

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-09/15/06

Dated: 05.02.2020

M/s-----

Dear Sir(s),

SUB : - SUPPLY AND DELIVERY OF CROCKERIES FOR MARINE TO HALDIA DOCK
COMPLEX

REF. : - TENDER NO. HDC/MM/LT-09/15/06

Tender in Two part Bid system (Part-I:Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafied & experienced suppliers for supply and delivery of "CROCKERIES FOR MARINE" as per Bill of Quantities to Haldia Dock Complex 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 Un-Priced Bill of Quantities (Annexure-II) and Terms & Conditions of tender (Annexure-I) in a sealed envelope along with your tender. Please sign and submit the enclosures containing Priced Bill of Quantities (Annexure-III) in a separate sealed envelope along with your tender.

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. 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 : 28/02/2020 upto 15.00 Hrs.**
- **DATE AND TIME FOR OPENING OF TENDER (Part-I) : 28/02/2020 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,

Sr. Dy. Manager (MM)

Enclosures: Terms and Conditions:-Annexure-I, Un-Priced Bill of Quantities:-Annexure-II, Priced Bill of Quantities:-Annexure-III

ANNEXURE-I

TERMS AND CONDITIONS OF TENDER FOR PROCUREMENT OF CROCKERIES FOR MARINE

1.0 PRE-QUALIFICATION CRITERIA OF THE BIDDERS:

1.1 GST Registration Certificate.

1.2 Credential for supply of consumable, miscellaneous items, hardware items, crockery etc. Rs. 1,20,000=00 (cumulative value in any number of orders), during the last 5(five) years to 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:

- 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.

2.0 SCOPE OF WORK:

The work comprises of loading, supplying, delivery, unloading & stacking of CROCKERIES FOR MARINE as specified in the Bill of Quantities at Central Stores of MM Division at Chiranjibpur of Haldia Dock Complex.

3.0 PLACE OF DELIVERY:-

Materials shall be delivered by the successful Bidder up to 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 the Order has to be completed within 60 (Sixty) days of receipt of 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 Halide, 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.

ANNEXURE-I

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.

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, 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:

6 (six) Months from the date of final acceptance.

11.0 INSPECTION:

i) Inspection of materials shall be done by Trustees' authorized officer (representative of MO 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 rejected in whole or in part, rejected materials shall be replaced by the supplier at his own cost and arrangement.

ANNEXURE-I

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.

12.0 VALIDITY:

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

13.0 EVALUATION CRITERIA:

Evaluation will be made on the lowest (L1) landed price exclusive of GST quoted against overall BOQ items among accepted sample(s) and the techno-commercially qualified bids, subject to the fulfillment of necessary tender conditions.

14.0 LIQUIDATED DAMAGES:

If the successful bidder (supplier) failed to supply materials during the delivery period, the supplier shall be imposed liquidated damage @ ½ percent of the total landed cost excluding GST as applicable for every week delay on materials out of schedule of delivery which should not exceed maximum 10 per cent of the total landed cost.

15.0 PACKING OF MATERIALS:

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

16.0 SAMPLES:

Non adjustable Sample of each BOQ items, 01(one) no. must be submitted before opening of Techno-Commercial bid of the Tender(Part-1), as specified in the Tender Document with proper marking including Sample No., Name of the bidder, Tender no., Address, Contact no. etc. at the office of Tendering Authority (Sr. Dy. Manager [Materials Management], 2nd floor Jawahar Tower, Haldia Dock Complex, Haldia, PIN 721607),

Sample of Crockerries Items will be acceptable only after verification and selection made by sample selection committee of HDC.

Submission of sample along with the offer by bidder will not mean that a particular bidder will be automatically considered qualified for price bid opening but their bids will be reviewed techno commercially as well as their submitted sample will be scrutinized by sample selection committee and once their offer is technically accepted and their sample are also accepted then only bidder would be considered qualified for opening their price bids.

17.0 WORKMAN COMPENSATION:

the successful bidders must cover his employees/ workers, who will be engaged for delivery, unloading & stacking 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.

18.0 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-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 or suppression of facts will lead to rejection of the Offer.

No. HDC/MM/LT-09/15/06

ANNEXURE-I

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-09/15/06

UN-PRICED BILL OF QUANTITIES

TENDER FOR SUPPLY AND DELIVERY OF CROCKERIES FOR MARINE

Sl. No.	Description of Item	Unit	Quantity	If your offer exactly match to our specification, write 'YES', else give your technical details & specify make / brand
1.	WHITE BOWL (CHINA) SIZE : 4.5" (115 mm.) With KoPT's Badge and Blue Band (As per HDC's sample)	No.	828	
2.	BOWL CURRY (CHINA) with KoPT's Badge and Blue Band(as per HDC's sample)	No.	40	
3.	WHITE TEA SAUCER (CHINA). With Ko PT's badge and Blue Band.(as per HDC's sample)	No.	828	
4.	TUMBLER GLASS Size :- Standard (As per HDC's sample).	No.	190	
5.	WHITE FULL PLATE (CHINA) SIZE: 10" (254 mm.) with KoPT's Badge and Blue Band (As per sample)	No.	316	

Date & Place with official Seal

SIGNATURE OF THE BIDDER

Full Name: _____

Address: _____

ANNEXURE-II

No. HDC/MM/LT-09/15/06

UN-PRICED BILL OF QUANTITIES

TENDER FOR SUPPLY AND DELIVERY OF CROCKERIES FOR MARINE

Sl. No.	Description of Item	Unit	Quantity	If your offer exactly match to our specification, write 'YES', else give your technical details & specify make / brand
6.	SIDE PLATE(CHINA) With KoPT's Badge and Blue Band (as per HDC's sample)	No.	40	
7.	WHITE PLATE QUARTER (CHINA) SIZE : 7" (175 mm.), with KoPT's Badge and Blue Band (As per HDC's sample)	No.	828	
8.	PLATE SOUP (CHINA) With KoPT's Badge and Blue Band (as per HDC's sample)	No.	40	
9.	WHITE TEA CUP (CHINA) With Blue Band and KoPT's Badge (As per HDC's sample)	No.	316	

Date & Place with official Seal

SIGNATURE OF THE BIDDER

Full Name: _____

Address: _____

ANNEXURE-III

No. HDC/MM/LT-09/15/06

PRICED BILL OF QUANTITIES

PART-II (To be submitted in separate sealed envelope)

TENDER FOR SUPPLY AND DELIVERY OF CROCKERIES FOR MARINE

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 BOWL (CHINA) SIZE : 4.5" (115 mm.) With KoPT's Badge and Blue Band (As per HDC's sample)	No.	828			
2.	BOWL CURRY (CHINA) with KoPT's Badge and Blue Band(as per HDC's sample)	No.	40			
3.	WHITE TEA SAUCER (CHINA). With Ko PT's badge and Blue Band.(as per HDC's sample)	No.	828			
4.	TUMBLER GLASS Size :- Standard (As per HDC's sample).	No.	190			
5.	WHITE FULL PLATE (CHINA) SIZE: 10" (254 mm.) with KoPT's Badge and Blue Band (As per sample)	No.	316			

Date & Place with official Seal

SIGNATURE OF THE BIDDER

Full Name: _____

Address: _____

ANNEXURE-III

No. HDC/MM/LT-09/15/06

PRICED BILL OF QUANTITIES

PART-II (To be submitted in separate sealed envelope)

TENDER FOR SUPPLY AND DELIVERY OF CROCKERIES FOR MARINE

Sl. No.	Description of Item	Unit	Quantity	Unit Landed Price exclusive of GST Basis (In Rs.)	% GST	Total Landed Price (Inclusive of all)
6.	SIDE PLATE(CHINA) With KoPT's Badge and Blue Band (as per HDC's sample)	No.	40			
7.	WHITE PLATE QUARTER (CHINA) SIZE : 7" (175 mm.), with KoPT's Badge and Blue Band (As per HDC's sample)	No.	828			
8.	PLATE SOUP (CHINA) With KoPT's Badge and Blue Band (as per HDC's sample)	No.	40			
9.	WHITE TEA CUP (CHINA) With Blue Band and KoPT's Badge (As per HDC's sample)	No.	316			

Date & Place with official Seal

SIGNATURE OF THE BIDDER

Full Name: _____

Address: _____
