

**KOLKATA PORT TRUST**

General Administration Department

No. Admn/Misc.689

February 24, 2014

CVO/DMD/CHE/CE/CME/CMO/TM(I/C)/  
FA&CAO(I/C)  
Sr. Personnel Officer/Chief Law Officer/  
Jt. Director(Research)/Estate Manager(I/C)/  
Materials Manager (I/C)

Manager(Coord)/Manager (Marine Ops.)/  
Manager(Admn)/Manager(Sh&CH)/  
Manager(P&E)/Manager(Rlys)/  
Manager(Finance)/Manager(I&CF)/  
Manager (P&IR)/Manager (MM)/  
Medical Supdt., HDC.

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**Sub: Procedure for acceptance of single bid/offer.**

The matter regarding acceptance of single bid/offer has since been examined in consultation with the Vigilance Department and keeping in view the observation and recommendation of CVO in the matter and in supersession of earlier orders in respect of extension of tender unless 3 bids are obtained, it has been decided that henceforth the following procedure will be followed in the acceptance of single tender bid at both KDS and HDC:-

- i) The present practice of extension after due date should be stopped. It should be clearly indicated in all tender documents that tender will not be extended under any situation.
- ii) If, at least 2 technically qualified bids are received in a tender on the first invitation, the price bid may be opened for evaluation.
- iii) If a single technically qualified bid is received in a tender on the first occasion, the same will not be opened. The tender will be discharged and fresh tender will be invited.
- iv) Before issuing the tender for second or subsequent invitation of bids, the works may be repackaged or the estimated cost revised based on current market values. Repackage would mean change of techno-commercial parameters, if any, with respect to the original tender.

- v) Single technically qualified bid may be accepted in the second or subsequent invitations giving detailed justification and obtaining approval of the competent authority.
  - vi) The single qualified bidder against the first invitation of tender, if participates in the second or subsequent invitations, will have the option to have the EMD already furnished to count for the second or subsequent invitations, provided the validity of the Banker's Cheque/Demand Draft/Pay Order/Bank Guarantee is suitably extended by the party, where applicable. However, in case of upward revision of the estimated cost in the second or subsequent invitations of bids, the party will be required to submit the difference of EMD. As Earnest Money in the form of Bank Guarantee is accepted only in case EMD exceeds Rs. 10 lakh, the same should be kept in view while considering EMD furnished by the bidder in his original bid.
2. The above procedure will be followed in respect of all tenders, except tenders relating to the Estate Department for which a separate procedure is being evolved with the approval of the competent authority.
3. The entire procedure as given in para 1 would be reviewed after six months by all the Departments of KDS and all the Divisions of HDC who should give their feedback to the respective Dy. Chairman indicating their experience and suggestions in the matter.

This issues with the approval of Chairman.

  
(S. Pradhan)  
Sr.Dy.Secretary-I  
for Secretary

Copy to Sr.DS-II/DS-I/DS-II/SAS-I/SAS-II/SAS-III/SAS-IV for information.

Copy to PS to Secretary for information of Secretary.