

कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
सामग्री प्रबंधन प्रभाग
AN ISO 9001:2015 ORGANISATION
MATERIALS MANAGEMENT DIVISION

No. HDC/MM/LT-40/20/89

Dated: 02.04.2019

M/s-----

Dear Sir(s),

SUB : - SUPPLY AND DELIVERY OF WHITE & CLEAN COTTON WASTE TO HALDIA DOCK COMPLEX ON ARC BASIS

REF. : - TENDER NO. HDC/MM/LT-40/20/89

Please submit your quotation in **Single Cover Bid** system for supply and delivery of 'WHITE & CLEAN COTTON WASTE' on Annual Rate Contract basis indicating the price, GST, in accordance with the attached terms and conditions of tender and detailed Bill of Quantities. Please sign and submit the enclosures containing Priced Bill of Quantities (Annexure-II) and Terms & Conditions of tender (Annexure-I) in a single cover along with your quotation.

Earnest Money Deposit (EMD): The intending bidders must deposit **Rs. 1,000.00** (Indian Rupees: one thousand only), as Earnest Money, to Haldia Dock Complex, through DD/Banker Cheque in favour of Kolkata Port Trust on any Scheduled/Nationalized Bank payable at Haldia, otherwise their offer will be summarily rejected. Copy of the DD/Banker's Cheque should be uploaded. In case the said Earnest Money is not deposited by the bidder, the respective bid will be summarily rejected, treating the same as non-responsive.

TENDER GUIDE LINES

- **LAST DATE AND TIME OF RECEIPT OF BID ALONG WITH SAMPLE : 24/04/2019 upto 15.00 Hrs.**
- **DATE AND TIME FOR OPENING OF TENDER : 24/04/2019 from 15.30 Hrs.**
- TENDER TO BE SUBMITTED AT THE ADDRESS: - Office of the Sr. Dy. Manager, Materials Management, 2nd Floor, Jawahar Tower, Haldia Dock Complex.

OPENING OF BIDS:-

- 1) Bids will be opened on the above – mentioned date and time, at the Office of the Sr. Dy. Manager, Materials Management, 2nd Floor, Jawahar Tower Haldia Dock Complex. Any Bidder who wishes to be present at the time of opening may do so.
- 2) Bids received after the stipulated date and time due to any reason whatsoever will not be considered. KoPT, HDC will not be responsible for the loss of the Bid document or, for the delay in postal transit.
- 3) 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. In this regard, decision of the undersigned will be final.
- 4) The Bidder should sign and submit the enclosed Tender Document (Annexure-I) along with their offer.
- 5) KoPT, HDC, reserves the right to reject any or all bids and also to accept any tender in part or, full without assigning any reason thereof.
- 6) Mere issue of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.
- 7) Due date of submission of tender will not be extended under any situation.

Thanking you.

Encl: - As above.

Yours faithfully,

(B. Goswami)

Dy. Manager (MM)

For Sr. Dy. Manager (MM), HDC, KoPT

Enclosures: Terms and Conditions:-Annexure-I & Priced Bill of Quantities:-Annexure-II

ANNEXURE-I

TERMS AND CONDITIONS OF TENDER FOR PROCUREMENT OF WHITE & CLEAN COTTON WASTE

1.0 PRE-QUALIFICATION CRITERIA OF THE BIDDERS:

1.1 GST Registration Certificate.

2.0 SCOPE OF WORK:

The work comprises of loading, supplying, delivery, unloading & stacking of White & Clean Cotton Waste as specified in the Bill of Quantities at Central Stores of MM Division at Chiranjibpur of Haldia Dock Complex on Annual Rate Contract Basis.

3.0 PLACE OF DELIVERY:-

Materials shall be delivered by the successful Bidder upto HDC's central store, M.M. Division of Haldia Dock Complex at Chiranjibpur, Haldia at their own cost, risk and responsibility.

4.0 TIME OF COMPLETION OF DELIVERY:

- i) Supply and Delivery against each Part Order has to be completed within 15(Fifteen) days of receipt of each part order.
- ii) Materials are to be delivered at Central Stores of M.M. Division, HDC, Haldia. Materials shall be delivered by the supplier at their cost, risk and responsibility up to Site Store(s), MM Division, Haldia Dock Complex.

5.0 EARNEST MONEY AND SECURITY DEPOSIT :

i) The Earnest Money Deposit shall be released to the unsuccessful Bidder without any interest after finalization of Successful bidder. The Earnest Money of the successful Bidder shall be released after receiving Security Deposit.

ii) The EMD shall be adjusted towards Security Deposit equal to 5% of the basic contract value. The successful bidder shall pay Balance Security Deposit by Banker's Cheque or by Demand Draft of any Scheduled/ Nationalized Bank of India drawn in favour of Haldia Dock Complex and payable at Haldia, within 30 days from the date of placement of order. Failing which, the HDC reserves 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.

iii) If the contract value of Rs. One lac and above, the supplier shall be offered a DD or Bank Guarantee in the form of Security Deposit by any nationalized/scheduled bank payable at Haldia. The Bank Guarantee shall be submitted in the format available with HDC.

iv) 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'.

v) The security deposit converted into performance bank Guarantee for the period of 12 months.

ANNEXURE-I

6.0 For Micro & Small Enterprises (MSEs) registered with NSIC:-

- 6.1 Micro & Small Enterprises (MSEs) shall submit the following documents for availing themselves waiver of EMD and cost of tender documents :-
- 6.2 Micro and Small Enterprise registered with the authorities as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document and depositing Earnest Money for which copies of valid MSE's Certificate along with the certificate of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender

7.0 PRICES:

Price should be quoted F.O.R HDC's site store(s), MM Division, Haldia, i.e on free delivery basis up to site store(s) of MM, HDC at Haldia.

8.0 TAX:

Bidder(s) should quote their rates clearly indicating percentage (%) details of GST as applicable, in their offer.

9.0 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, Excise Invoice with Cenvatable Transporter's copy (if applicable), 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 store/ site. Payments shall be credited to supplier's bank account through 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 account no. and IFS code number in the bill. Payment may be made in maximum two installments.

10.0 WARANTTY CERTIFICATE:

06 Months from the date of final acceptance.

11.0 INSPECTION:

i) Inspection of materials shall be done by Trustees' authorized officer (representative of P&E Division, HDC) after delivery of material at the Store/Site of Haldia Dock Complex.

ii) The materials to be supplied by the supplier should strictly conform to the laid down specification of tender / order. If and when necessary, samples from the supplies may be drawn and the same will be tested by Trustees' authorized person either at the trustees own arrangement or by Government Test House and if found to be inferior to the laid down specifications of tender/ order, the materials will be rejected in whole or in part and supplier shall be debited with the cost of test and rejected materials shall be replaced by the supplier at his own cost and arrangement.

iii) For removal of the rejected materials, the Contractor shall obtain a prior written approval of the Engineer on furnishing the details of quantity, location, mode of transport, date and time of removal and the person authorized to lift the rejected materials.

ANNEXURE-I

12.0 CONTRACT PERIOD:

The Rate Contract would normally be for a period of **One (01) year** and shall be valid for all orders placed by us within this period. The supplier shall agree to the extension of the validity period of the contract by a period up-to 3 months, if considered necessary by the Sr. Dy. Manager (MM) and continue to effect supplies at the agreed rates and terms and conditions during the extended period.

13.0 QUANTITY:

The quantity as mentioned in the Bill of Quantity is approx. The total quantities to be purchased under the rate contract can not be guaranteed as the purchases are to be made according to our requirement against purchase orders placed from time to time. The Trustees reserve themselves the right to place no orders in case of no requirements during the period of contract including extended period.

14.0 VALIDITY:

The offer shall remain open for acceptance up to 120 days form the date of tender opening.

15.0 EVALUATION CRITERIA:

Evaluation of the offers shall be made on the minimum landed price exclusive of GST quoted against the BOQ item, among the Techno-Commercially qualified bidders and selected samples, subject to the fulfillment of necessary tender conditions.

16.0 WORKMAN COMPENSATION:

the successful bidders must cover his employees/ workers, who will be engaged for delivery, unloading & b staking job at HDC's site, under workman compensation act, fatal accident act and personal injuries insurance act for protection against any injury/ accident and shall have to bear all the consequence and cost as applicable as per relevant acts.

17.0 BANNED OR DE- LISTED CONTRACTORS:

Bidders must give a declaration to the effect that they have not been 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-Government Agency or, PSU, the details of any such ban must be clearly stated along with relevant documents which the Bidder is to enclose together with Techno-Commercial Bid. Incorrect declaration of suppression of facts will lead to rejection of the Offer.

18.0 SAMPLES:

Please submit Sample for tendered item (White & Clean Cotton Waste). Selection will be made from the submitted samples.

DELECTIONATION BY THE TENDERER:

I/We confirm that all the laid down terms and conditions have been accepted by me/us and I/We agreed to be bound by the said terms and conditions.

Date & Place With official Seal

SIGNATURE OF THE BIDDER

Full Name: _____

Address: _____

ANNEXURE-II

No. HDC/MM/LT-40/20/89

PRICED BILL OF QUANTITIES

TENDER FOR SUPPLY AND DELIVERY OF COTTON WASTE ON ARC BASIS

Sl. No.	Description of Item	Unit	Quantity	Unit Landed Price exclusive of GST Basis (In Rs.)	% GST	Total Landed Price (Inclusive of all)
1	White & Clean Cotton Waste. White and clean Cotton Waste , free from dust, moisture and foreign particles etc. in 50 Kgs. (Net Weight) 2 nd hand Gunny Bag/HDPE bag.	Kg.	3,000			

Note: - Sample for White & Clean Cotton Waste must be submitted at the office of M.M. Division with proper marking.

Date & Place with official Seal

SIGNATURE OF THE BIDDER

Full Name: _____

Address: _____
