

कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
हल्दिया गोदी परिसर

HALDIA DOCK COMPLEX
सामग्री प्रबंधन प्रभाग, जवाहर टावर, द्वितीय तल,
Office of M.M Division, Jawahar Tower, 2nd floor,
पो. : - हल्दिया टाउनशिप, जिला:- पूर्ब मेदिनीपुर
P.O. - Haldia Township, Dist: Purba Medinipur

Phone: +913224-263256 Fax: +913224 263255; E-mail: psbrahma@kopt.in / ncmaji@kopt.in

Tender No: HDC/MM/LT- 25/13/91

Date- /11/2015

Sealed Tenders are invited from reliable, bonafied & experienced general order suppliers/ printers for supply and delivery of "Beat Book and Mess Caution Money Receipt Book for CISF" as per Bill of Quantity to Haldia Dock Complex.

Bid Document may be downloaded from KoPT (www.kolkataporttrust.gov.in), HDC (www.haldiadock.gov.in) and CPP (www.eprocure.gov.in) website. Corrigendum or clarifications, if any, shall be hosted on the above mentioned websites only.

SCHEDULE OF TENDER (SOT)

a)	TENDER NO.	::	HDC/MM/LT-25/13/91
b)	Tender document is available for downloading from	::	24.11.2015
c)	Last date of submission of tender on or before	::	14.12.2015 upto 15.00 HRS
d)	Date & Time of opening of tender.	::	14.12.2015 after 15.30 HRS

Important instructions

1.	Tenderers are requested to read the Bill of Quantity and terms & conditions of this tender before submission of tender.
2.	No tender will be accepted after the due date and time mentioned in tender.
3.	No deviation to the technical and commercial terms & conditions is allowed.
4.	HDC has the right to cancel this tender without assigning any reason thereof.
5.	The tender should be submitted with Signature and Official Seal on every page strictly as per the terms and conditions and laid down procedures only.
6.	In case there is an unscheduled HOLIDAY / BANDH / STRIKE on the prescribed last date of submission and opening of Bid, the next working day will be treated as the scheduled prescribed day for the same.
7.	Due date of submission of tender will not be extended under any situation.

Signature of Tenderer with Office Seal

No.: HDC/MM/LT- 25/13/91

BILL OF QUANTITIES CUM PRICE SCHEDULE(Tender No. **HDC/MM/LT-25/13/91**)

Tender for supply and delivery of Beat Book and Mess Caution Money Receipt Book for CISF of Haldia Dock Complex.

Tenderers are to Quote price in this schedule

Sl. No.	Item Code No.	Description of Item	Qnty	Unit	Unit rate On FOR up to HDC's store at Haldia Basis (In Rs.)	Total amount (In Rs.)
1.	449990015	Beat Book Book of 50 leaves each with numbering serially as per sample. White creamwove paper , sizes of leaf 90mm.x 110mm. , GSM of the paper 58--62, Ordinary book binding. <u>Top & Bottom covered with thick white paper</u> Printing nomenclature as per sample.	1800	Books		
2.		Mess Caution Money Receipt Book. Book of 100 leaves each with numbering serially as per sample. White creamwove paper , sizes of leaf 100mm.x 210mm. , GSM of the paper 58--62, All copy middle perforated. Left side covered with 50 mm, wide calico, Top & Bottom covered with thick M.P., printing in one side, printing nomenclature as per sample, paper label	50	Books		
Total:-						

TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES:-

SL. NO.	TARIFF HEAD	WHETHER APPLICABLE	APPLICABLE RATE (%)	Whether INCLUSIVE / EXCLUSIVE
1.	Excise Duty			
2.	Sales Tax (CST/WBST/VAT)			
3.	OTHER DUTIES (IF ANY)			

Date :-----

Signature of Tenderer with Office Seal

Place :-----

Name:-----**Phone:****Address:**.....**Fax:**.....

.....

E-mail:

.....

No.: HDC/MM/LT- 25/13/91

Commercial Terms & Conditions

1. HDC will not be responsible in any way for postal delay. HDC / KoPT reserves the rights to reject all tenders or to accept any tender in whole or part without assigning any reason thereof.
2. Mere participation in tender will not mean that a particular bidder will automatically be considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.
3. The trustees reserve the right to reject or to accept the tender in whole or in part without assigning any reason whatsoever thereof.
4. **SCOPE OF WORK:**
The work comprises of loading, supplying, delivery unloading & stacking of **"Beat Book and Mess Caution Money Receipt Book for CISF"** as specified in the Bill of Quantities at Central Stores of MM Division at Chiranjibpur of Haldia Dock Complex.
5. **VALIDITY :**
The tender shall remain open for acceptance for a period of 60 **days** from the date of opening of techno-commercial bid.
6. **PRICES:**
Price should be quoted **F.O.R Central store/ site of MM Division at Chiranjibpur, Haldia**, i.e on free delivery basis up to Central Store/ site of MM Division at Haldia.
7. **Evaluation**
Evaluation will be made on over all lowest offer evaluation basis on_quoted rate (L1)
8. **PAYMENT:**
Payment will be made against supplier's clear bill within **30 (thirty)** days of receipt of satisfactory acceptance of materials at central store/ site. Payments shall be credited to supplier's bank account through ECS/NEFT/RTGS mechanism at all centers where such facilities are available in the bank. Accordingly bidders are requested to submit their bank Account No with the name and address of the bank along with the branch name and code number in the bill.
9. **DELIVERY :**
Delivery of the materials must be completed within 21 **days** from the date of receipt of order by the supplier.
10. **INSPECTION :**
Inspection of materials shall be done by Trustees' authorized officer (**representative of MM Division, HDC**) after delivery of material at the Central Store of M. M. Division of Haldia Dock Complex, Chiranjibpur, Haldia.
11. **PACKING OF MATERIALS:**
The Supplier shall be responsible for proper packing and delivery of Stores. The materials should be packed by the Supplier/Manufacturer at their own cost for protection against any damage, loss, breakage or leakage etc.
12. **JURISDICTION OF COURT :**
The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Calcutta.
13. **WORKMEN COMPENSATION :**
The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading & stacking job at HDC's site, under workmen compensation act, fatal accident act and personal injuries insurance act for protection against any injury / accident and shall have to bear all the consequences and cost as applicable as per relevant acts.

Signature of Tenderer with Office Seal

14. PERSONAL PROTECTIVE EQUIPMENT (PPE):

Suppliers and their workmen including driver & helper must use **PPE** i.e. **Safety Helmet** etc. at the time of supply of materials inside the dock premises.

15. SAMPLES:

Samples are available at the office of the M M Division. Bidder must inspect the samples before quoting the rates.

Date : -----

Signature of Tenderer with Office Seal

Place : -----

Name:-----

Phone:

Address:.....

Fax:.....

.....

E-mail:

.....

