

कोलकाता पत्तन न्यास  
**KOLKATA PORT TRUST**  
हल्दिया गोदी परिसर

**HALDIA DOCK COMPLEX**

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

**Phone: +913224-264189 Fax: +913224 263255; E-mail: [spb.hdc@nic.in](mailto:spb.hdc@nic.in) / [rrkhan.hdc@nic.in](mailto:rrkhan.hdc@nic.in)**

Tender No: **HDC/MM/LT-07/30/29**

Sealed tender in two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafied & experienced Manufacturers or their authorized dealers/ distributors/ stockists for supply, delivery, installation and commissioning of **"Handheld Walkie Talkie Set"** as per Bill of Quantity to Haldia Dock Complex.

Bid Document may be downloaded from **KoPT** ([www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in)) and **CPP** ([www.eprocure.gov.in](http://www.eprocure.gov.in)) website. Corrigendum or clarifications, if any, shall be hoisted on the above mentioned websites only.

**SCHEDULE OF TENDER (SOT)**

<b>a) TENDER NO.</b>	::	HDC/MM/LT- 07/30/29
<b>b) MODE OF TENDER</b>	::	<b>Procurement System</b> <b>1) Part I - Techno-Commercial Bid and</b> <b>2) Part II - Price Bid.</b>
<b>c) Date of NIT available to parties to download</b>	::	<b>13/06/2018</b>
<b>d) Pre-Bid Meeting starting date &amp; Time</b>	::	<b>N/A</b>
<b>e) Pre -Bid Meeting closing date &amp; Time</b>	::	<b>N/A</b>
<b>f) Bid Document fee</b>	::	<b>N/A</b>
<b>g) Earnest Money Deposit</b>	::	The intending bidders should submit Earnest Money of <b>Rs. 800.00</b> (Rupees Eight Hundred only) by Banker's cheque/ Demand Draft of any Nationalised Bank/ Scheduled Bank of India drawn in favour of Kolkata Port Trust payable at Haldia, along with their offer otherwise their offer will be summarily rejected.
<b>h) Last date of submission of EMD &amp; Bid Document fee</b>	::	<b>06/07/2018 upto 13.00 HRS</b>
<b>i) Date of Starting of Tender for submission of Techno-Commercial Bid and price Bid.</b>	::	<b>13/06/2018</b>
<b>j) Date of closing of tender for submission of Techno-Commercial Bid &amp; Price Bid.</b>	::	<b>06/07/2018 up to 15.00 HRS</b>
<b>k) Date &amp; Time of opening of Part-I (i.e. Techno-Commercial Bid)</b>	::	<b>06/07/2018 after 15.30 HRS</b>
<b>l) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately</b>	::	<b>To be communicated separately.</b>

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**List of Annexure**

<b>IMPORTANT INSTRUCTIONS TO BIDDERS</b>	<b>:</b>	<b>Annexure – I</b>
<b>COMMERCIAL TERMS &amp; CONDITIONS</b>	<b>:</b>	<b>Annexure -II</b>
<b>PRE-QUALIFICATION CRITERIA OF TENDERERS</b>	<b>:</b>	<b>Annexure - III</b>
<b>DECLARATION OF THE BIDDER</b>	<b>:</b>	<b>Annexure-IV</b>
<b>BIDDER’S INFORMATION</b>	<b>:</b>	<b>ANNEXURE-V</b>
<b>BIDDER’S BANK DETAILS</b>	<b>:</b>	<b>ANNEXURE-VI</b>
<b>UNPRICED BILL OF QUANTITIES</b>	<b>:</b>	<b>ANNEXURE-VII</b>
<b>PRICE BID FORMAT</b>	<b>:</b>	<b>Annexure-VIII</b>

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**Annexure-I**

**Important instructions**

You are requested to read the terms & conditions (**Annexure- II**) of this tender before submitting tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

**1.0 MODE OF SUBMISSION OF BID**

**1.1 The Bid shall be submitted in three separate sealed envelopes.** Bidders are requested to strictly adhere to the guide lines while preparing and submitting their bids. Flaws such as improper marking of envelopes, non-inclusion of required documents and enclosing documents in the wrong envelopes may lead to rejection of the Bid.

**1.2** The three sealed envelopes shall be filled in and marked in accordance with the instructions.

**1.3 ABOUT ENVELOPE :**

[Envelope-1 and Envelope-2 together constitutes Part-I of the Bid. Envelope-3 is Part-II of the Bid]

**1.4 ENVELOPE-1 : Earnest Money + Declaration in ANNEXURE – V.**

**A) Contents :**

i) Earnest Money in form of Banker's Cheque / Demand Draft

**OR**

Copy of valid certificate for Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) along with DIC/ Udyog Aadhaar certificate.

ii) Declaration in ANNEXURE – V.

**B) Marking :**

i) Mark "EARNEST MONEY etc.", the name of the work and the bid number in Block Capital Letters at the top of the envelope.

ii) Write the Full Name, the Postal Address and the Telephone/ Fax /E-mail id of the bidder at the bottom left portion of the corresponding envelope.

**1.5 ENVELOPE-2 : Technical and Commercial Offer without price bid.**

**A) Contents :**

i) One copy of the tender document complete in all respect, with the Bidder's Signature and Official Seal on every page.

ii) Unequivocal acceptance of the terms and conditions stipulated by Haldia Dock Complex in the tender documents.

iii) 'Declaration of the Bidder' complete in all respects, including the section on "BANNED AND DELISTED CONTRACTORS" with the Bidder's Signature and Seal affixed. Duly filled in Pro-forma of Bill of Quantities for tech-commercial bid, duly signed and stamped. [**Prices are NOT to be filled in this Part**].

iv) All Documents / Certificates required as per relevant Tender stipulations.

v) Any additional documents containing Technical / Commercial Information etc. that the Bidder may wish to furnish.

**B) Marking :**

Mark "**TECHNO-COMMERCIAL BID**", the name of the work and the bid number in block capital letters on the top. Write the full name, the postal address and the Telephone/ Fax / E-mail id of the Bidder on the lower left portion of the envelope.

**1.6 ENVELOPE-3 : Priced Bill of Quantities [Part-II Bid]**

**A) Contents :**

Bill of Quantities for price bid, duly filled in, signed and stamped. Bidders must not state any terms and conditions in this part except price. If Bidders consider inclusion any such condition to be essential, the conditions may be stated in Part-I of the Bid, but must be restricted to that part alone.

**B) Marking :**

i) Mark "**PRICE BID**", the name of the work and the bid number in block capital letters on the top.

ii) Write the full name, the postal address and the Telephone/ Fax/e-mail id of the bidder at the bottom left portion of the envelope.

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2. (A) Part I Techno-Commercial bid will be opened on specified date and time as given in the NIT. Bidder(s) can witness opening of bid.  
(B) Part II Price bid will be opened of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by HDC. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.
3. All entries in the tender should be entered in Technical & Commercial Formats without any ambiguity.
4. All notices and correspondence to the bidder(s) shall be sent by email / post/ Fax during the process till finalization of tender by HDC. Hence the bidders are required to ensure that their corporate email I.D. provided is valid
5. (i) Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. **The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties.**  
(ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see websites as stated above.
6. Tender cannot be submitted after the due date and time mentioned in NIT.
7. **Bidding in Tender :**
  - a. Bidder(s) need to submit necessary EMD, Tender fees (If any) to be eligible to bid in the tender. Tender fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by HDC
  - b. The bidder(s) who have submitted the above fees, only those bidder's Techno Commercial Bids will be opened.
  - g. No deviation of the terms and conditions of the tender document is acceptable.
  - h. Unit of Measure (UOM) is indicated in the tender. Rate to be quoted should be in Indian Rupee as per UOM indicated in the tender document.
8. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9. No deviation to the technical and commercial terms & conditions are allowed.
10. HDC has the right to cancel this tender without assigning any reason thereof.
11. 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.
12. The bidders must submit all the documents required as per terms of NIT. Any other document submitted along with tender which is not required as per the terms of the NIT shall not be considered.
13. The bid will be evaluated based on the evaluation clause of the tender.
14. The documents submitted by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
15. Necessary addendum/ corrigendum (if any) of tender would only be hosted in the above noted website.

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- 16. 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)/Udyog Aadhaar** Certificate.
- 17. 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.
- 18.** If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
- 19.** Copy of valid **NSIC** Certificate for **MSEs** along with **DIC's (DISTRICT INDUSTRIES CENTRE)/Udyog Aadhaar** Certificate has to be submitted along with the bid.
- 20.** 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.
- 21. Due date of submission of tender will not be extended under any situation.**



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No.: HDC/MM/LT-07/30/29

**Commercial Terms & Conditions**

**Annexure –II**

**SL  
NO.**

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. **Price Bids (Part-II)** of only those eligible bidders who's Part-I Bids are complete and in order shall be opened on due course and date to be intimated later separately.
4. The trustees reserve the right to reject or to accept the tender in whole or in part without assigning any reason whatsoever thereof.
- 5.0 **For Micro & Small Enterprises(MSEs) registered with NSIC:**
  - 5.1 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)/Udyog Aadhaar Certificate.
  - 5.2 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.
  - 5.3 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.
  - 5.4 If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
  - 5.5 Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE)/Udyog Aadhaar Certificate has to be submitted along with the bid.
6. **Due date of submission of tender will not be extended under any situation.**

**Signature of the Tenderer with office seal**

**7.0 EARNEST MONEY :**

- 7.1** Banker's Cheque/ Demand Draft shall be submitted along with offer in separate sealed enveloped super scribing Tender No., Bidder's Name, Address etc otherwise the offer(s) will be summarily rejected.
- 7.2** Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money. Bidders are advised to submit NSIC (under single point registration scheme) certificate along with offer super scribing Bidders Tender No., Name, and Address etc otherwise the offer(s) will be summarily rejected.
- 7.3** Tenders submitted without requisite Earnest Money are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) for items for which the tender is invited.
- 7.4** Those who have deposited Earnest Money of Rs 5,000.00 (Rupees five thousand only) under dynamic Register Scheme vide Notice No. HDC/MM/238, they need not deposit earnest money. However, they must submit photo copy of proof of E.M. deposit of Rs.5,000.00 in envelope -1.
- 7.5** Tender cost and declaration by bidder for participation with downloaded tender document :
- 7.6** Bidders other than Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) should submit the **Annexure-V**, along with their offer otherwise their offer will be summarily rejected.

**8. SCOPE OF WORK:**

The work comprises of supply, delivery, unloading, stacking, installation, commissioning and satisfactory demonstration of 'Walkie-Talkie sets, Battery Pack, Charger & Other Related Accessories' as specified in the Bill of Quantities at HDC's Store at Haldia or any other point of delivery, as per the purchase order, which would be issued to the successful bidder(s).

**9.0 GENERAL :**

- 9.1** The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract of Ko.P.T, HDC, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.
- 9.2** The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract of Ko.P.T, HDC. In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Sr. Dy. Manager (MM), Haldia Dock Complex, thereon shall be final and binding upon all parties.
- 9.3** If the bidders find discrepancies or omission or have any doubt as to the meaning or intent of any part thereof, they shall write to Sr. Dy. Manager (MM) who will send a written explanation to all bidders.
- 9.4** The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addendum, if there be any. Trustees' General Conditions of contract is the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the undersigned on any working day before quoting for the Tender.
- 9.5** The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders before opening of the price bids.
- 9.6** The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.
- 9.7** The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.

**Signature of the Tenderer with office seal**

**10. INSTRUCTIONS FOR FILLING UP OF BIDS :**

- 10.1** The bid can only be submitted in the name of the bidder in whose name the Bid Documents were issued. The Bid Document issued to the bidder is not transferable.
- 10.2** Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and submission of their bids or for any other expenses incurred in connection with such bidding.
- 10.3** Bidders are advised to visit the Central Store/ site at Haldia Dock Complex, Haldia prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, existing road facilities for carrying materials etc. before submission of the tender. He may contact the Sr. Dy. Manager (MM) or his authorized representative at his office at Jawahar Tower in this regard. Non compliance of the same will in no way relieve the successful bidder of any of his obligations in performing the work in accordance with this Bid Document within the quoted price.
- 10.4** The bidder should sign the **DECLARATION OF THE BIDDER** to denote their mode of acceptance and to submit the same along with his offer.

**11. VALIDITY :**

The tender shall remain open for acceptance for a period of **120 days** from the date of opening of techno-commercial bid.

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.

**12.0 NON- RESPONSIVE BIDDER :-**

- 12.1** The offer/tender shall be treated as non-responsive, if :  
**120** days validity from the date of opening of techno-commercial bid is not accepted / agreed to as per tender condition.
- 12.2** Offer / tender is submitted with any deviation from the tender terms & conditions.

**13.0 EARNEST MONEY AND SECURITY DEPOSIT :**

- 13.1** The Earnest Money received will be refunded or released as the case may be to the unsuccessful Bidder without any interest subject to the provisions made in clause above. The Earnest Money of the successful Bidder will be retained and converted to as a part of the Security Deposit.
- 13.2** The **Security Deposit** shall be equal to **5%** of the total order value excluding GST. Balance Security Deposit shall have to be deposited by Banker's Cheque or by Demand Draft of any Scheduled/ Nationalised Bank of India drawn in favour of Kolkata Port Trust and payable at Haldia, by the successful Bidder within 30 days from the date of placement of order. Failing this, the Trustees reserve the right to cancel the acceptance and forfeit the Earnest Money.  
The Security Deposit shall be refunded without interest after the successful execution of the order and completion of guarantee period.
- 13.3** If the contract value aggregates to Rupees one lakh and above, the supplier may offer a Bank Guarantee in the Trustees' specified Pro-forma from any Scheduled / Nationalised Bank of India having Branch at Haldia in lieu of Security Deposit.
- 13.4** In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled at the option of the Trustees'.

**Signature of the Tenderer with office seal** \_\_\_\_\_

**14.0 PRICES:**

**14.1 i) Price should be quoted on F.O.R HDC's site/store at Haldia basis including charges for packing, forwarding, loading, stacking, transportation, unloading, transit risk etc., necessary for the complete services as described in the scope of work of the document i.e. on free delivery basis upto HDC's site/store at Haldia, but excluding of GST.**

**ii) The Bidder shall state clearly the percentage of GST that will be charged extra over his quoted rates, in the clause 35 of Annexure-II.**

**iii)** Orders may be placed in parts. Each bidder shall keep in mind while quoting his rate against any item that, in the event of part order being placed, his quoted rate against the ordered item, shall form the basis of the subject order. Price(s) to be quoted should remain firm till the entire supply of goods is completed.

**iv)** No Price escalation is admissible other than statutory increase in GST. In case of decrease in rates of statutory GST, the price would be correspondingly decreased.

**v)** Any modification (addition /deletion /alteration of GST) in taxes by the GOI shall be applicable.

**15.0 Evaluation:**

**15.1** Evaluation will be made on the **unit lowest (L1) landed price excluding of GST** quoted against individual items among the techno-commercially qualified bids subject to the fulfilment of necessary Tender conditions and benefits will be extended to MSEs registered with NSIC as per New Public Procurement Policy as notified by the Government of India, Ministry of Micro, Small & Medium Enterprises (MSME) in The Gazette of India vide No. 503, 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. It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.

**15.2** In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid, tender terms and conditions shall also remain unaltered. Irrespective of whether order is placed on part or, on the whole of the BOQ no plea for subsequent withdrawal or the amendment will be entertained.

**16. GST:**

The suppliers shall comply with all requirements of the GST to enable KoPT to avail full credit on buyer's GST. The payment of GST element shall be subject to compliance of the same.

**17. PAYMENT:**

Payment will be made on the basis of actual supply and delivery of materials in good condition and acceptance of the same at designated points and on submission of Bill accompanied with Inspection Certificate, if any, and challan duly signed by consignee or his authorized representative. The bills should be submitted in quadruplicate to Sr. Dy. Manager (MM)'s Office with necessary documents e.g., receipted challan in duplicate, waybill, test certificate, guarantee certificate, inspection report, if any.

Payment will be made against supplier's clear bill within **30 (thirty)** days of receipt of satisfactory acceptance of materials at Central/site store. 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. Maximum two part payment will be allowed.

**Signature of the Tenderer with office seal**

**18.0 DELIVERY :**

- 18.1** Delivery of the materials must be completed within **90 days** from the date of receipt of order by the supplier.
- 18.2** Materials are to be delivered at Central Store/ site store of HDC, Haldia. Materials shall be delivered by the supplier at their own cost, risk and responsibility up to Central Store/ Site Store(s) of Haldia Dock Complex.
- 18.3** Delivery period shall be binding on the supplier. If delivery of materials is not made within the time undertaken without sufficient reasons acceptable to the Trustees, the order may be cancelled without notice at the option of Trustees. In the event of failure to execute the order, Trustees will take penal action against the supplier and his name will be removed from the list of approved suppliers.
- 18.4** In case of default in supply or, failure to deliver as per correct specification or, the approved quality within the time stipulated Trustees are entitled to purchase the Items from any other source at the risks, costs and expenses of the supplier. Such purchase may comprise the whole or, any portion of the supply remaining undelivered or, not approved.

**19. DESPATCH ARRANGEMENTS:**

The supplier shall be fully responsible for any transit loss or damage to the materials.

The supplier shall send advance intimation as to the actual date of delivery of each and every installment of supply. Delivery of materials will not be accepted on Sundays and Port Holidays. The authorized representative of the suppliers should be present at the time of delivery for jointly noting with the representative of Ko.P.T, the discrepancies, if any, regarding the particulars of materials actually delivered against the Challans for the same. Delivery will not be accepted if not accompanied with proper delivery challans (in quadruplicate) and other related documents like inspection certificates, etc. No lorry shall be permitted into the protected area during night-time. Detention of lorries, if any, will be on supplier's account.

In case **e-way bill** is required to deliver the materials, suppliers need to arrange themselves for the same through latest online portal.

**20. INSPECTION :**

- a) Inspection of materials shall be done by Trustee's authorized person (representative of Admn. Division, HDC) before and/or after delivery of the materials at HDC's store as per HDC's discretion.
- b) Inspection witnessed by the representative of HDC shall not relieve the supplier of his obligation for furnishing the materials in accordance with the specification.
- c) The supplier shall also ensure that no material gets damaged prior to the final acceptance at HDC's site. Any material found at the time of acceptance to be damaged due to any reason whatsoever, including labour handling shall be liable for rejection.
- d) The materials supplied should strictly conform to the laid down specification (i.e. IS etc. as applicable) of tender/order. Samples as and when considered necessary by HDC, may be drawn from the supply and the same will be tested by trustee's authorized person (representative of P&E division, HDC) either at the trustee's own arrangement or by Government / Government registered/ recognized/approved Test House. The result of such test shall be binding on the supplier. If the material is found to inferior or fails to meet the requirement of the specification / characteristics of the product as per tender/ order, the materials will be rejected in whole or in part and the supplier shall be debited with the cost of test and they would also be required to replace the whole lot of supply and / or refund the materials cost involved to HDC including the cost of testing within one month of such intimation by HDC at their own cost and arrangement.
- e) It is to be noted that receipt of material and subsequent inspection, thereafter clearance will not relieve the contractor of their responsibility of maintaining quality to guarantee performance.
- f) If any operational and manufacturing defect is found in any materials during the performance guarantee period repair / replacement of the same will have to be done by the successful bidder, free of cost, stated earlier.

**21. TRANSIT RISK :**

Transit risk will be on supplier's account since the delivery is to be made on F.O.R. Destination basis.

**22. DOCK PERMITS :**

The successful Bidder shall have to obtain permits from the office of the Sr. Dy. Manager (Admn.), Jawahar Tower, HDC, Haldia or as directed for entry of their vehicles and workers into the Trustees' Stores for unloading and stacking of the material. Such permits shall be issued to the Bidder against receipt of **proper application with payment of necessary charges** for the same during normal working hours on any working day.

**23. REJECTION OF MATERIALS:**

Notwithstanding the inspection and passing of materials by Trustees' authorized person (representative of Admn. division), any material found to be defective in quality and not conforming to the relevant specification, shall liable to be rejected and the supplier shall replace the same at his cost and arrangement at the earliest.

The supplier shall at his own arrangement and cost replace within a period of 1 (one) month of all such dispatched defective and rejected materials. That have either been rejected by Trustees' authorized person (representative of Admn. Division), or have been found in defective/broken/damaged condition after unloading.

Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Central/site store of H.D.C. within a fortnight from the date of rejection on observing usual procedure on the matter. If the contractor fails to remove such materials within a reasonable time, the Trustees shall have the right to dispose of the same and the supplier shall have no claim against the Trustees in respect of the said rejected materials.

**24. GUARANTEE PERIOD :**

The materials to be supplied should be guaranteed for a period of 12 months from the date of final acceptance after delivery of the materials. If any defect whatsoever develop within this period, the same should be rectified / replaced by the supplier at their own cost and arrangement. In default HDC will be at liberty to get the repairs done at the risk and cost of the supplier. Guarantee certificate is to be produced by the supplier in this regard.

**25. TECHNICAL CATALOGUE/ PRODUCT DATA SHEET:**

The bidders shall have to submit Technical Catalogue/ Product Data Sheet of their quoted product(s) along with their techno-commercial bids.

**26. LIQUIDATED DAMAGES :**

If the successful bidder (supplier) fails to complete the entire supply within the stipulated date or, such the extension thereof as communicated by the Sr. Dy. Manager (MM) in writing, the supplier shall pay, as compensation (Liquidated Damage) to the Trustees and not as a penalty, @½ % (half percent) of the total Landed Cost (excluding taxes & duties) of the portion of supply, which is delayed, for every week delay in supply (part of the week being treated as a full week). Provided always that the amount of such compensation shall not exceed 10% of the total Landed Cost (excluding taxes & duties) of the order.

Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damages as stated above, from any money due or, likely to become due to the supplier. The payment or deduction of such compensation / damages shall not relieve the supplier from his obligation to complete the supply order or, from any of his other obligations or liabilities under the contract. GST as per time being in shall be levied.

GST on L.D. amount as per law time being in force, shall be levied.

Any delay on the following two accounts beyond the time period on account of HDC will be considered for non-imposition of L.D. provided the bidder submits documentary evidence to substantiate the same.

A) 15 days time for inspection from the date of receipt of supplier's pre dispatch inspection call letter.

B) Time required by Haldia Dock Complex to provide the valid WPC permission letter (i.e. License) to the successful Bidder for the walkie-talkie etc. from the date of application of the supplier to Haldia Dock Complex asking for the WPC permission letter (i.e. License).

**Signature of the Tenderer with office seal**

**27. RISK PURCHASE:**

In case of supplier's failure and at the absolute discretion of the Sr. Dy. Manager (MM), the work may be ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the Sr. Dy. Manager (MM) or, his representative. In case of risk purchase extra cost will be borne by the supplier (successful tenderer).

**28. BANNED OR DE - LISTED CONTRACTORS:**

Bidders must give a declaration to the effect that they have not been banned or, de-listed by any Government or, quasi - Government agency or, PSU. If a bidder has been banned / de-listed by any Government or, quasi -Govt. agency or, a PSU, the details of any such ban must be clearly stated along with the relevant documents which the Bidder is to enclose together with the Techno-Commercial Bid. Incorrect declaration or, suppression of facts will lead to rejection of the Offer.

**29. FORCE MAJEURE CLAUSE:**

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, the relative obligation of the party affected by such Force Majeure shall, upon notification to the other party, be suspended for the period during which Force Majeure event lasts. The cost and loss sustained by either party shall be borne by the respective parties. The term "FORCE MAJEURE" as employed herein shall mean acts of God, Earth-quake, War, Revolts, Riots, Fire, Floods, Sabotage, Hurricanes/Cyclones and Strikes, excluding strikes by the employees of the Supplier or, their sub-Contractors. Upon 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 7 (seven) days after the alleged beginning thereof, giving full particulars and satisfactory evidence in support of its claim.

**30. 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 etc.

**31. JURISDICTION OF COURT :**

The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.

**32. 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.

**33. 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.

**34. BIDDERS ARE REQUESTED NOT TO QUOTE/DISCLOSE THEIR PRICES IN PART-I (TECHNO-COMMERCIAL BID), FAILING WHICH THEIR OFFERS SHALL BE REJECTED WITHOUT ANY REASONS WHATSOEVER.**

No.: HDC/MM/ LT- 07/30/29

**35. GST : [TO BE SUBMITTED ALONGWITH TECHNO-COMMERCIAL BID]**

**TO INDICATE THE FOLLOWING DETAILS OF STATUTORY TAXES:**

Sl. No.	HSN Code	TARIFF HEAD	WHETHER APPLICABLE (YES/NO)	APPLICABLE RATE EXCUSIVE TO LANDED QUOTED PRICE IN PRICE BID (%)
1.		CGST		
2.		SGST		
3.		IGST		

Date :-----

-----

Signature of Tenderer with Office Seal

Place :-----

**Name:**-----

**Phone:** .....

**Address:**.....

**Fax:**.....

.....

**E-mail:** .....

.....

**PRE-QUALIFICATION CRITERIA OF TENDERERS:**

**Following documents for meeting the pre-qualification criteria should be submitted by the tenderer alongwith offer otherwise their offer may be rejected: -**

1. The prospective bidder(s) should submit credential for supply of VHF Walkie Talkie Set or similar item to Govt., PSU or Public / Private organization amounting to total cumulative ordered value of **Rs. 48,000.00** in any number of orders, during last 5 (five) years (i.e. for the period 1.06.2013 to 31.05.2018), which should be substantiated by producing relevant purchase order copies along with any one or more of the following documents:-

- i) Receipted Challan,
- ii) Certificate of Execution,
- iii) GRN,
- iv) Excise Invoice,
- v) Tax Invoice,
- vi) Consignment Note.

etc. as a proof of supply as required by the tender issuing authority.

2. Copy of GST Registration Certificate/ Provisional ID, as applicable.

3. Copy of Valid, up to date Professional Tax Payment Challan, if applicable.

**The bidder should also upload the following statement with documents in support of their credential.**

Sl. No	Order nos. & date(with copies of purchase orders)	Nos. of Receipted challan / certificate of execution / GRN / Excise Invoice / Tax Invoice / Consignment Note etc. as a proof of supply (with copies of the same).	Item description with specification	Quantity/ value of materials supplied

**DECLARATION OF THE BIDDER**

**Sr. Dy. Manager (MM),  
Haldia Dock Complex**

I / We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. I / We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the Tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the Tender. In the event of our Tender being accepted in full or, in part, I / we also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the Tender together with the acceptance thereof in writing by or, on behalf of the Trustees shall form the Contract.

I / We have deposited Requisite Earnest Money with the Trustees'.

OR

I / We have submitted documentary evidences for Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) as per tender condition.

I / We agree that the period for which the Tender shall remain open for acceptance shall not be less than 120 days.

[Please strike out the alternative which is not applicable in your case out of the following two and initial the same.]

(a) I / We hereby declare that I / We have not been banned or, de-listed by any Government or Quasi-Government Agency or Public Sector Unit.

(b) I / We hereby enclose the details of any banned / de-listed imposed on my / our agency by any Govt. / Quasi - Govt. Agency or, PSU.

Date :-----

-----

**Signature of Tenderer with Office Seal**

Place :-----

**Name:**-----

**Phone:** .....

**Address:**.....

**Fax:** .....

.....

**E-mail:** .....

.....

No.: HDC/MM/ LT-07/30/29

**ANNEXURE-V**

**BIDDER'S INFORMATION**

**Sr. Dy. Manager (MM),  
Haldia Dock Complex**

Tender No.	HDC/MM/ LT- 07/30/29
Name of work/Item Description:	SUPPLY AND DELIVERY OF "Handheld Walkie Talkie Set " to HALDIA DOCK COMPLEX.
Name of the Company:	
Address:	
Contact Person Name:	
Phone:	
Fax:	
E-Mail Address:	
Have you studied the Pre-Qualification requirement of the selected tender?	Yes / No
Is the company having GST Registration?	Yes / No
Is the company having current valid Professional Tax Payment Challan(PTPC) ?	Yes / No
Is the Company meeting the pre-qualifying criteria mentioned in the NIT?	Yes / No
Confirm that you will furnish the documentary evidence against pre-qualification criteria along with your offer.	Yes / No
I / We agree to submit the copies of pre-qualification documents as per the Notice Inviting Tender along with our offer. I / We undertake and confirm that in case we do not submit these Pre-qualifying documents with our offer or the documents are not found in order by HDC / not acceptable to HDC, our tender shall be liable for rejection. Rejected by HDC without any correspondence in this regard.	

Date :-----

-----

**Signature of Tenderer with Office Seal**

Place :-----

**Name:-----**

No.: HDC/MM/ LT-07/30/29

**ANNEXURE-VI**

**Bidder's Bank Details**

<b>A/c No.</b>	
<b>A/c holder Name:</b>	
<b>Bank Name &amp; Bank Address:</b>	
<b>Branch Name:</b>	
<b>IFSC:</b>	

Date :-----

Place :-----

-----  
**Signature of Tenderer with Office Seal**  
**Name:-----**

No.: HDC/MM/ LT-07/30/29

**ANNEXURE-VII****PART-I****(TO BE SUBMITTED ALONG WITH SEALED ENVELOPE-2 MARKED WITH "TECH-COMM BID")  
UNPRICED BILL OF QUANTITIES**

(Tender No. HDC/MM/ LT-07/30/29)

Tender for supply and delivery of "Handheld Walkie Talkie Set" to Haldia Dock Complex .

**IMPORTANT: a) This Unpriced Bill of Quantities must be submitted with the  
Techno- Commercial Bid.****b) Do not mention any rates or amounts in this part.****c) Please refer clause-34, Page-12.**

<u>Item Description</u>	<u>Qty.</u>	If your offer exactly match to our specification, write 'YES' else give your technical details.
<b><u>VHF HAND HELD WALKIE-TALKIE SET:</u></b> <b>General:</b> Frequency Range: 136-174 MHz. Number of Channels: 128 Channel Spacing: 12.5/25 kHz Power Supply: 7.2 V DC Antenna Impedance: 50 Ohm. Operating temp. range: -20 deg C to +55 deg C Battery Capacity: Li-ion, 1800 mAh or better Weight (approx.): less than 300 gm. <b>Transmitter:</b> Transmit O/p power (at 7.2 V DC) : 1W Frequency Stability : +/- 2.5 ppm Ext. microphone connector: 9-pin <b>Receiver:</b> Sensitivity (at 20 dB SINAD) : -4dB micro V Spurious Response: 70 dB Intermodulation rejection : 67 dB Audio O/p power : 500 mW (at 5% distortion with 8 Ohm load) Ext. speaker connector: 9 pin <b>Mandatory Standard:</b> Mil STD: 810-F or higher ATEX IS TYPE APPROVAL: Gas: II2G Ex ib IIA T3 Gb Dust: II2D Ex tb IIIC T160 deg C Db (Tamb= -20 deg C to +55 deg C ) Ingress Protection Rating: IP67 <b>Features:</b> Display: Min. 8 Character Alphanumeric Display Voice Secrecy: Built-In Voice Scrambler Scanning: Priority Scanning should be available	3 sets	

**Date :** \_\_\_\_\_**Telephone No(s) :** \_\_\_\_\_**Fax No.** \_\_\_\_\_**Mobile No.** \_\_\_\_\_**E-Mail I D.** \_\_\_\_\_**Signature of the Tenderer with Office Seal****Full Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No.: HDC/MM/ LT-07/30/29

**ANNEXURE-VIII****PART-II****(TO BE SUBMITTED ALONG WITH SEALED ENVELOPE-3 MARKED WITH "PRICE BID")****PRICED BILL OF QUANTITIES****Tender No. HDC/MM/ LT-07/30/29**Tender for supply and delivery of "**Handheld Walkie Talkie Set**" to HALDIA DOCK COMPLEX.

**IMPORTANT: a) This Priced Bill of Quantities must be submitted in a separate sealed cover Marked "PRICED BID" .**  
**b) Do not mention terms & condition in this part.**

Description of Item	Unit	Qty.	Unit Landed cost excluding of GST on F.O.R up to HDC's store at Haldia Basis (In Rs.)
<b><u>VHF HAND HELD WALKIE-TALKIE SET:</u></b> <b>General:</b> Frequency Range: 136-174 MHz. Number of Channels: 128 Channel Spacing: 12.5/25 kHz Power Supply: 7.2 V DC Antenna Impedance: 50 Ohm. Operating temp. range: -20 deg C to +55 deg C Battery Capacity: Li-ion, 1800 mAh or better Weight (approx.): less than 300 gm. <b>Transmitter:</b> Transmit O/p power (at 7.2 V DC) : 1W Frequency Stability : +/- 2.5 ppm Ext. microphone connector: 9-pin <b>Receiver:</b> Sensitivity (at 20 dB SINAD) : -4dB micro V Spurious Response: 70 dB Intermodulation rejection : 67 dB Audio O/p power : 500 mW (at 5% distortion with 8 Ohm load) Ext. speaker connector: 9 pin <b>Mandatory Standard:</b> Mil STD: 810-F or higher ATEX IS TYPE APPROVAL: Gas: II2G Ex ib IIA T3 Gb Dust: II2D Ex tb IIIC T160 deg C Db (Tamb= -20 deg C to +55 deg C ) Ingress Protection Rating: IP67 <b>Features:</b> Display: Min. 8 Character Alphanumeric Display Voice Secrecy: Built-In Voice Scrambler Scanning: Priority Scanning should be available	Set	3	

**Date :** \_\_\_\_\_**Telephone No.(s) :** \_\_\_\_\_**Fax No.** \_\_\_\_\_**Mobile No.** \_\_\_\_\_**E-Mail** \_\_\_\_\_**Signature of the Tenderer with Office Seal****Full Address :** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_