Duty as well as 19.25% overhead on electricity charges. The Trustees do not guarantee uninterrupted power supply from the above sources and Contractor shall not be compensated for any delay in providing / irregularity of power supply. The Contractor shall have to arrange for the supply of power at his own cost during such periods.

## **13. WATER:**

The Contractor will arrange for supply of water both for drinking and for construction purposes. However, on written request from the Contractor, water for drinking and for construction purposes may be made available from the exiting water line of the Trustees at a point near the site of work. The contractor will have to arrange for laying pipelines, as necessary, as per approval of the Engineer or his representative, for storing and distributing the same to the work point at his own cost.

For supply of water by Trustees to the Contractor, an amount equivalent to **1% (one percent) of the gross bill** value shall be progressively recovered from the running bill including final bill as applicable.

## **14. KEEPING THE SITE AND WORKING AREA CLEAR:**

The Contractor shall at all times keep the site and working areas free from all surplus materials, rubbish and offensive matter all of which shall be disposed off in a manner to be approved by the Engineer's Representative.

**15. CONSTRUCTION OF SITE OFFICE, STORE ETC:-**

On an application from the Contractor, land near to the site of work will be allotted by the Trustees for the construction of Site Office, Store etc. For such allotment a rent of **Rs.10.00 per annum or part** thereof will be recovered from Contractor's bill. The Contractor shall hand over vacant possession of the land free from all encumbrances within two months from actual date of completion of work (as stated in G.C.-I) failing which penal rent at the rate of Trustees' Schedule of Rent in vogue for the period beyond two months from the actual date of completion of work shall be levied on the Contractor and recovered from his final bill / Security Deposit. The Contractor shall build office, sheds etc. on the land allotted to him as approved by the Engineer or his representative and shall maintain a clean hygienic condition throughout the period of their use. The Contractor shall maintain a Site Order Book at his site office and all orders and instructions issued to him from time to time by the Engineer or his representative will be recorded in the Site Order Book. The Contractor shall promptly sign each entry as a token of having received such orders.

**16. METHOD OF MEASUREMENT:**

Unless otherwise specified in the Particular Specifications and Bill of Quantities, the work shall be measured according to current P.W.D. Schedule of Rates along with recent corrigendum. For details of measurement not covered by the above relevant parts of 1S-1200 (Latest Revision) of B.I.S. shall be referred to.

**17. PAYMENT:**

On account payment to the Contractor shall be arranged as and when required at the discretion of the Sr. Dy. Manager [I & C F] on the basis of measurements of completed works at the quoted rates in the Bill of Quantities. The terms of payment shall be in accordance with Clause-6 of the General Conditions of Contract. Payment will be made directly to the contractor's designated bank account. For this purpose, the contractor will have to indicate (i) name of bank (ii) branch name (iii) branch code and (iv) designated account number in the "Abstract Form Of Tender ". In case payment is made directly through bank, the contractor may be required to submit a pre-receipt as per instruction of HDC.

**18A. MATERIALS:**

The Contractor shall make his own arrangements for procuring and supplying all materials at site including cement except MS pipe which will be supplied free of cost at RZ(I&CF) Store. No extra payment will be made for carriage MS pipe from store to working site. The Engineer or his authorised representative shall have the power to approve or reject any material and work after inspection at any time and the Contractor shall have to replace materials / work not acceptable to the Engineer or his representative, in accordance with CL. No.5.9 of the General Conditions of Contract.

**18B. TESTING OF MATERIALS:**

The Contractor shall undertake all field tests and laboratory tests for all such materials and workmanships as directed by the Engineer or his representative at his own cost. The samples shall be taken for test jointly by the representatives of the Engineer and the contractor at the worksite and tested /sent to a Govt. registered laboratory or Institutional laboratory as may be decided by the Engineer for testing. In case of field test, the contractor shall undertake the test by his own testing equipments or by any approved agency in presence of the representatives of the Engineer and the contractor at the worksite. All the testing charges and all incidental charges like packaging and transporting the test samples, equipments etc. shall be borne by the Contractor.

**19. ESCALATION / VARIATION ON PRICES:**

No Escalation / Variation on the prices on any account will be considered for adjustment / payment.

**20A. CONTRACT LABOUR LAWS:**

The Contractor must comply with the provisions of Contract labour (Regulation & Abolition) Act 1970 and Contract Labour (Regulation & Abolition) Central Rules 1971 and the rules framed there under with all modifications/amendments being enforced from time to time.

The Contractor shall indicate **maximum number of workmen** to be engaged on any day for execution of the work in the appropriate place in the **ABSTRACT FORM OF TENDER** & he shall have to obtain a regular /permanent license as per sec12 (1) of the Contract Labour Act.

Further, whenever a contract work has commenced or completed, the contractor has to intimate the same to the Assistant Labour Commissioner (Central) /labour Enforcement Officer (Central) in Form IV-A, within 15 days of such commencement or completion.

Also, as per "Building & Other Construction Workers (Regulation Of Employment & Conditions Of Service ) Act-1996 and Central Rule 1998, contractors engaging ten (10) or more building workers in any building or other construction works, has to obtain a certificate of registration without fail under the referred act.

The contractor has to arrange for displaying the name of the Regional Labour Commissioner (Central) , Asst. Labour Commissioner (Central) & Labour Enforcement Officer (Central) at his worksite(s).

The contractor shall inform the Principal Employer the date, time & venue of disbursement to be made by him to his workers.

The successful bidder shall also be required to put up a notice at the site of work mentioning the date, time & venue of disbursement to be made by him to his workers and he or his authorized representative shall have to be present during period of disbursement.

#### **20 B. COMPLIANCE WITH E.P.F & M. P. ACT:**

The successful contractor will have to comply with provision of EPF & MP Act –1952 (along with amendments, if any), issued from time to time.

If asked for by the Employer, the contractor will be required to submit Xerox of all payment challans and produce the original for verification to the representative of the principal employer, i.e. Manager (I&CF)

#### **20 C. COMPLIANCE WITH E.S.I ACT:-**

If applicable , the successful bidder will have to comply with provisions of "Employers State Insurance Act – 1948", along with amendments (if any) issued from time to time. He shall obtain ESI registration and shall deduct employees' contribution @ 1.75 % of the wages of each of the employees' and shall deposit the same together with employer's contribution @ 4.75 % of such total wages payable to the employees or at such rates as fixed by the competent authority from time to time.

In case, where an employee is not covered under ESIC Scheme (or contribution not paid for him regularly) and meet an accident during and arising out of his employment, the contractor being the immediate employer, shall be liable to pay him suitable compensation.

The contractor will be required to submit photocopy of all payment challans and produce the original for verification to the representative of the principal employer, i.e. Manager (I&CF).

#### **20 D. INDEMNIFICATION:**

The successful bidder shall be deemed to indemnify and keep indemnified the Trustees from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of any of the provisions of any law, rules or regulations having the force of law, including but not limited to –

- a) The Minimum Wages Act, 1948.
- b) The Dock Workers (Regulation Of Employment) Act, 1948
- c) The Building And Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996
- d) The Dock Workers' Safety, Health & Welfare Act , 1986
- e) The Payment of Wages Act, 1936.
- f) The Workmen's Compensation Act, 1923.
- g) The Employees Provident Fund Act, 1952.
- h) The Contract Labour (Regulation and Abolition) Act, 1970; Rules 1971.
- i) The Payment of Bonus Act, 1965.
- j) The Payment of Gratuity Act, 1972.
- k) The Equal Remuneration Act, 1976.
- l) The Employees State Insurance Act, 1948 & Employees State Insurance (Amendment) Act ,1989
- m) Child Labour (Prohibition and Regulation) Act, 1986.
- n) The Maternity Benefits Act 1961
- o) Interstate Migrant Workmen (Regulation Of Employment & Conditions Of Service) Act , 1979.



**21. FORCE MAJEURE:-**

In the event of either party rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, relevant obligation of the party affected by such Force Majeure shall upon notification to the other party be suspended for the period which Force Majeure events lasts. The cost and loss sustained by the either party shall be borne by the respective parties.

The term "Force Majeure" as employed shall mean the events as below:

- (i) riot (unless solely restricted to or perpetuated by employees of the Contractor or his subcontractors / suppliers or occurring outside India) so far as it is uninsurable;
- (ii) war, hostilities (whether war be declared or not), invasion, directed to or by India or act of foreign enemies, directed to India;
- (iii) rebellion, revolutions, insurrection, or military or usurped power, or civil war in India;
- (iv) Fire, flood, cyclone, hurricane and acts of God.

Time of performance shall be extended by the period of delay, which is directly caused by the Force Majeure. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid shall notify the other party in writing immediately but not later than forty eight hours of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of his claim.

Time of performance of the relative obligation suspended by the Force Majeure shall stand extended by the period for which such event lasts and affects the relative obligation directly. Such extension of time shall be without prejudice to the provision that time is essence of the Contract and any other terms and conditions related to time of completion as may be provided elsewhere in the Contract

If the work is affected by Force Majeure lasting for more than 60 days at a stretch, the parties to the Contract shall settle the issue mutually.

**22. DOCK PERMIT:**

Entry Permits may be necessary for the workmen and for the movement of vehicles for this work. In the interest of work, necessary permits will be issued **free of cost** by the Trustee's, against application as per prescribed proforma by the contractor, after the same is examined and approved by the Engineer. The entry permit will be issued on quarterly basis / monthly basis / daily basis as per requirement following latest Permit Scheme of Haldia Dock Complex. All existing rules, including any amendments thereto, in future, will have to be complied with by the contractor.

**23. LIQUIDATED DAMAGE AND OTHER COMPENSATION:**

If the Contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Engineer in writing, the Contractor shall pay as compensation (Liquidated Damage) to the Trustees as per clause no 8.2(a) of G.C.C. and not as a penalty, ½% (half percent) of the total value of work (contract piece) as mentioned in the letter of acceptance of the tender / offer, for every week including service tax as applicable over the liquidated amount. Provided always that the liquidated amount of such compensation shall not exceed 10% of the said value of work.

**24. TAXES:-**

**The bidder shall not include Service Tax in his rates.** In case Service Tax is payable, it will be paid extra by the Trustees. In that case, the Contractor needs to be registered with the Central Excise for the service to be rendered and copy of the same shall be submitted to HDC. In this case, he will be required to submit necessary bill / challans / invoice in accordance with Service Tax Rules. On demand, the successful bidder will have to submit documents regarding payment of Service Tax. In case the Contractor provides taxable service and charges service Tax, the bill / invoice shall be so raised as to enable H.D.C. to obtain CENVAT credit against the same.

Deduction of Sales / Turnover Tax on works contract, Income Tax shall be made by the Employer from each certificate of payment to the Contractor at the prevalent rates or such other rates as may be specified by the Government from time to time, on the gross amount of the Contractor's bill for payment.

The bidder shall include in their prices any sum payable as taxes (particularly VAT), Royalty etc. or otherwise to the Govt. or public bodies or individuals and such taxes shall not be an extra charge payable by the Trustees.

**25. SETTLEMENT OF DISPUTES: -**

If a dispute of any kind whatsoever arises between the Employer and the Contractor in connection with or arising out of the contract or the execution of the works, the same shall be dealt as per relevant provisions of the General Conditions of Contract and Arbitration and Conciliation Act, 1996.

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## **PARTICULAR SPECIFICATIONS OF WORK**

**WORK TITLE: - TENDER FOR MODIFICATION OF EXISTING COMPUTER ROOM TO USE AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

The materials supplied and the workmanship shall satisfy the Specifications as given in the PWD Schedule of Rates & CE's Schedule of Rates as applicable and the job specifications contained in the Bill Of quantities of the tender. In absence of the above, relevant Indian Standards shall be referred to.

In absence of any Standard / Specification / Code of Practice covering any part of the work related to this tender, instruction / directions of the Engineer will be binding on the contractor.

All works to be done as detailed in the bill of Quantities.

Paints to be used for the works would be approved by the engineer or his representative regarding brand etc. paints should be applied as per manufacturer instruction and / or as directed by the engineer or his representative.

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**(TO BE SUBMITTED WITH COVER- I OFFER)**

**ABSTRACT FORM OF TENDER (UNPRICED)**

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

**(TO BE FILLED IN BY THE BIDDER)**

- ( a ) Name of Work. :  
  
( b ) Estimated Cost. :  
( c ) Earnest Money. :  
(d ) Security Deposit  
( including Earnest  
Money ). : As per provisions in the tender.  
( e ) Time allowed for completion of the work.  
(f) Permanent I/T A/c. No. :  
(g ) Maximum number of  
workmen to be engaged  
on any day. :

**(h) Bank Details :**

**Name Of Bank :-**

**Branch :-**

**Branch Code :-**

**Account Number :-**

Witness :-

(Signature of the Bidder)  
Address :-

( Name in block letters )  
Address :-

Occupation :-

(TO BE SUBMITTED WITH COVER- I OFFER)

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

FORM OF TENDER(UNPRICED)

To  
Sr. Dy. Manager (RZ & Spl. R.T.)  
Haldia Dock Complex.

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

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

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

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

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

Dated :

\_\_\_\_\_  
(Signature of Bidder with Seal)

**WITNESS :**

Signature :

Name of the Bidder :

Name : (In Block  
Letters)

Address :

Address :

Occupation :

**ANNEXURE - I**

**(To be submitted on Company's Letter Head along With Cover-I Offer)**

**Sr. Dy. Manager (RZ & Spl. R.T.),  
Haldia Dock Complex.  
Kolkata Port Trust**

**WORK TITLE: - TENDER FOR MODIFICATION OF EXISTING COMPUTER ROOM TO USE AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

Dear Sir,

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

We further confirm that VOLUME-II of the bid does not contain any condition / deviation.

\_\_\_\_\_  
Signature of the Bidder with Office Seal.

Date:

Place:

**(To be submitted with Cover-I of Offer)**

[PROFORMA OF AFFIDAVIT TO BE SUBMITTED BY BIDDERS NOT HAVING ESI REGISTRATION]

(On Rupees Ten Non-Judicial Stamp Paper)

BEFORE THE 1ST CLASS JUDICIAL MAGISTRATE AT.....

**AFFIDAVIT**

I \_\_\_\_\_, son of \_\_\_\_\_ aged about \_\_\_\_\_  
years, by faith \_\_\_\_\_, by occupation \_\_\_\_\_, residing at  
\_\_\_\_\_, do hereby solemnly affirm and declare as follows: -

1. THAT I am the proprietor/ partner / director of \_\_\_\_\_ having office at  
\_\_\_\_\_ and carrying on business on the said name and style.

(In case the above Deponent is an enlisted Contractor at Kolkata Port Trust, the same should be mentioned in the affidavit).

- a. THAT my aforesaid Firm is exempted from E.S.I. Act and the said Firm has not valid E.S.I. Registration.
- b. THAT the present affidavit is to be filed before the Kolkata Port Trust as per the Clause No. \_\_\_\_\_ of the Tender No. \_\_\_\_\_ issued by the Kolkata Port Trust in respect of the work ( the work is to be mentioned).

That the statements made above are all true to the best of my knowledge and belief.

DEPONENT

Identified by me

**I & C F DIVISION**

**HALDIA DOCK COMPLEX**

**DOCUMENTS**

**FOR**

**TENDER FOR MODIFCAITON OF EXISTING COMPUTER ROOM TO USE  
AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

**Volume-II**

**August - 2015**

**Rs 300.00**

**DOCUMENTS**

**FOR**

**TENDER FOR MODIFICATION OF EXISTING COMPUTER ROOM TO USE  
AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

**Volume-II**

**Issued to:**

**Date of Issue:**

**Signature and Designation  
of Issuing Officer:**

**On behalf of Bidder:**

**Sr. Dy. Manager (I&CF),  
Haldia Dock Complex**



**PREAMBLE TO THE BILL OF QUANTITIES**

**WORK TITLE: - TENDER FOR MODIFICATION OF EXISTING COMPUTER ROOM TO USE AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

- 1.1 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 familiarise himself with the total scope of work and its mode of execution.
- 1.2 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 or his Representative.
- 1.3 This being a **percentage rate tender**, the Bidder shall quote his rates as percentage above / below / at par with the estimated amount put to tender properly based on his own analysis in the '**ABSTRACT FORM OF TENDER**' both in words and in figures.
- 1.4 During the detailed scrutiny and evaluation of tender any discrepancy or error found between the figures and words in the quoted percentage at appropriate place in Bill of Quantities the following methods shall be adopted for arriving at the final figures:
  - (i) When there is a difference between percentage quoted in figure and in words, the percentage rate which complies with the amount worked by the tenderer for this shall be taken as correct.
  - (ii) When the amount of the tender is not worked out by the tenderer or it does not correspond with the percentage rate (above / below / at par) written either in figures or in words then the percentage rate quoted by the tenderer in words shall be taken as correct and the value of the tendered amount shall be worked out accordingly.
  - (iii) When the percentage rate (above / below / at par) quoted by the tenderer in figures and in words matches but the amount is not worked out correctly, the percentage rate quoted by the tenderer shall be taken as correct and the value of the tendered amount shall be worked out accordingly.

**The Tender Price thus established would be taken for comparative evaluation of tenders.**

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**NOTE: - While quoting the rate it should be noted that the bidder should on no account overwrite the figures or use correcting fluid in the tender. Any necessary amendment shall be made by striking out the original figure and writing the corrected figures on the top. All such amendments shall be duly authenticated by signing under office seal by the bidder. The bidder shall quote his rate in conformity with the tender provisions with the "Form Of Tender" and "Abstract Form Of Tender" duly filled up, signed and witnessed.**

**ANY DEVIATION FROM THE ABOVE MAY RENDER THE TENDER OFFER AS REJECTED.**

**BILL OF QUANTITIES**

**WORK TITLE: - TENDER FOR MODIFCAITON OF EXISTING COMPUTER ROOM TO USE AS SERVER ROOM AT JAWAHAR TOWER, HDC, HALDIA.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 11**

<b>It. No.</b>	<b>Description of items</b>	<b>Quantity</b>	<b>Rate</b>	<b>Unit</b>	<b>Amount</b>
1	Earth work in excavation of foundation trenches or drains in all sorts of soil (including mixed soil but excluding laterite or sandstone) including removing, spreading or stacking the spoils within a lead of 75 m. as directed. The item includes necessary trimming the sides of trenches, levelling, dressing and ramming the bottom, bailing out water as required complete. Depth of excavation not exceeding 1.50 m.	1 Cu.M.	120.47	Cu.M.	120.47
2	Labour for taking out door and window frame including shutter for repair or replacement of different parts of the frame & refixing the same including mending good all damaes complete.	11 Sq.M.	133.10	Sq.M.	1464.10
3	Dismantling all types of masonry excepting cement concrete plain or reinforced, stacking serviceable materials at site and removing rubbish as directed within a lead of 75 m. In ground floor including roof.	1.5 Cu.M.	451.00	Cu.M.	676.50
4	Dismantling all types of plain cement concrete works, stacking serviceable materials at site and removing rubbish as directed within a lead of 75 m. Upto 150mm thick concrete.	0.5 Cu.M.	949.00	Cu.M.	474.50
5	Stripping off worn out plaster and raking out joints of walls, ceilings etc. up to any height and in any floor including removing rubbish within a lead of 75m as directed.	25 Sq.M.	19.00	Sq.M.	475.00
6	Provide and lay cement concrete with graded stone ballast (25mm size) excluding shuttering with 1:3:6 proportion with Pakur verity stone chips.	1 Cu.M.	5772.80	Cu.M.	5772.80
7	Cutting holes and subsequent mending good damages in brick work.	3 Mtr.	115.00	Mtr.	345.00
8	Cutting holes and subsequent mending good damages in concrete work.	3 Mtr.	140.00	Mtr.	420.00
9	Provide and lay brick work with 1st class bricks in cement mortar (1:6).	2.5 Cu.M.	6364.60	Cu.M.	15911.50
10	Provide and lay plaster (to wall, floor, ceiling etc.) with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints or roughening of concrete surface, including throating, nosing and drip course, scaffolding / staging where necessary. with 1:4 cement mortar. (15 mm. to 20mm. thick plaster).	35 Sq.M.	184.80	Sq.M.	6468.00

It. No.	Description of items	Quantity	Rate	Unit	Amount
11	Neat cement punning about 1.5 mm. thick in wall, dado, window, sills, floor, drain etc.	15 Sq.M.	41.80	Sq.M.	627.00
12	Supplying, fitting and fixing cast iron heavy type spiral staircase of approved design with 50 mm. dia. Stem and C.I. Steps 150 mm as per design 900 mm. high C.I. railing including necessary M.S. tie of suitable section embedded to wall with cement concrete (1:2:4) including cost of intermediate C.I. platform secured with necessary tie to stem and wall with cement concrete (1:2:4) including fixing the stem in ground with cement concrete (1:3:6) complete in all respect with all labour and materials (Payment to be made on vertical height in between 1st step and top platform.) (a) With 1200 mm. dia. Well	4.0 Mtr.	5424.10	Mtr.	21696.40
13	Collapsible gate with 40mm x 40mm x 6mm G.I. Tee as top and bottom guide rail, 20mm x 10mm x 2mm G.I. vertical channels 100mm apart in fully stretched position 20mm x 5mm G.I. (M.S.) flats as collapsible bracings properly riveted and washered including 38mm steel rollers including locking arrangements, fitted and fixed in position with lugs set in cement concrete and including cutting necessary holes, chasing etc. in walls, floors etc. and making good damages complete.	3.0 Sq.M.	4417.60	Sq.M.	13252.80
14	Supplying, fitting & fixing of Aluminium fixed partition wall of all aluminium sections via top, bottom and side member, intermediate member, glazing clip made of Aluminium Alloy Extrusions conforming to IS: 733-1983 and IS: 1285-1975, anodized conforming to IS:1868-1983, fitted with all other accessories viz. EDAM gasket, cleat, angle screws etc. including labour charges for fitting and fixing of aluminium fixed partition wall with glass / panel board all complete as per architectural drawings and direction of Engineer-in-charge. (Excluding cost of glass / panel board, 10-12 Micron thickness Anodizing film). Natural white.	220.0 Kg.	479.60	Kg.	105512.00
15	Supplying, fitting & fixing of partly glazed partly panelled or fully glazed single leaf Aluminium swing door of all aluminium sections viz door frame ( top and side frame), shutter( top rail, bottom rail, lock rail, door vertical) , glazing clip made of Aluminium Alloy Extrusions conforming to IS:733-1983 and IS: 1285-1975, anodized conforming to IS:1868-1983, fitted with all other accessories viz. EPDM gasket, cleat, angle screws etc. including labour charges for fitting and fixing of aluminium door with door spring, / aluminium hinges, glass / Panel board all complete as per architectural drawings and direction of Engineer-in-charge.( Excluding cost of glass / panel board, door spring / Al hinges, door closer, door stopper, handle, tower bolt and locking arrangement etc). 10-12 Micron thickness Anodizing film Natural white.	80.0 Kg.	473.00	Kg.	37840.00

It. No.	Description of items	Quantity	Rate	Unit	Amount
16	Aluminium sliding Window of all Aluminium sections viz. window frame (top, bottom & side frame), shutter (top, bottom, side & interlock member) made of aluminium alloy extrusions conforming to IS 733-1983 & IS 1285-1975, anodised conforming to IS 1868-1983, fitted with all other accessories viz. PVC roller, EPDM gasket, maruti lock, screws etc. including labour charges for fitting & fixing of aluminium 2-track / 3-track sliding window with fixing of glass (excluding cost of glass) all complete as per architectural drawings and direction of Engineer-in-charge. 10-12 Micron thickness Anodizing film Natural white.	15.0 Kg.	543.40	Kg.	8151.00
17	Supplying and fixing bubble free float glass of approved make and brand conforming to IS: 2835-1987.				
	i) 4mm thick clear glass	2.2 Sq.M.	522.50	Sq.M.	1149.50
	ii) 5mm thick clear glass	37.0 Sq.M.	690.80	Sq.M.	25559.60
18	Supply and deliver Chequered aluminium sheet 3mm. Thick of approve quality.	60.0 Kg.	254.00	Kg.	15240.00
19	(A) Supplying Aluminium casted body hydraulic door closer as per I.S.I.	4 Nos.	832.70	Each.	3330.80
20	Supplying 125 mm. Dia acrylic handle for aluminium door as per approved make & brand. Natural Colour.	8 Nos.	237.60	Each.	1900.80
21	Supplying Aluminium casted body butt hinges (KOBRA type). Natural white.	12 Nos.	74.80	Each.	897.60
22	Supplying 4 lever mortice lock or any approved make and brand as per direction of the Engineer- in -Charge. 150mm.	4 Nos.	496.10	Each.	1984.40
23	Removing old scales, blisters etc. of interior surface of walls, ceiling by scraping etc. and preparing smooth and even surface with rendering or cement mortar (1:2) (as necessary), to make the surface suitable for receiving distemper. (Payment against this item will be made only when this has been done on the specific direction of the Engineer-in- charge).	250.0 Sq.M.	11.45	Sq.M.	2862.50
24	Provide and apply decorative cement based paint of approved quality after preparing the surface including scraping the same thoroughly (plastered or concrete surface) as per manufacturer's specification in ground floor. (One coat).	15 Sq.M.	40.70	Sq.M.	610.50
25	Applying Exterior grade Acrylic primer of approved quality and brand on plastered or concrete surface old or new surface to receive decorative textured (matt finish ) or smooth finish acrylic exterior emulsion paint including scraping and preparing the surface thoroughly, complete as per manufacturer's specification and as per direction of the EIC. One coat.	20 Sq.M.	37.44	Sq.M.	748.80

It. No.	Description of items	Quantity	Rate	Unit	Amount
26	Protective and decorative Acrylic exterior emulsion paint of approved quality, as per manufacturer's specification and as per direction of EIC to be applied over acrylic primer as required. The rate includes cost of material, labour, scaffolding and all incidental charges but excluding the cost of primer for two coats. Premium 100% Acrylic Emulsion.	100 Sq.M.	101.20	Sq.M.	10120.00
27	Rendering the surface of walls and ceiling with white cement based wall putty of approved make and brand (thickness not less than 1.5mm).	250 Sq.M.	134.20	Sq.M.	33550.00
28	Synthetic distemper to interior wall, ceiling with a coat of solvent based interior grade acrylic primer (as per manufacturer's specification) including cleaning and smoothening of surface (two coats).	250 Sq.M.	80.30	Sq.M.	20075.00
29	Priming one coat on steel or other metal surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc.	30 Sq.M.	34.10	Sq.M.	1023.00
30	Painting with best quality synthetic enamel paint of approved make and brand including smoothening surface by sand papering etc. including using of approved putty etc. on the surface, if necessary. On steel or other metal surface: Two coats (with any shade except white).	30 Sq.M.	94.60	Sq.M.	2838.00
31	Provide, supply and lay 3mm thick SIKa 103 (TEXSA) APP membrane through torching over the R.C.C roof including taking out of existing old and damaged membrane, repairing of cracks by cement mortar with Sika Latex and necessary surface preparation all complete.	210 Sq.M.	365.97	Sq.M.	76853.70
32	Labour for M.S. work in angles, tees, plates, pipes etc. Including cutting to sizes, welding, drilling holes, bolting and hoisting and fixing and placing in position including welding etc. complete. (M.S. materials will be supplied at Ko.P.T. store at Haldia).	1000 Kg.	7.30	Kg.	7300.00
33	Cutting requisite length or shape departmental M.S. Joists, channels, angles, tees, plates etc.	300 Sq.M.	8.80	Sq.M.	2640.00
34	Welding in M.S. structural work gas or electric. (Continuous weld 6.0 mm thick per run).	500 Cm. Run	9.90	Per cm run	4950.00
35	Removal of rubbish, earth etc. from the working site and disposal of the same beyond the compound, including loading into truck and cleaning the site in all respect as per direction of Engineer-in-charge.	5 Cu.M.	168.00	Cu.M.	840.00

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**Total= 433681.27**
**[Rupees four lakh thirty three thousand six hundred eighty one and paise twenty seven only].**

**ABSTRACT FORM OF TENDER**

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

**(TO BE FILLED IN BY THE BIDDER)**

( a ) Name of Work. :

( b ) Estimated Cost. :

( c ) Earnest Money. :

(d ) Security Deposit  
( including Earnest  
Money ). : As per provisions in the tender.

( e ) Time allowed for completion of the work.

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

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

**(h) Bank Details :**

**Name Of Bank: -**

**Branch:-**

**Branch Code: -**

**Account Number:-**

(i)

**TENDERED BY ME / US IS :**

**% (\_\_\_\_\_Percent) ABOVE / BELOW / AT PAR  
WITH THE ESTIMATED AMOUNT.**

Witness: -

(Signature of the Bidder)

Address:-

Name :-

(In block letters)

Address :-

Occupation :-

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

**FORM OF TENDER**

To  
The Sr. Dy. Manager (I&CF),  
Haldia Dock Complex.

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

THE TOTAL AMOUNT OF TENDER Rs. -----

(Repeat in words) -----

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

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

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

Dated:

\_\_\_\_\_  
(Signature of Bidder with Seal)

**WITNESS :**

Signature :

Name of the Bidder :

Name :

Address :

(In Block Letters)

Address :

Occupation :