

**KOLKATA PORT TRUST,
HALDIA DOCK COMPLEX**

Administratiion Division
Jawahar Tower Annexe

No. Ad.0037/Swachh Bharat/3197

Date: 21.08.2018

M/s. _____

Dear Sirs,

**Sub: Limited Tender for supply and delivery of dustbin, polythine sheet and
jute bag to Haldia Dock Complex, Haldia.**

REF: Tender No. Ad/0037/Swachh Bharat/1

Sealed Tender is invited from the reputed manufacturer / dealer/ distributor for supply & delivery of various materials to Haldia Dock Complex. Please submit your single part bid tender for supply and delivery of "dustbin, polythine sheet and jute bags" indicating the price, taxes, duties etc. in accordance with the attached terms and conditions of tender and detailed Bill of Quantities. Please sign and submit the enclosures consisting of three (03) pages.

TENDER GUIDELINES :-

- | | |
|--|--|
| ☛ LAST DATE AND TIME OF SUBMISSION OF BID | : At 3.30 P.M. on 28.08.2018 |
| ☛ DATE AND TIME OF OPENING OF TENDER | : At 4.00 P.M. on 28.08.2018 |
| ☛ TENDER TO BE SUBMITTED AT THE ADDRESS | : Administrative Office,
Ground Floor,
Jawahar Tower Annexe
Haldia Dock Complex.
P.O.- Haldia Township
Dist.- Purba Medinipur
PIN-721607 (W.B.) |

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.

Thanking you,

Yours faithfully,

Encl: As above.

(S.S. Pandit)
Dy. Manager (Admn.)
for Sr. Dy. Manager(Admn.)
Mob: 9434054122

TENDER FOR PROCUREMENT OF DUSTBIN, POLYTHINE SHEET AND JUTE BAGS

(REF: TENDER NO. Ad/0037/Swachh Bharat/1)

Important instructions:- Tenderers are requested to read the Bill of Quantity and terms & conditions of this tender before submission of tender.

Terms & Condition:

1. HDC will not be responsible in any way for postal delay. HDC / KoPT reserves the rights to reject all tenders 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 contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Calcutta.
4. **SCOPE OF WORK:**
The work comprises of supplying and delivery including loading, unloading & stacking of all materials as specified in the Bill of Quantities at Port Township, Haldia at their own cost, risk and responsibility.
5. **HDC's Approved SAMPLES:**
Bidders are requested to supply the materials as per HDC's approved samples. Bidders may visit to HDC's Site at Haldia to see the HDC's approved samples. This should be done prior to submitting the Tender.
6. **VALIDITY :**
The tender shall remain open for acceptance for a period of 60 days from the date of opening of techno-commercial bid.
7. **TAXES:**
Prevailing rate in % of GST to be mentioned clearly indicating whether exclusive or inclusive in their quoted rates. Please note that we do not issue any Declaration Form for concessional Sales Tax. **Copy of GST Registration certificate must be submitted along with offer.**
8. **Payment Terms:**
95% payment shall be made through Bank to your account within 15 days of delivery and acceptance of materials.
Balance 5% shall be paid after expiry of guarantee period of six months.
9. **Delivery:**
Material will be delivered at Port Township Haldia at your own risk, responsibility and cost. Supply and delivery has to be completed within 15 (fifteen) days from the date of receipt of order by you.
9. **Evaluation of price:**
Evaluation of price will be made on lowest offer quoted on F.O.R. up to the Jawahar Tower, HDC, delivery basis against each item.
10. **Basis of Rates:**
Rate to be quoted against each item on Firm, F.O.R. up to the Port Township, Haldia Dock Complex, Haldia basis, all including transportation, loading, unloading, forwarding and stacking at site store, Haldia.
(Prescribed format of BOQ is enclosed with this Enquiry Form).
11. **Guarantee:**
The supplied materials must be guaranteed for a period of 06 months from the date of acceptance by Haldia Dock Complex.

Signature of the Tenderer with seal

TENDER FOR PROCUREMENT OF DUSTBIN, POLYTHINE SHEET AND JUTE BAGS
(REF: TENDER NO. Ad/0037/Swachh Bharat/1)

12. **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 and arrangement for protection against any damage, loss, breakage or leakage etc.

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.

14. **REJECTION OF MATERIALS**

Notwithstanding the inspection and passing of materials by Trustees' authorized person (representative of P&E 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.

Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Stores, H.D.C. within a period of 15 days 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.

15. **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 (Administration Division) in writing, the supplier shall pay, as compensation (Liquidated Damage) to the Trustees and not as a penalty, @½ % (half percent) of the total basic value of the delayed portion of order 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 basic value of the order. GST on L.D. amount as per law time being in force, shall be levied.

DECLARATION BY THE TENDERER: -

I / We have carefully read and understood the terms and conditions and specifications of materials and other details set out in the enclosed Tender Document. I/We confirm that all laid down terms and conditions have been accepted by me/us and I/We agree that I /We shall be bound by the said terms and conditions.

I/We also hereby confirm that I/We am/are not blacklisted or debarred from participating tender, by any Govt. Agency .I would be held responsible for any incorrect declaration or suppression of facts by me and I am aware that this may lead to rejection of the Offer.

Date : _____

Signature of the Tenderer with seal

Full Name :-----

Address :-----

TENDER FOR PROCUREMENT OF DUSTBIN, POLYTHINE SHEET AND JUTE BAGS**(REF: TENDER NO. Ad/0037/Swachh Bharat/1)****Bill of Quantity**

BOQ item Sl.No	Item Description	Quantity Required (In Nos)	Quoted Make / Brand	Basic Unit Rate (in Rs.)	% of GST	unit rate inclusive GST	Total Amount inclusive GST
1.0	Plastic Dustbin with paddle & lid. Capacity-10 ltrs Colour: Green Depth – 10" Approx dia- 10.5" approx Capacity-10 ltrs As per HDC's sample	2500					
2.0	Plastic Dustbin with paddle & lid Colour: Red Capacity-10 ltrs Depth – 10" Approx dia- 10.5" approx As per HDC's sample	2500					
3.0	Polythine sheet Depth- 11" Approx Dia-12" Approx Thickness: minimum 50 microns As per HDC's sample	75000					
4.0	Jute bag Width-17.5" Approx Length-14" Approx Volume-4.5" Approx with printing on both sides "GREEN INITIATIVE" KoPT & Swachh Bharat Logo. As per HDC's sample	2500					

Signature of the Tenderer with seal**Place:****Date:****Full Name:****Address: -----**