

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

TENDER DOCUMENT

FOR

**HIRING OF ONE DRY MOTOR CAB
FOR USE OF DEPUTY CHAIRMAN**

UNDER

HALDIA DOCK COMPLEX

This set of Tender Document is hereby issued to:

Name of Tenderer : -----

Address of Tenderer : -----

Date of Issue : -----

**For Sr. Dy. Manager (Admn.)
Haldia Dock Complex
Kolkata Port Trust**

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

**DETAILED TENDER NOTICE FOR HIRING OF ONE DRY MOTOR CAB
FOR USE OF DEPUTY CHAIRMAN, HALDIA DOCK COMPLEX**

Sealed tenders are invited for bare hiring of one dry motor cab AC (commercial, diesel driven) having capacity less than 2000 CC for Deputy Chairman, Haldia Dock Complex, Kolkata Port Trust.

Tender No. Admn/T/C/12M/2016

Earnest Money Deposit	Tender Document cost	Period of contract	Last date and time of sale of tender document	Last date and time of submission of tender	Date of opening of Techno-Commercial bid
Rs.1500/-	Rs.500/-	12 months	08.02.2016 at 4 P.M.	10.02.2016 at 2.30 P.M	10.02.2016 at 3.30 P.M

Tender Document can be collected from the office of Sr. Dy. Manager (Admn.), Haldia Dock Complex, P.O. Haldia township, Dist. Purba Medinipur, West Bengal, Pin . 721607, (telephone No. 03224-265161, Fax No.03224-263152) on or before 4 P.M. on 08.02.2016 submission of a written application & on payment of Rs.500/- (non-refundable) towards Tender Document Cost.

The tender document can also be downloaded from the websites of Kolkata Port Trust, www.kolkataporttrust.govt.in & www.haldiadock.govt.in in the case of downloading of the Tender Document from the websites; the credentials and the cost of Tender Document have to be deposited along with the Earnest Money as per procedure detailed in the Tender Document.

1) Eligibility Criteria:

Work Experience and Financial Capability :-

- a) Evidence that the tenderer has experienced of having successfully completed works of supply of vehicles in transportation of officers/VIP in different Govt./ Semi Govt. & Private Organizations during a period of last 7 years (ending on 31.12.2015) as follows:-
 - 1 At least 3 completed works each worth not less than Rs 1.20 lakhs
Or
 - 2 At least 2 completed works each worth not less than Rs 1.50 lakhs
Or
 - 3 At least 1 completed works worth not less than Rs 2.40 lakhs
- b) The tenderer should have Annual Turnover of minimum Rs. 90,000 for any single year of last three financial years (Copies of Audited Balance sheet and Profit and Loss Account for the relevant year should be submitted).

2. Document to be submitted along with Techno-Commercial Bid.

- a) Copies of Work Order(s) and Work Execution Certificate of having successfully completed works/ contracts in support of their claim of work experience.
Note: The work execution certificate must contain the following information such as
i) Work Order number ii) Period of Contract iii) Actual Payment made for the contract/ works concerned.
- b) Copies of Annual accounts, Audited Balance Sheet and Profit & Loss Account for last three financial year ending 31.03.2015.
- c) Copy of upto date Professional Tax Payment Challan for the tenderer.
- d) Copies of valid Trade Licence.
- f) Copies of Registration Certificate of the vehicles the tenderer intends to supply.
Detailed particulars of the vehicles intended to be supplied shall be furnished by the tenderer along with Techno-Commercial Bid of the Tender.
- g) Partnership deed (duly attested) in case the tenderer is a partnership firm.
- h) Certified copy of Memorandum of Association in case the tenderer is a company.

Request for tender documents should also be accompanied by the following declarations. In the case of downloading of the tender document the following have to be enclosed along with the techno-commercial bid of the Tender :-

* A declaration that the tenderer(s) are fulfilling the eligibility criteria.

Mere issue of Tender Document will not mean that the bidder/tenderer will be automatically considered qualified and their bids will be entertained.

The trustees reserve the right to reject or to accept the tender in whole or in part without assigning any reason whatsoever thereof.

ADDRESS OF THE ISSUING OFFICE :-

Senior Deputy Manager (Administration)
Haldia Dock Complex,
Jawahar Tower Annexe,
P.O. Haldia Township,
Dist. Purba Medinipur . 721607

No Tender Document shall be issued by post.

INSTRUCTIONS TO TENDERERS

1. This quotation is for establishing the rates only. Order shall be placed as per Trusteesq requirement.
2. a) Rates shall include all taxes and charges payable for supply of the vehicle.
b) Service Tax applicable would be paid in actual and should not be incorporated in the quoted rate. For this, the successful bidder has to submit Service Tax Registration No. / Code No. and other relevant documents as may be asked by Haldia Dock Complex after receiving the order.
3. The tenderer shall quote rate against each item of the ~~S~~chedule of Ratesqgiven in Annexure-A separately in figure as well as in words. No alternative mode of offer shall be accepted. Incomplete ~~S~~chedule of Ratesqshall liable to be cancelled.
4. a) The tenderer shall submit their techno-Commercial Bid and Price Bid in two separate sealed covers.
b) The Earnest Money and Cost of Tender Document (incase of down loaded from website) may be deposited in the form of Demand Draft drawn on any nationalized or schedule bank approved by Govt. of India having branch at Haldia in favour of Haldia Dock Complex, KoPT. Alternatively, this amount may also be deposited in cash at the Treasury Office of HDC at Jawahar Tower Office Complex. The Demand Draft or Treasury Receipt (in case of cash deposit) issued by HDC, KoPT shall be submitted in another sealed cover along with Annexure-B duly filled in and signed with seal.
5. a) The separate sealed covers should indicate whether the contents are %Techno-Commercial Bid+, %Price Bid+ or %Earnest Money Deposit+ and each cover should be duly superscribed with the Tender number and the title of the work.
b) All these covers will be sealed in another outer cover duly superscribed with the tender number and the title of the work.
6. The tender should be submitted at the office of Senior Deputy Manager (Admn.), Haldia Dock Complex at Jawahar Tower Annex Building, Haldia Township, Dist. Purba Medinipur not later than 2.30 P.M. of 10.02.2016 after which time and date no offer shall be accepted. Offers may also be sent by registered post so that it reaches this office by the above mentioned time and date.
7. The Earnest Money part, ~~T~~chno-Commercial Bidof the tender shall be opened at 3.30 P.M. on 10.02.2016 at the Office of the Sr. Deputy Manager (Admn.) at Jawahar Tower Annex Building, Haldia Township, Dist. Purba Medinipur and any tenderer or his authorized representative who wishes to be present at the time of the opening of the ~~T~~chno-Commercial Bidqmay witness the opening of the tender.
8. The ~~P~~rice Bidqof only Techno-Commercially qualified bidders, will be opened on a subsequent date for which date & time will be intimated separately to the techno-commercially qualified tenderers.

9. In case of unscheduled Holiday/Bundh on the last date of submission of Tenders, the same will be automatically extended upto next working day. Similarly in case of unscheduled Holiday/Bundh on the date of opening of bids, the same will be automatically extended upto next working day.

10. The Earnest Money Part shall contain only the Earnest Money and the cost of Tender Document duly filled in and signed.

11. The ~~T~~chno-Commercial Bidqshall contain only the Techno-Commercial Part of this tender document duly filled in and signed without price part. Covering letter and documents as mentioned at Clause 15 of the Instructions to Tenderers shall be submitted duly signed with the Techno-Commercial Bid.

12. The ~~P~~rice Bidqshall contain ~~S~~chedule of Ratesqduly filled in and signed. It is to be noted that the sealed envelope containing ~~P~~rice Bidqshall contain price only and no conditions whatsoever. Any condition imposed in ~~P~~rice Bidqshall make the bid liable for outright rejection.

13. The tenderer shall be deemed to have carefully examined and fully understood the instruction to tenderers, the Special Conditions of the Contract, Trusteesq General Conditions of Contract, Specification of Vehicle, Escalation Clause, Scope of work, Compensation, period of contract etc.

14. The tender including Price Bid shall remain valid for acceptance for a period of four months from the date of opening of the tender.

15. The tenderer shall submit copies of the following documents along with Techno-Commercial Bid:-

(a) Credentials with regard to successful execution of contracts in support of Item no.1 of N.I.T (at page-2).

(b) Valid document of up-to-date payment of Professional Tax for tenderer and his employees,

(c) Valid Certificate from R.PF.C. Indicating Code No.

(d) Copies of Registration Certificate of the vehicle the tenderer intends to supply. Detailed particulars of the vehicle intended to be supplied shall be furnished by the tenderer along with %Techno-Commercial Bid+of the Tender in the format given at Annexure-~~A~~q)

(e) Partnership deed (duly attested) in case the tenderer is a partnership firm.

(f) Certified copy of Memorandum of Association in case the tenderer is a company.

16. The tenderer may be required to produce the relevant Blue Books/Registration Certificates, the proof of having paid all taxes, insurance premium etc. and copies of fitness certificate in respect of the vehicle intended to be supplied to the Trustees and all other relevant documents as mentioned at (b) to (f) of Clause 15 above in original as and when required by the trustees.

17. The tenderer shall furnish the address of his local office with telephone number if any.

18. Trustees reserve the right to accept or reject any tender either in part or in full without assigning any reason. Any incomplete tender is liable to be rejected. Trustees also reserve the right to place the order either in full or in part.

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TECHNO – COMMERCIAL PART

[Must be submitted in a separate sealed Cover]

DECLARATION BY THE TENDERER

1. I/We have carefully examined and fully understood to Tenderers, the special conditions of the Contract, trusteesqGeneral Conditions of Contract, Specification, Escalation Clause, scope of Work, Compensation, Period of Contract etc. and all other related documents and clauses in connection with this tender. I/we accept all the terms and conditions of the contract as mentioned in the Techno-Commercial part of the tender.
2. I/We have signed all the pages of the Techno-Commercial part of this tender document and have submitted the same with the Techno-Commercial part of my/our offer.
3. I/We have signed all the pages of the price part of this tender document and have submitted the Price part separately following all necessary guidelines given in this tender document.
4. a. I/We have deposited earnest Money of Rs.1500/-, in cash and the Treasury Receipt is enclosed / In Demand Draft on any Nationalized or schedule bank approved by Govt. of India having branch Haldia in favour of %KOLKATA PORT TRUST, HALDIA DOCK COMPLEX+ bearing no.-----dated -----, in a separate sealed cover following all necessary guidelines given in this tender document.

b. I/We have deposited cost of tender document of Rs.500/-, in cash and the Treasury Receipt is enclosed / In Demand Draft on any Nationalized or schedule bank approved by Govt. of India having branch Haldia in favour of %KOLKATA PORT TRUST, HALDIA DOCK COMPLEX bearing no.-----dated -----, in a separate sealed cover following all necessary guidelines given in this tender document.
5. I/ We have submitted copies of the required documents as mentioned at Clause 15 of the %Instructions to tenderers+.
6. I/We have submitted details of the Vehicles intended to be provided in / as per format given at Annexure-A.

7. I/We declare that I/We have not been debarred or de-listed by any Govt. or quasi-Govt. agencies or PSUs in India.

8. I/We declare that I/We are fulfilling the eligibility criteria.

9. My local office address is -----

10. My local Telephone No. is -----

Signature of the tenderer
With office seal

Date:

Witness

1) Name :

2) Name :

Signature :

Signature :

Address :

Address :

SPECIAL CONDITIONS OF THE CONTRACT

1. Scope of work:-

The work comprises supply of one dry motor cab AC (commercial, diesel driven) having capacity less than 2000 CC (preferably Swift Dezire / Swift Tour or equivalent model) for Deputy Chairman, under Haldia Dock Complex, Kolkata Port Trust in & around the Haldia region in general and at times to other places within West Bengal e.g. Kolkata, Tamluk, Midnapore, Kharagpur, Digha etc. for which extra cost, if any, relating to route permit etc. shall be borne by the contractor. The Haldia Region shall include Durgachak, Chaitanyapur, Brajalalchak, Kukrahati, Mecheda etc.

2. Category and Specifications of Vehicle:

The contractor shall have to supply of one in number good conditioned AC Dry Motor Cab (commercial, diesel driven) having capacity less than 2000 CC (preferably Swift Dezire / Swift Tour or equivalent model) of model not earlier than 2015 registered as Luxury Taxi and acceptable to the Trustees. The car should have good quality cushion seats and back rests with proper upholstery.

3. Penalty Charges:-

In case the Trustees are deprived of the use of the supplied vehicle of the kind mentioned hereinabove during the contractual period on any day by reason of non-supply of vehicle, the Trustees shall receive from the contractor as penalty charge for such deprivation, a sum of Rs.100/- per hour or part thereof subject to a maximum of Rs.1000/- per day and such penalty charges shall be recovered from the running bill of the contractor.

4. Period of Contract:

The contract shall remain valid for a period of 1 (one) year from the date of commencement of work with a provision to extend the contract for another 6 months at the same rate, terms and conditions subject to satisfactory service provided by the successful contractor. The rate quoted by the tenderer in the ~~S~~chedule of Rates shall accordingly remain valid for the said period of one year with extended period and shall not undergo any variation whatsoever.

5. Running and Maintenance:-

- 5.1 Vehicle will be driven by HDC departmental driver with fuelling (diesel only) and day to day very minor maintenance if required, shall be done by HDC.
- 5.2 Major maintenance, break down etc. shall be done by the contractor at their own cost and arrangements.
- 5.3 The vehicle shall average run about 1000 km. / month.

6. Earnest Money:

- 6.1 Earnest Money of Rs.1500/- and cost of tender Document of Rs.500/- shall be deposited by the tenderer along with the tender through Demand Draft on any

Nationalized or schedule bank approved by Govt. of India having branch at Haldia in favour of ~~K~~KOLKATA PORT TRUST, HALDIA DOCK COMPLEXq

Alternatively, the tenderer may deposit Rs.1500/- and Rs.500/- in cash at the cash office of Haldia Dock Complex at Jawahar Tower and the receipt shall be submitted with the tender.

- 6.2 Cheque attached with the tender shall not be accepted.
- 6.3 Tenderers submitted without Earnest Money and cost of tender document shall be rejected outright and their Techno Commercial bids will not be opened.
- 6.4 The Earnest Money is liable to forfeiture if the successful tenderer fails to supply the vehicle in time for inspection as stipulated in this matter.
- 6.5 The Earnest Money deposited by the unsuccessful tenderers shall be refunded without any interest after finalization of the tender.

7. Security Deposit:

- 7.1 The successful tenderer shall have to keep Security Deposit amounting to Rs.3,000/- (Rupees Three Thousand only). The Earnest Money deposited by the successful tenderer will be converted to Security Deposit and the balance Security Deposit shall have to be deposited either in cash or in Bank Guarantee [in a non Judicial Stamp paper of denomination of Rs.50/- or more and as per proforma available with G.M. (Finance)/C] within a month from the date of commencement of the contract. If the successful tenderer fails to pay the Security Deposit as indicated above, the balance Security Deposit will be recovered from the running bill of the contractor for the first two months.
 - 7.2 The security Deposit shall be held by the Sr. Dy. Manager (Admn.), HDC as security for the performance of the contractor's obligation under the contract. The security money shall be refunded after successful completion of the contract subject to recovery of damage and / or loss incurred, if any, by HDC due to default on the part of the contractor.
8. Payment to the contractor shall be made (within 20 days from the date of submission of complete bill) directly to the designated bank of the contractor through ECS mode. For which they/he would have to submit the following details.

1) Bank A/C No., 2) Name of Bank, 3) Name of Branch, 4) Branch Code, 5) RTGS Code (if applicable), 6) Full address of Branch, 7) FAX No. & Phone No. of Branch

9. Placement of vehicles for inspection before commencement of contract:

The contractor shall place the vehicles (as per specifications) intended to be supplied to the Trustees along with relevant papers e.g. Certificate of Registration, Contract Carriage Permit etc. before Sr. Dy. Manager (Admn.) for his inspection and acceptance within 15 days from the receipt of the order by the contractor for which no change shall be paid by HDC.

10. Contract Carriage permit:

The vehicle supplied by the Contractor shall have permits / license issued by the concerned authority permitting use of the vehicle on hire (as applicable) and the contractor shall be responsible for obtaining such permit/ license. Trustees shall not accept liability whatsoever in the matter. Vehicle not having contract carriage permits wherever applicable, would be treated as per provisions laid down in Clause 9.

11. Taxes and other Regulations:

11.1 The contractor shall fulfill all legal obligations in respect of supply of vehicle. Trustees shall accept no liability whatsoever in the matter and also in case of accident, if any.

11.2 The contractor shall also be responsible for compliance of all regulations and restrictions imposed under the Motor Vehicles Act as applicable.

11.3 The contractor shall at his cost arrange all road permits, permission / approval from any authorities whatsoever, in connection with plying of the vehicle.

12. Insurance :

The vehicle provided to the trustees at any point of time during the contract period shall be covered by comprehensive insurance.

13. The contractor shall be required to execute at his own cost and expenses a %Contract Agreement+ on a Non-Judicial Stamp paper valued at Rs.50/- or more signed jointly with HDC under official seals. Form of such agreement will be available in the office of the Sr. Dy. Manager (Administration).

14. Evaluation Criteria of Tender:

Subject to fulfilling all required conditions including accepting to terms & conditions contained in the tender document, evaluation of the offers received from tenderers who will be found techno commercially qualified by KoPT as per provisions of this tender document will be based on the minimum financial involvement to the port and will be carried out as per the methodology given hereunder.

17. General Conditions of Contract:

TrusteesqGeneral Conditions of Contract shall also be applicable for this contract. The tenderers may also like to inspect the same during office hours at the office of the Sr. Dy. Manager (Admn.), Jawahar Tower Annex Building, Haldia Township, Haldia, Purba Medinipur.

Annexure -A

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

SCHEDULE OF RATES

Type of Vehicle	Description	Rate Per month (in Rs.)
Dry Motor Cab (commercial, diesel driven) having capacity less than 2000 CC (preferably Swift Dezire / Swift Tour or equivalent model)	Fixed Monthly Charges for providing on hire one good condition AC car as per the specifications stipulated in Clause 2 of the Special Conditions of the Contract and acceptable to the trustees, operating the same within the stipulating timings of 14 to 18 hours per day, maintaining the car at all times in good and perfect condition, including payment of all taxes, insurance, premium etc., obtaining fitness certificates, license, road permits and all other necessary documents, etc.	

Signature & Office Seal
of the tenderer

Date -----

1) Witness

Name :

Signature :

Address :

2) Witness

Name :

Signature :

Address :

N.B. (a) The tenderer must fill in this schedule of rates and return the same as ~~Price Bid~~ in a separate sealed cover following all necessary guidelines given in this tender document.

(b) No condition shall be made in the ~~%~~ Scale of Rates+

Annexure . B

**PARTICULARS OF “COST OF TENDER DOCUMENT”
AND “EARNEST MONEY” DEPOSITED**

Amount of Money (IN Rs.)	Particulars of Bank Draft / Treasury receipt
Rs.500/- (Towards Cost of Tender Document)	
Rs.1500/- (Towards Earnest Money)	

(Signature & office seal of the Tenderer)

Permanent Address:

Witness:-

Name :

Signature :

Address :

Seal :

Address for correspondence:

Telephone No :

Fax No. (if any):

Email (if any)

(To be filled up and deposited in the separate sealed cover along with proof of Earnest Money Deposit)