

**I & C F DIVISION**

**HALDIA DOCK COMPLEX**

**DOCUMENTS**

**FOR**

**TENDER FOR SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR  
USE HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 12**

**Volume-I**

**AUG- 2015**

**Rs 300.00**

# **DOCUMENTS**

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**TENDER FOR SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR  
USE HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 12**

**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 में हल्दिया वी.टी.एम.एस. स्टेशन के उपयोग लिए विभिन्न फरनिचार सप्लाई एवं डेलीवरी के लिए निविदा ।
निविदा संख्या	:	एस.डी.एम./ आर ज़ेड / 2015-16 / टी / 12
अनुमानित लागत	:	रु. <b>98,000.00</b>
निष्पादन की अवधि	:	02(दो) माह
बयाना लागत	:	रु. 1000.00 रुपये [बाहर की सप्लायर के लिए]। [आयोजिक ठेकेदार, वर्ग 'ए' 'बी' और 'सी' के बयाना जमा से छूट दी गई है ]।
बिक्री अवधि (दोनों दिन सहित)	:	19-08-2015 से 31-08-2015 (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	:	01-09-2015 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 supplier from outside agencies 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 SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR USE HALDIA VTMS STATION, HALDIA, H.D.C.</b>
☞ Tender No	:	<b>TENDER NO. : SDM / RZ / 2015 – 16 / T / 12</b>
☞ Estimated Cost	:	<b>Rs 98000.00 [Rupees ninety eight thousand only].</b>
☞ Period Of Execution	:	<b>02 [Two] Months.</b>
☞ Earnest Money	:	<b>Rs 1000.00 [Rupees one thousand only for out side supplier].</b> [Enlisted contractor of class-'A', 'B' & 'C' are exempted from deposition of earnest money].
☞ Sale Period (both days inclusive)	:	<b>19-08-2015 to 31-08-2015 (UPTO 14:00 Hrs.)</b> (Bid document will be available on HDC, Ko.P.T Website).
☞ Last date of submission of tender and opening of Cover - I of the tender	:	<b>01-09-2015, Submission</b> Upto 15:00 hrs.  Opening after 15:30 hrs.
☞ Cost of Tender Document (Non-refundable)	:	<b>Rs 300.00 [Rupees three hundred only].</b>
☞ Contact Person.	:	Sr. Dy. Manager [RZ & Spl. R. T.], I&CF Div, Haldia Dock Complex.

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.ज़ेड.एंड स्पेशल आर.टी) अफिस  
Sr. Dy. Manager (R.Z & SPL R.T)'s Office  
आई.एंड सी.एफ. प्रभाग  
I & CF Division



क्लास्टर - V,  
पोस्ट:- हल्दिया टाउनशप - 721 607  
दूरभाष सं. (03224) 263389  
फैक्स सं. (03224) 252110

Cluster - V,  
P.O:- Haldia Township - 721607  
Phone No. (03224) 263389  
Fax No.(03224) 252 110  
Dist. Purba Medinipur

## **NOTICE INVITING TENDER**

No. SDM / RZ / 2015- 16 / T / 12 / 252

Date: 17 / 08 / 2015

**WORK TITLE: - TENDER FOR SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR USE HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 12**

**Sealed tenders are invited on two cover basis ( i.e. Cover-I Techno commercial part & Cover-II Price Part ) from the bonafide supplier from outside agencies and / or enlisted contractors of Class 'A', 'B' and 'C' of I&CF Division of Haldia Dock Complex, Haldia.**

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

**Credential: -** 1. The bidders should be an enlisted contractor of Class 'A', 'B' and 'C' of I&CF Division and also may be outside suppliers.

2. (a) For outside agencies other than enlisted contractor- Execution of supply and delivery contracts of different materials to the Govt. Organisation / PSU Organisation / Private Organisation, which should be substantiated by producing copy of Purchase Order, Receipt challan / Tax invoice / Consignment Note / Completion certificate etc. as a proof of supply.

(b) The enlisted contractors of 'A', 'B' and 'C' of I&CF Division of Haldia Dock Complex, successfully executed & completed any civil engineering work or supply and delivery of materials.

The above credential should be within last 5(Five) 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.

3. Work experience, as a sub-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>01-09-2015</b>	Time	<b>UPTO 15:00 hrs.</b>	Date of Opening of Cover-I of the Tender.	<b>01-09-2015</b>	Time	<b>15:30 hrs. Onwards.</b>
<b>Period of sale of Bid Document</b>	<b>19-08-2015 to 31-08-2015 (UPTO 14:00 Hrs)</b> (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 1000.00 [Rupees one thousand only for out side supplier].</b> [Enlisted contractor of class-'A', 'B' & 'C' are exempted from deposition of earnest money].						
<b>Period Of Execution</b>	<b>02 [Two] Months.</b>						
<b>Estimated Cost Of Work</b>	<b>Rs 98,000.00 [Rupees ninety eight thousand 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 by cash or 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: -**

- That the Bidding Firm has not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.**
- 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 SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR USE HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 12**

### **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 1000.00 [Rupees one thousand only for out side supplier].**

[Enlisted contractor of class-‘A’, ‘B’ & ‘C’ are exempted from deposition of earnest money].

#### **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:**

#### **3.1 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.**

#### **3.2 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 i.e. **COVER-I** shall contain VOLUME-I of tender document, ENVELOPE -I & ENVELOPE - II and **COVER-II, VOLUME-II of tender document.**

When tender documents have been downloaded from WEBSITE, **COVER-I** shall contain VOLUME-I of tender document, ENVELOPE-IA, ENVELOPE-IB & ENVELOPE - II and **COVER-II, VOLUME-II of tender document.**

Envelope-I & Envelope-II OR Envelope-IA, Envelope -IB & Envelope -II (as the case may be) shall be put in a sealed envelope marked as “**COVER-I**”. “**Cover –II**” shall be clearly marked “**Price Bid – Do not open**”. Each envelope shall bear the name of the tender.

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

- (i) A demand draft 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 shall contain Earnest Money Deposit as per CI-2.0 above.

3.5 Envelope - I B shall contain Earnest Money Deposit as per CI-2.0 above.

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.
- iv) Copy of Purchase Order, Receipt challan / Tax invoice / Consignment Note / Completion certificate etc. or Credentials in the form of copies of Letters of Award of Works and corresponding Completion Certificates from owners as applicable.
- 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 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 of the General Conditions of Contract.

5.2 Refund of S.D. and forfeiture S.D. shall be guided by 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 escinding 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:**

**The price offer of techno-commercially qualified bidders will be evaluated on item-wise lowest cost basis. Orders may be placed in parts. While quoting a rate against any item, Bidders are advised to keep in mind that, in the event of part order being placed, the rate quoted against the ordered item shall form the basis of the subject order.**

**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 SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR USE HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 12**

### **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 over ride 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 comprises of supply and delivery of various furniture at VTMS station 11<sup>th</sup> floor at Jawar Tower as per BOQ.

### **4. LOCATION:**

VTMS at 11<sup>th</sup> floor of J/ Tower , HDC, Haldia Township.

### **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. 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.

### **7. 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.

**8. PAYMENT:**

Only final payment will be made after completion of supply successfully.

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

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

**10. GUARANTEE PERIOD:**

The materials, with all accessories and attachments, shall have to be guaranteed by the supplier against the manufacturing defects or poor performance for a period of 06 Months from the date of acceptance. If any defect whatsoever develops during the Guarantee Period, the defective materials will have to be replaced / rectified, as the case may be the bidder at their own cost.

**11. 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 or part thereof the work remains unfinished. Provided always that the amount of such compensation shall not exceed 10% of the said value of work.

**12. TAXES:-**

**The bidder shall supply the materials including all taxes.**

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.

**13. 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 SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR USE HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 12**

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 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.

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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 SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR USE  
HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 12**

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:

**I & C F DIVISION**

**HALDIA DOCK COMPLEX**

**DOCUMENTS**

**FOR**

**TENDER FOR SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR  
USE HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 12**

**Volume-II**

**AUG- 2015**

**Rs 300.00**

**DOCUMENTS**

**FOR**

**TENDER FOR SUPPLY AND DELIVERY OF VARIOUS FURNITURES TO  
USE HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 12**

**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 SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR USE HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2014 – 15 / T / 12**

- 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 supplied 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 an **Item Rate tender**, the Bidder shall quote his rates against all items in the Bill of Quantities both in figures and in words. The Bidder shall calculate amounts against individual items of supply and, after adding amounts against all items to be supplied, shall mention the total amount obtained in the '**ABSTRACT FORM OF TENDER**' and in the '**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 rates quoted by the bidders in figures and in words or in the amount worked out by him in the 'Bill of Quantities' shall be corrected by tendering authority. In such cases the following methods shall be adopted for arriving at the final figures:
  - (i) When there is a difference between the rate quoted in figure and in words, the rate which complies with the amount worked out by the bidder for this shall be taken as correct.
  - (ii) When the amount of an item in the tender is not worked out by the bidder or it does not correspond with the rate written either in figures or in words then the rate quoted by the bidder in words shall be taken as correct and the value of the amount shall be worked out accordingly.
  - (iii) When the rate of an item quoted by the bidder in figures and in words matches but the amount is not worked out correctly, the rate quoted by the bidder shall be taken as correct and the value of the amount shall be worked out accordingly.
  - (iv) When the bidder has not quoted rates in figures or in words in respect of one or more items, nor has he worked out the corresponding amounts, the tender shall be treated as 'incomplete tender' and shall not be taken into 'comparative statement'.
  - (v) The total amount shall be worked out by adding the amounts for individual items as thus checked and corrected.

**The Tender Price thus established for individual items 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 SHALL RENDER THE TENDER OFFER AS REJECTED.**

**BILL OF QUANTITIES**

**WORK TITLE: - TENDER FOR SUPPLY AND DELIVERY OF VARIOUS FURNITURES FOR USE  
HALDIA VTMS STATION, HALDIA, H.D.C.**

**TENDER NO. : SDM / RZ / 2015 – 16 / T / 12**

<b>SL.</b>	<b>Description of item</b>	<b>Quantity</b>	<b>Rate</b>	<b>Unit</b>	<b>Amount</b>
1	Supply of Sofa-cum-bed (With champ wood, 3-seater and approx 6 ft long).	02 Nos.		Each.	
2	Supply of Steel revolving chair of Model No-5036 of Raja make or equivalent approved make.	04 Nos.		Each.	
3	Supply of Steel chair of Model No-5044 of Raja make or equivalent approved make.	06 Nos.		Each.	
4	Supply of aluminium leg table with one side 03 nos drawer ( Size of table 4'x2')	04 Nos.		Each.	
5	Supply centre table with champ wood with glass top 3'x1.5'x1.5'	02 Nos.		Each.	
6	Supply Steel Almirah 78"x36"x19" with four / five shelves of Model No-OA-1 of Raja make or equivalent approved make.	01 Nos.		Each.	
<b>Total =</b>					

**(In words)**

**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) TOTAL AMOUNT TENDERED BY ME / US IS**

**(In figures) :** \_\_\_\_\_

**TOTAL AMOUNT TENDERED BY ME / US IS**

**(in words) :** \_\_\_\_\_

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 :  
(In Block Letters)

Address :

Address :

Occupation :