

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: +913224-263266 Fax: +913224 263255; E-mail: spb.hdc@nic.in/ncmaji.hdc@gov.in

Tender No: HDC/MM/LT-08/13/107

Date : 13/08/2019

Tender in **one part system** are invited from reliable, bonafied & experienced general order suppliers/ printers for **Supply and delivery of Medical History Books and High Density plastic jackets on Biennaial rate contract basis to Haldia Dock Complex**

Bid Document may be downloaded from KoPT (www.kolkataporttrust.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-08/13/107
b) MODE OF TENDER	::	One part Procurement System
c) Date of NIT available to parties to download	::	13/08/2019
d) Pre-Bid Meeting starting date & Time	::	N/A
e) Pre –Bid Meeting closing date & Time	::	N/A
f) Bid Document fee	::	Nil
Cost of Postal charges for sending Tender Document by Post	::	Rs. 100.00
g) Earnest Money Deposit	::	The intending bidders should submit Earnest Money of Rs. 1,000.00 (Rupees one thousand only) by Banker's cheque/ Demand Draft of any Nationalised Bank/ Scheduled Bank of India drawn in favour of Haldia Dock Complex payable at Haldia, along with their offer otherwise their offer will be summarily rejected.
h) Last date of submission of EMD	::	04/09/2019 up to 1.00 HRS
i) Date of Starting of Tender for submission of Techno-Commercial Bid and price Bid.	::	14/08/2019
j) Date of closing of tender for submission of Techno-Commercial Bid & Price Bid.	::	04/09/2019 up to 15.00 HRS
k) Date & Time of opening of Techno-Commercial Bid.	::	04/09/2019 after 15.30 HRS
l) Date of opening of price bid shall be opened same day	::	04/09/2019 after 15.30 HRS.

No.: HDC/MM/LT-08/13/107

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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. Techno-Commercial bid and Price bid will be opened on specified date and time as given in the NIT. Bidder(s) can witness opening of bid.
2. All entries in the tender should be entered in Technical & Commercial Formats without any ambiguity.
3. 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.
4. (i) 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.
5. Tender can not be accepted after the due date and time mentioned in NIT.
6. Bidding in Tender :
 - a. Bidder(s) need to submit necessary EMD. 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.
7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
8. No deviation to the technical and commercial terms & conditions are allowed.
9. HDC has the right to cancel this tender without assigning any reason thereof.
10. 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.
11. 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.
12. The bid will be evaluated based on the evaluation clause of the tender.
13. 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.
14. Necessary addendum/ corrigendum (if any) of tender would only be hosted in the above noted website.
15. **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 with list of items registered must be submitted with tender / Udyog Aadhar Certificate / NSIC / DIC.**

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16. **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.

17. **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.**
18. 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.
19. 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.
20. **Due date of submission of tender will not be extended under any situation.**

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Annexure –II

No.: HDC/MM/LT-08/13/107

SL

Commercial Terms & Conditions

NO.

1. SCOPE OF WORK :

It is a RATE CONTRACT. The work comprises of supply and delivery of materials (all as stated in the specifications and Bill of quantities) to Chiranjibpur, Central Store, MM Division / P&IR Division / Admn. Division of Haldia Dock Complex, as per Part Orders, which would be issued according to HDC's time to time requirement.

2. CONTRACT PERIOD :

The rate contract would be normally be for a period of 2 years 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 (three) 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.

3. QUANTITY :

The Quantity as mentioned in the bill of quantity is approx. The total quantities to be purchased under the rate contract cannot be guaranteed as the purchases are to be made according to our requirement against Part 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.

4. 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.

5. 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/ Udyog Adhar certificate with list of items registered must be submitted with tender

6. 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.

7. 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.

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.

8 **Due date of submission of tender will not be extended under any situation.**

9. Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money.

10. Tenders 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.

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11. The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.
12. 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. 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.
13. 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 Addenda, 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.
14. The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.
15. 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.
16. The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.
17. Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and delivery of their bids or for any other expenses incurred in connection with such bidding.
18. Bidders may visit Central Store of MM Division, Haldia before submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions and existing road facilities for carrying materials etc before submission of the tender. 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.
19. **VALIDITY :**
The tender shall remain open for acceptance for a period of 120 days from the date of opening of the same.
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.
20. **NON- RESPONSIVE BIDDER :-**
The offer/tender shall be treated as non-responsive, if :
i) 120 days validity from the date of opening of techno-commercial bid is not accepted/ agreed to as per tender condition.
ii) Offer / tender is submitted with any deviation from the tender terms & conditions.
21. **EARNEST MONEY AND SECURITY DEPOSIT :**
i) 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 Security Deposit shall be equal to 5% of the basic value of the materials. The Earnest Money of the successful Bidder will be retained and converted to as a part of the Security Deposit. The balance Security Deposit shall be recovered from their running bill.
The Security Deposit shall be refunded without interest after the successful execution of the order and completion of guarantee period.
ii) 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/ Nationalized Bank of India having Branch at Haldia in lieu of Security Deposit.
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'.

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22. PRICING OF BIDS :

- i) Price should be quoted F.O.R HDC's site/store at Haldia including charges for packing, forwarding, loading, stacking, transportation, unloading, and transit risk, necessary for the complete services as described in the documents i.e. on free delivery basis upto HDC's site/store at Haldia, but excluding taxes and duties.
- ii) The Bidder shall state clearly the percentage of GST that will be charged extra over his quoted rates.
- 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.

23. Please note that KoPT does not provide any concessional Sales Tax Form.

24. EVALUATION CRITERIA :

Evaluation will be made on overall lowest offer basis, not on item wise lowest offer basis excluding GST quoted among the techno-commercially qualified bids subject to the fulfilment of necessary Tender conditions. 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.

ii) 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.

iii) 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.

25. 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, 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.

26. DELIVERY :

i) Delivery of the materials must be completed within 60 days from the date of receipt of Part order by the supplier.

ii) Materials are to be delivered at HDC's Central Store, MM Division / P&IR Division / Admn. Division of Haldia Dock Complex, as per Part Orders, which would be issued according to HDC's time to time requirement. Materials shall be delivered by the supplier at their cost, risk and responsibility up to Central Store of Haldia Dock Complex.

iii) Delivery period shall 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.

iv) 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.

27. 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 Saturday, Sundays and Port Holidays. The authorized representative of the suppliers should be present at the time 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.

28. INSPECTION :

i) Inspection of materials shall be done by Trustee's authorized person (representative of M. M. Division/ User Division, HDC) after delivery of materials at the Central Store of M. M. Division, Chiranjibpur, Haldia Dock Complex / at site.

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 for moisture content and identification of species by Trustees' authorized person either at the trustees own arrangement or by Government Test House or by Govt. approved 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.

29. TRANSIT RISK :

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

30. DOCK PERMITS :

The successful Bidder shall have to obtain permits from the Central store, M.M. Division or as directed for entry of their vehicles and workers into the Trustees' Stores for unloading and stacking of the materials. 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 days.

31. REJECTION OF MATERIALS :

Notwithstanding the inspection and passing of materials by Trustees' authorized person (MM 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 defective and rejected materials.

Rejected materials shall be at Supplier's risk. They must be collected from M M Division, 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, 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.

32. PACKING OF MATERIALS:

The Supplier shall be responsible for proper packing and delivery at Stores. The materials should be packed by the Supplier at their own cost for protection against any damage, loss, breakage or leakage etc.

33. 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 (Materials Management 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 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 (GST) of the order. GST on L. D. amount at the prevailing rate (presently @18.0%) will be levied.

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

34. 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).

35. 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

36. FORCE MAJEURE :

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.

37. JURISDICTION OF COURT :

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

38. 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.

39. 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.

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40. SAMPLES:

Samples are available at the office of the M M Division. Bidders may inspect the samples if they wish before quoting the rates.

Successful tenderer shall collect the samples for printing nomenclature from the office of Sr. Dy. Manager (MM) immediately after receipt of order. Printing should be as per KoPT, HDC's sample. Paper should be good quality as per specification of B.Q. and free from blotting. Sample copies for printing nomenclature will be forwarded to the successful bidders along with the order. Proof copies of printing should be submitted within 7 days from the receipt of order and thereafter approved copies will be returned to the successful bidder within next 8 days.

41. GST & STATUTORY LEVY :- [TO BE SUBMITTED ALONGWITH TECHNO-COMMERCIAL BID] TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES:-

	SL. NO.	TARIFF HEAD	WHETHER APPLICABLE	APPLICABLE RATE (%)	Whether INCLUSIVE / EXCLUSIVE
	1.	CGST			
	2.	SGST			
	3.	IGST			

Date :-----

Signature of Tenderer with Office Seal

Place :-----

Name : _____

Phone:

Address : _____

Fax:

E-mail:

(TO BE SUBMITTED ALONG WITH ENVELOPE - 2)

UNPRICED BILL OF QUANTITIES

(Tender No. HDC/MM/LT-08/13/107)

Tender for Tender for Supply and delivery of **Medical History Books & High Density Plastic Jackets on biennial rate contract basis** 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.

Sl. No.	Item Code No.	Description of Item	Qty	Offered Specification (If specification is same please write "Yes"&"Make/Brand") (No other specification will be accepted)
1.	44012043	<p><u>MEDICAL HISTORY BOOK:-</u> Book of 95 (ninety five) leaves each (including 2 leaves for (pustani). Out of 95 leaves, 3(three) leaves are instruction leaves (2nd leaf in Hindi, 3rd leaf in Bengali & 4th leaf in English version). 1st and last leaves are pustani. Printing in one side for both pustani. Other 90 (Ninety) leaves consist of following: - 60(sixty) leaves are perforated copies and 30 (thirty) leaves are Block copies. 1st leaf perforated, printed in front side (one side) and divided in two equal halves (Upper & Lower) with perforation in Middle. 2nd leaf un-perforated (Block Copy), printing in both sides and divided in two equal halves (Upper & Lower) with black ruling in Middle in both sides. 3rd leaf perforated, printed in Back side (one side) and divided in two equal halves (Upper & Lower) with perforation in Middle. 4th leaf perforated, printed in front side (one side) and divided in two equal halves (Upper & Lower) with perforation in Middle. 5th leaf Block copy un-perforated (same as mentioned in 2nd leaf). 6th leaf perforated copy (same as mentioned in 3rd leaf). 7th leaf perforated copy (same as mentioned in 1st leaf & 4th leaf). And rest so on. Numbering in all leaves (Except Instruction leaves) as per sample from Sl. No. 001 to 120. Perforated copies will be GREEN COLOURED PAPER (as per KoPT's sample and Block Copy & INSTRUCTION COPY will be SUNLIT BOND PAPER/ or of similar quality paper. Sizes of leaf (Instruction copies both of perforated copies, Block Copies and pustani :- 135 MM x 210 MM, GSM of the GREEN COLOURED PAPER :45 – 48, GSM of the BOND PAPER : 58 - 62. <u>BINDING:-</u> Book Binding (Forma Type Sticking) and pustani covered with Pulp Board. GSM of the Pulp Board: 300. Front Cover and Back pustani should be printed (as per sample) in bilingual.</p>	3,400 Nos	

Sl. No.	Item Code No.	Description of Item	Qty	Offered Specification (If specification is same please write "Yes"&"Make/Brand") (No other specification will be accepted)
2.	4499 0042	<p><u>BIODATA CARD COVERD WITH HIGH DENSITY PLASTIC JACKET:</u></p> <p>Medical History Book is to be fitted in a plastic jacket. Plastic jacket should be made of double layer high density transparent plastic sheet. Thickness of each plastic layer should be 0.15 mm. There should be two flaps on the jacket in order to hold the Medical History Book properly. Thickness of flap should be 0.20mm and width 55 mm. Front part of plastic jacket shall hold the Bio-data card and photograph on art board (GSM 230) and back part of jacket will hold a blank art board of same GSM. The both parts of the jacket will be such that it can hold the Medical History Book properly.</p> <p>Bio-data card should be made in art board paper. GSM of art board paper; 230, size: 135mm x 210mm. Heat Lamination should be permanent in feature. Bio-data of Employees/Dependant Family is to be typed and photograph is to be pasted in each card. The card is to be put between the two layers of the High Density Plastic jacket and finally laminated.</p>	600 Nos.	

Note: Sample and printing matter may be seen from our office before submission of tender.

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

PRE-QUALIFICATION CRITERIA FOR BIDDERS: -

1) Experience of having successfully completed similar works (supply) during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following: -

a. Three similar completed works (supply) costing not less than the amount equal to Rs.47,000.00

Or

b. Two similar completed works (supply) costing not less than the amount equal to Rs.59,000.00

Or

c. One similar completed works (supply) costing not less than the amount equal to Rs.94,000.00

1a) Similar works means: supply and delivery of Hardware items / Plumbing & sanitary items / Consumable items / printed books & forms/Stationeries /Lamination Job/ similar type of Items and general order supply materials to State Govt./Central Govt./ PSU or Public / Private organization, which should be substantiated by producing PURCHASE ORDER copy along with any one or more of the following documents:

Certificate of execution / Goods Receipt Note / Excise Invoice / Tax Invoice / Receipted challan copy / Payment receipted documents or any other documents substantiating the proof of supply of materials to the satisfaction of the tender issuing authority.

2. Copy of GST Registration Certificate.

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

3.3 TENDER AUTHORITY:-

Sr. Dy. Manager (MM), Haldia Dock Complex, Jawahar Tower [2nd Floor], P.O.- Haldia, Dist. Purba Medinipur – 721 607, Tele-Fax: - [03224]-263266.

Due Date Of submission	04.09.2019	Time	UPTO 15:00 hrs.	Date of Opening of Techno Commercial Bid of the Tender	04.09.2019	Time	15:30 hrs. onwards.
Bid document will be available on CPP portal. Bidders will have to participate in bidding process through website https://eprocure.gov.in/eprocure/app only							
Date and Time for pre-bid meeting & site visit			NA				
Cost of Tender document (Non-refundable)		Nil					
Time Of Completion		60 (sixty) days from the date of receipt of order by the successful bidder.					

ANNEXURE-V**DECLARATION OF THE BIDDER**

Sr. Dy. Manager (MM Division),
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:

.....

Contd. Page No. 15

ANNEXURE-VI**BIDDER'S INFORMATION**

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

Tender No.	HDC/MM/LT-08/13/107
Name of work/Item Description:	Supply and delivery of Medical History Books & High Density Plastic Jackets on biennial rate contract basis 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 Copy of GST Registration Certificate / CST Registration Certificate (TIN)?	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
Are you MANUFACTURERS / authorised dealers/ authorised stockiest/ suppliers for the tendered materials? Please indicate your status.	
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-08/13/107

(Documents to be downloaded ,filled up, signed, scanned and uploaded)

ANNEXURE-VII

TENDER No.: HDC/MM/LT-08/13/107

Tender for Supply and delivery of **Medical History Books & High Density Plastic Jackets on biennial rate contract basis** to Haldia Dock Complex.

Bidder's Bank Details

A/c No.	
A/c holder Name:	
Bank Name & Bank Address:	
Branch Name:	
IFSC:	

PRICED BILL OF QUANTITIES

Tender No. HDC/MM/LT-08/13/107

Tender for supply and delivery of "Medical History Books & High Density Plastic Jackets on biennial rate contract basis" to Haldia Dock Complex.

IMPORTANT: a) This Priced Bill of Quantities must be submitted in a separate sealed cover Marked "PRICED BID" (Envelope- 3).

b) Do not mention terms & condition in this part.

Sl. No.	Item Code No.	Description of Item	Qty & Unit	Unit Rate On F.O.R. upto HDC's Store at Haldia Basis excluding GST (In Rs.)	Total amount excluding GST (In Rs.)
1.	44012043	<p>MEDICAL HISTORY BOOK:- Book of 95 (ninety five) leaves each (including 2 leaves for (pustani). Out of 95 leaves, 3(three) leaves are instruction leaves (2nd leaf in Hindi, 3rd leaf in Bengali & 4th leaf in English version). 1st and last leaves are pustani. Printing in one side for both pustani. Other 90 (Ninety) leaves consist of following: - 60(sixty) leaves are perforated copies and 30 (thirty) leaves are Block copies. 1st leaf perforated, printed in front side (one side) and divided in two equal halves (Upper & Lower) with perforation in Middle. 2nd leaf un-perforated (Block Copy), printing in both sides and divided in two equal halves (Upper & Lower) with black ruling in Middle in both sides. 3rd leaf perforated, printed in Back side (one side) and divided in two equal halves (Upper & Lower) with perforation in Middle. 4th leaf perforated, printed in front side (one side) and divided in two equal halves (Upper & Lower) with perforation in Middle. 5th leaf Block copy un-perforated (same as mentioned in 2nd leaf). 6th leaf perforated copy (same as mentioned in 3rd leaf). 7th leaf perforated copy (same as mentioned in 1st leaf & 4th leaf). And rest so on. Numbering in all leaves (Except Instruction leaves) as per sample from Sl. No. 001 to 120. Perforated copies will be GREEN COLOURED PAPER (as per KoPT's sample and Block Copy & INSTRUCTION COPY will be SUNLIT BOND PAPER/ or similar quality paper. Sizes of leaf (Instruction copies both of perforated copies, Block Copies and pustani :- 135 MM x 210 MM, GSM of the GREEN COLOURED PAPER : 45 – 48, GSM of the BOND PAPER : 58 - 62. BINDING:- Book Binding (Forma Type Stitching) and pustani covered with Pulp Board. GSM of the Pulp Board: 300. Front Cover and Back pustani should be printed (as per sample) in bilingual.</p>	3,400 Nos.		

No.: HDC/MM/LT-08/13/107

Sl. No.	Item Code No.	Description of Item	Qty & Unit	Unit rate On FOR up to HDC's store at Haldia Basis (In Rs.)	Total amount (In Rs.)
2.	4499 0042	<p><u>BIODATA CARD COVERD WITH HIGH DENSITY PLASTIC JACKET:</u></p> <p>Medical History Book is to be fitted in a plastic jacket. Plastic jacket should be made of double layer high density transparent plastic sheet. Thickness of each plastic layer should be 0.15 mm. There should be two flaps on the jacket in order to hold the Medical History Book properly. Thickness of flap should be 0.20mm and width 55 mm. Front part of plastic jacket shall hold the Bio-data card and photograph on art board (GSM 230) and back part of jacket will hold a blank art board of same GSM. The both parts of the jacket will be such that it can hold the Medical History Book properly.</p> <p>Bio-data card should be made in art board paper. GSM of art board paper; 230, size: 135mm x 210mm. Heat Lamination should be permanent in feature. Bio-data of Employees/Dependant Family is to be typed and photograph is to be pasted in each card. The card is to be put between the two layers of the High Density Plastic jacket and finally laminated.</p>	600 Nos.		

Note: Sample and printing matter may be seen from our office before submission of tender

Date : _____

Signature of the Tenderer with Office Seal

Telephone No.(s) : _____

Full Address : _____

Fax No. _____

Mobile No. _____

E-Mail _____
