



**KOLKATA PORT TRUST  
KOLKATA DOCK SYSTEM  
DIRECTOR, MARINE DEPARTMENT  
15, Strand Road, Kolkata - 700 001  
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Website : [kolkataporttrust.gov.in](http://kolkataporttrust.gov.in)**

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**BID DOCUMENT**

**FOR THE TENDER**

**OF**

**CATERING AND HOUSE KEEPING**

**AT**

**SAGAR PILOT STATION**

**OF**

**KOLKATA PORT TRUST**

**TENDER NO. MRN/NC/279/CATERING/2020**

**JANUARY- 2020**

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**SCHEDULE OF TENDER (SOT)**

<b>Tender No.</b>	MRN/NC/279/CATERING/2020
<b>Tender Authority</b>	<b>Dy. Director, Marine Department,</b> <b>Kolkata Port Trust.,15, Strand Road,</b> <b>Kolkata-700001,</b> <b>Phone:033-2230-3451/ 033-2230-3214 -</b> <b>Extn:375,</b> <b>Fax No: 033-2231-3271</b> <b>E-mail: <a href="mailto:calport@kolkataporttrust.gov.in">calport@kolkataporttrust.gov.in</a>,</b> <b><a href="mailto:a.ghosh@kolkataporttrust.gov.in">a.ghosh@kolkataporttrust.gov.in</a></b> <b>Website: <a href="http://www.kolkataporttrust.gov.in">www.kolkataporttrust.gov.in</a></b>
<b>Mode Of Tender</b>	<b>e-Procurement System</b>  <b>Online single part Techno-Commercial Bid</b> <b>and Price Bid through CPP Portal</b> <b>(<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>)</b>  <b>The intending bidders are required to submit</b> <b>their offer electronically through NIC's CPP</b> <b>Portal for e-Procurement (GePNIC). No</b> <b>physical tender is acceptable by Kolkata Dock</b> <b>System.</b>
<b>Estimated value of Tender</b>	<b>Rs. 154.06 Lakh for three years.</b>
<b>Period of contract</b>	<b>The contract will be for a period of 3 (three)</b> <b>years.</b>
<b>i) Earnest Money Deposit</b>	<b>Rs.3,08,120/-</b> (Rupees Three Lakh Eight Thousand One Hundred Twenty) only.
<b>ii)Tender Document Fees`</b>	<b>Rs.1500/-</b> (Rupees One Thousand Five Hundred) only Plus GST @ 18% (CGST-9% and SGST-9%) <b>non-refundable.</b>
	<b>“Tender Document Fees”</b> and <b>“EMD”</b> containing Banker's cheque or Pay Order or Demand Draft from any of the Nationalized/Scheduled Banks in India having branch in Kolkata drawn in favour of “Kolkata Port Trust” and payable at Kolkata or <b>“Treasury</b> <b>Receipt”</b> of the deposit issued by the Treasurer, <b>Kolkata Port Trust,</b> as the case may be. Scanned document of both to be e-filed, the original shall be submitted within 3 days from the closing of online submission of tender.

<b>Date of NIT available to parties to download</b>	<b>17.02.2020 at 1800hrs.</b>
<b>Off-line Pre-Bid Meeting date , time &amp; place</b>	<b>26.02.2020 at 1500hrs, in the room of Dy. Director, Marine Department.</b>
<b>Date of Starting of e-Tender for submission of online (Techno-Commercial Bid and Price Bid) at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></b>	<b>28.02.2020 at 1000 hrs.</b>
<b>Date of closing of online e-tender for submission of Techno-Commercial Bid &amp; Price Bid.</b>	<b>16.03.2020 at 1500 hrs.</b>
<b>Date and time of opening of Techno-commercial Bid &amp; Price Bid</b>	<b>17.03.2020 at 1500 hrs.</b>

**Note:** In case of unscheduled Holiday / Bandh on any of the above days, the same will be opened/held on the next working day at the scheduled time without any further notice.

**Important Instructions for e-Tender**

Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.

Further, bidders are requested to go through the following information and instructions available on the CPP Portal <https://eprocure.gov.in/eprocure/app> before responding to this e-tender:

- Bidders Manual Kit
- Help for Contractors
- FAQ

**Contact Persons (Kolkata Port Trust):**

1. Samant Kumar, Assist. Engineer Superintendent.  
Phone : 8017288022  
E-mail :samant.k@ kolkataporttrust.gov.in
2. Ujjal Kumar Das, Commodore Chief Engineer.  
Phone: 9433358457  
E-mail: ukdas@kolkataporttrust.gov.in

**Contact persons (CPP Portal):**

1. Shri Nazmush – Mob: 9563251950 email: webhelpdesk@gmail.com  
See CPP Portal for contact details.

**TENDER NOTICE****E-TENDER FOR CATERING AND HOUSEKEEPING AT SAGAR PILOT STATION OF KOLKATA PORT TRUST.**

<b>Tender No : MRN/NC/279/CATERING/2020</b>
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Kolkata Port Trust intends to entrust the work of Catering and Housekeeping at Sagar Pilot Station located at Vill-Beguakhali (Kolkata Port Trust light House Complex), Sagar Island, South 24 Parganas for a period of three years.
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**ESTIMATED VALUE OF THE TENDER - RS.154.06 LAKH FOR THREE YEARS.**

Pre-Qualification criteria has been drawn on one year's estimated value i.e. Rs 51.35 Lakh.

Period of contract- three years.

**e-Tenders are invited for above mentioned work from reputed, bonafide and resourceful contractors who meet the following pre-qualification criteria:**

**1.0 Pre-qualification Criteria:**

**The pre-qualification criteria shall be as follows:**

<p><b>1.1</b> The firm must have experience in carrying out Catering and Housekeeping work with reputed organization(s). Performance certificate and work order / agreement obtained from the previous clients to be produced to establish the credibility.</p>
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<p><b>1.2</b> The firm must have experience of having successfully completed '<b>similar works</b>' during the last 7 years up to January , 2020 which should be in the following manner:-</p>
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<p>a) 3 (three) similar completed works each costing not less than 40% of the estimated value i.e Rs. 20.54 Lakh.;</p>
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**Or**

<p>b) 2 (two) similar completed works each costing not less than 50% of the estimated value i.e Rs. 25.67 Lakh;</p>
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**Or**

<p>c) 1 (one) similar completed works costing not less than 80% of the estimated value i.e. Rs 41.08 Lakh.</p>
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1.3 The average annual financial turnover of the firm during the last 3 years ending March 2019 should be at least 30% of the estimated value i.e. Rs 15.40 Lakh and same to be duly certified by Chartered Accountant mentioning UDIN (Unique Document Identification Number).

**“Similar works”** means carrying out Catering and Housekeeping work with reputed organisation(s).

**However, successful execution of part work for a period of minimum one year in a long term contract, will also be accepted provided value of such work meeting the PQ amount prescribed at Para 1.2 above.**

1.4 The bidder must have or would establish a liaison office with Phone & Fax facilities in Kolkata. The contractor shall also give an undertaking that the Liaison Officer will not be changed during the entire period of contract without informing Kolkata Port Trust

1.5 Claims for fulfilling the above criteria must be adequately supported by appropriate documents like Work Order/Agreement, Performance Certificate from the contract/work ordering entity, Audited Balance Sheet and Profit and Loss Account along with schedules and audit report for last 3 years (i.e.2016-17,2017-18 & 2018-19).

Bid Document may be downloaded from:

a) KoPT website: [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in)

or

b) NIC's CPP Portal for e-procurement (GePNIC): <https://eprocure.gov.in/eprocure/app>

Amendment, Corrigenda or Clarifications, if any, shall be hoisted on the above mentioned websites only.

## 2.0 MODE OF SUBMISSION OF BID

2.1 The Tenders are to be submitted online through e-tendering under one cover comprising the Technical Bid and terms and conditions of offer and the Price Bid without any deviation and condition. Bid to be submitted through NIC's CPP Portal for e-Procurement (GePNIC) at <https://eprocure.gov.in/eprocure/app>.

2.2 Techno - Commercial & Price bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid. This will contain the following self attested & stamped documents which are to be uploaded:-

- a) Brief particulars of the Firm mentioning company's registration.
- b) Valid Trade License.

- c) GST Registration Certificate.
- d) Valid professional Tax Clearance Certificate/upto date tax payment challan.
- e) Authentic Performance Certificate of similar previous works carried out mentioning value of work and period.
- f) Proof of being registered with Employees' State Insurance Corporation (ESIC) ESI Registration Certificate.

In case the firm is not covered under ESI Act, or exempted they would furnish necessary documents from appropriate authority along with an affidavit in original affirmed before a first Class Judicial Magistrate in a non judicial stamp paper worth Rs.10/- to that effect as per enclosed KoPT approved format enclosed in **Annexure IV**. In addition, the bidders not having ESI registration must also indemnify KoPT against all damages and accidents occurring to their labour in a non-judicial stamp paper worth Rs.50/- as per enclosed format (**Annexure V**).

g) Original Bank Draft/Banker's Cheque/Pay Order payable to "Kolkata Port Trust" for Earnest Money Deposit of Rs.3,08,120/- (Rupees Three Lakh Eight Thousand One Hundred Twenty) only physically in the office of the Superintendent, New Construction, Marine Department (Address to Director, Marine Department), 15, Strand Road, Kolkata-700 001, within three days of opening of the bid. A photocopy of the same also to be uploaded in their offer through NIC's CPP Portal for e-Procurement (GePNIC).

h) Proof of possessing valid Employees' Provident Fund (EPF) Account. Copy of current P.F. Statement/PF Registration Certificate.

In case they are exempted under Provident Fund act, they would furnish necessary documents issued by appropriate authority along with an affidavit affirmed before a first class Judicial Magistrate to the effect as per enclosed Proforma (**Annexure-VI**).

i) A separate letter addressing to Director, Marine Department, confirming that the tenderer has accepted all "Terms & Conditions" laid down in the Bid Document should be enclosed.

j) Photo Copy of PAN Card and details of ECS like (i) Name of the Bank with Code No., (ii) Address, (iii) A/C No., (iv) Name of the Branch with MICR Code/IFSC (for outsiders).

k) Copy of Treasury Receipt of Rs.1500/- (non-refundable) plus GST @ 18% (CGST-9% and SGST-9%), issued by KoPT or original Bank Draft/Banker's Cheque/Pay Order in favour of "Kolkata Port Trust" as cost of Tender Document physically within three days of opening of the bid. A photocopy of the same also to be uploaded in their offer through NIC's CPP Portal for e-procurement (GePNIC).

l) Self declaration of compliance of Contract Labour Regulation Abolition Act (1970), Workmen Compensation Act and Minimum Wage act.

m) Self declaration of the bidder that the bidding firm has not been debarred/de-listed by any Govt./Quasi Govt. /Public Sector undertaking in India.



n) Micro and Small Enterprises (MSE's shall submit the following documents for availing themselves of waiver of EMD and cost of tender documents:-

- i) Valid NSIC Registration Certificate with list of stores/items/services/works for which registration is issued; or
- ii) Certificate of District Industries Center (DIC) or AADHAR based MSME certificate where the categories of firms i.e. Micro or Small is mentioned.
- o) A detailed deployment planning for the Tendered "Scope of Work".
- p) Signed and stamped blank copy of "Price Format".
- q) Letter of Authority, if any.
- r) Details of Supervision and Liaison set up planned to be used for supervision and co-ordination of the work.
- s) Total no. of staffs (with certificates/qualification/experience) intended to be deployed at site.
- t) **UNDERTAKING:**

The bidder shall submit following unconditional undertaking while submitting the bid using digital signature.

**"The bidder has fully read and understood the entire Tender Document, GCC and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC and Addenda.**

With this there will be no necessity to upload signed bid document and GCC.

- u) Statement to confirm the status of the Bidder - whether Partnership Firm, Company or Proprietorship Firm. If demanded by KoPT, the bidder would be bound to furnish necessary documents in support of their statement in this regard.
- v) Power of Attorney in original in connection with signing the tender document.

**2.3** The contractor shall submit the documents as per the Check List above (i.e. as mention in clause no.1.0 & 2.2) at the time of submission of the bid online. The bids will be summarily rejected without any reference to the bidder if the documents mentioned against clause No. 1.5 and 2.2 Sl.No. b,c,e,g,i, k,n,t,v are not submitted with the bid.

**3.0** Part-II (Price Bid) shall be quoted online as per the enclosed format without any condition or deviation. Price bid must be filled up in EXCEL Sheet through CPP Portal.

#### **4.0 INSTRUCTION TO BIDDERS**

**4.1** Bidders are advised to submit quotation based upon Technical Specification, Terms & Conditions, Scope of Work contained in the Bid Documents and General Conditions of

Contract and not to stipulate any deviation. Should it, however, become unavoidable, deviations should be suggested during Pre-Bid meeting. KoPT reserves the right to accept or reject the suggested deviations. No deviation from the laid down conditions of the Bid Document is firm unless it is notified by KoPT.

4.2 Kolkata Port Trust will not be responsible for any costs or expenses incurred by the Bidder in connection with the preparation and submission of his bid or for any other expenses incurred in connection with such bidding.

4.3 The work is to be done as described in Bid-Document. The Bidders who needs clarifications on any specific issue shall inform the Engineer in writing well in advance of the date of Pre-Bid discussion at the address given in the next clause.

4.4 The bidders are advised to examine the tender documents carefully and if the bidders find any discrepancy or omission in the Bid Document or have any doubt as to the meaning or intent of any part thereof, they shall at once inform the Engineer, who may send a written explanation to the queries. No oral interpretations shall be made by any Bidder as to the meaning, if any, of the provisions of the Bid Documents. Every request for an interpretation shall be in writing, addressed and forwarded to the Engineer at the following address:-

**The Director Marine Department  
Kolkata Port Trust,  
15, Strand Road,  
Kolkata-700 001.**

4.5 The bidders may please note that the Kolkata Port Trust will not entertain any correspondence or queries on the status of the offers received against this Bid. Bidders are also requested not to deputy any of their personnel or agents to visit the Kolkata Port Trust's offices for making such inquiries. Should Kolkata Port Trust find it necessary to seek any clarification, technical or otherwise, the concerned bidder will be duly contacted by Kolkata Port Trust.

4.6 Canvassing in any form by the Bidder or by any other agency acting on behalf of the Bidder after submission of the bid will disqualify the said bidder. Kolkata Port Trust may reject, accept or prefer any bid without assigning any reason whatsoever.

4.7 In case of unscheduled Holiday/Bandh on the date of pre-bid meeting/opening of tenders, the same will be opened on the next working days at the scheduled time.

4.8 Trustees reserve the right to verify the submitted copies of documents/credentials with the original documents.

4.9 The Bid and any annotations or accompanying documents shall be in English language only and in Metric System.

4.10 Bidders shall clearly indicate their legal constitution and the person signing the tender and also shall state his capacity and also the source of his ability to bind the bidder. The power of attorney or authorisation or any other document constituting adequate proof of the ability of the signatory to bind the bidder, shall be annexed to the

bid. Kolkata Port Trust may reject outright any bid unsupported by adequate proof of the signatory's authority.

4.11 The Bid Document shall be completed in all respect and shall be submitted together with requisite information and appendices. It shall be complete and free from ambiguity, change or inter lineation.

4.12 Bidders shall set their quotations online as per BOQ format and without any qualifications. Price Bids, containing any sort of qualifying expressions will be rejected.

4.13 Changes to Terms and Conditions as enumerated in the bid document will not be valid if not notified by Kolkata Port Trust in writing to the bidder. In the event of Kolkata Port Trust intends to or awards the work against the said bid to the successful bidder, and the bidder fails to commence the work in stipulated time, the Earnest Money will be liable for forfeiture.

4.14 Kolkata Port Trust reserves the right to ask anyone of the bidders, who have submitted their price quotations, to submit a break-up of the submitted prices with adequate justification to establish for each such component. Bidders to confirm in writing in the form of Tender that should Kolkata Port Trust deem it necessary to ask for such a break up of quoted price, they will be duly bound to provide justification to the same failing which or if their justification or prices are found unacceptable to KoPT, their Tenders may be cancelled by Kolkata Port Trust.

4.15 Director, Marine Department or his representative may convene meeting with the bidder with seven days prior notice which the bidders will have to attend, failing which decisions of the Director, Marine Department taken unilaterally will be final and binding on the bidder.

4.16 The General Conditions of Contract of KoPT shall be applicable wherever relevant.

4.17 The bidders must upload all the documents required as per Pre-qualification criteria and the documents enlisted under techno-commercial bid and Price-bid, failing which the tender shall lead to disqualification. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

4.18 Kolkata Port Trust reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

4.19 Tender Document (non -transferable) will be available in the website: [www.kolkataporttrust.gov.in/CPP](http://www.kolkataporttrust.gov.in/CPP) Portal. Parties downloading the tender document from above websites should ensure submission of either the Receipt from Treasurer, KoPT or Demand Draft towards Tender Fee, failing which the tender will not be considered.

4.20 The bidder filing and submitting the Tender is expected to thoroughly examine the Tender Documents including all instructions, forms, terms, specifications, schedules and reference drawings. Failure/omission to furnish this information required by the Tender Document on submission of a bidder which is substantially responsive to the tender requirement will result in the rejection of such tender.

#### 4.21 Deadline for submission of Tender:

The completed tender shall be submitted online within the prescribed date and time as indicated in the SOT. Further, the last date of submission of the tender will not be extended under any situation.

**4.22 Amendment of Tender Document:** At any time prior to the deadline for the submission of tenders, KoPT may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender Documents by issuance of addenda, which shall be in writing and uploaded in the same shall be deemed to be amended only by way of the amendments mentioned above. Any other communication issued to the bidders shall be construed to as amendment to the Tender Document.

### 5.0 EARNEST MONEY DEPOSIT (EMD)

a) Earnest Money Deposit of Rs.3,08,120/- ( Rupees Three Lakh Eight Thousand One Hundred Twenty) only shall be submitted by Demand Draft/ Banker Cheque / Pay Order in favour of “Kolkata Port Trust” Payable at Kolkata.

b) Earnest Money of unsuccessful bidders will be returned within 2 months of opening of Price Bid or on finalization/acceptance of tender, whichever is earlier without interest. If Price Bid is opened before expiring of validity of Earnest Money instrument the same will be refunded to the bidders other than L-I bidder. Earnest Money Deposit of L-I bidder will only be encashed. If price bid cannot be opened for any reason before expiry date of Earnest Money Instrument, the bidder would be requested to extend the validity of the EMD instrument within the validity period of the offer, failing which the EMD instrument would be encashed. Tender submitted without EMD shall not be considered.

c) Earnest Money Deposit of successful bidder will be returned without interest after submission of Security Deposit. However, the contractor may opt for converting the EMD as a part of Security Deposit. In case the successful bidder fails to accept the contract or fails to submit the Security Deposit, the Earnest Money (EMD) will be liable for forfeiture. Earnest Money shall also be forfeited, if any bidder withdraws his offer within the validity period of the tender and/or alters/amends any terms and/or conditions and/or quoted rate(s), within the validity period of the offer, making it unacceptable to KoPT. For the purpose of the provision, the validity period shall include any/all extension thereof as agreed to by the bidder in writing. Kolkata Port Trust shall also be at liberty to deduct any of their dues from Earnest Money.

d) The documents uploaded 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.

e) For Micro & Small Enterprise (MSEs) registered with NSIC:-

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

ii) 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 will not be considered.

iii) Copy of valid NSIC Registration Certificate with list of stores/items/services/works for which registration is issued or Certificate of District Industries Centre (DIC) or AADHAR based MSME certificate where the categories of firms i.e. Micro or Small is mentioned must be submitted along with the bid.

## **6.0 SECURITY DEPOSIT:**

6.1 Successful tenderer will submit Security Deposit for a sum equivalent to **10% of the Annual Evaluated Price** (as mentioned in the Price Bid) of the tender as accepted by KoPT in demand draft or in the form of Bank Guarantee as per the enclosed format in favour of 'Kolkata Port Trust' from a Nationalised /Scheduled Indian Bank with office at Kolkata through Marine Department (Supdt. New Construction). In the event of issuing Bank Guarantee by any branch outside Kolkata, any Kolkata branch of such branch shall confirm the same and stand by for all the commitments under the Bank Guarantee. In all cases, any dispute regarding such Bank Guarantee will be adjusted under the jurisdiction of the Kolkata High Court. The Security Deposit shall remain valid for 6 (six) months after successful completion of the contract for three years. The Security Deposit will be released within 30 days after successful completion of the contract period without interest.

6.2 KoPT shall encash the Bank Guarantee in the event of the contractor fails to comply with the conditions of the contract or when the contractor has defaulted for more than 30 days or when any amount is to be recovered from the contractor as penalty or deduction and the contractor fails to remit such amount within 30 days after due notice given to him in this regard.

6.3 The Director, Marine Department shall have the right to ask for the extension of the above Demand Draft/Bank Guarantee till such time the contractual obligations are fulfilled and the Contractor will be duty bound to extend the same as asked by Director, Marine Department.

6.4 KoPT will not be liable for any financial obligation in connection with any work until such time KoPT communicates to the successful bidder in writing his decision to entrust the work (covered by the Bid document).

6.5 After the issuance of Letter of Intent, Security Deposit will have to be submitted within 10 (Ten) working days. Work Order will be issued immediately after receipt of Security Deposit. The contractor shall commence the work immediately after the issuance of Work Order.

## **7.0 PRICING OF THE BID**

### **7.1 General**

The Bid shall be quoted in and as per format of Price Bid.

## 7.2 Currency of quotation:-

The bidder shall indicate the prices in Indian Rupees only.

## 7.3 Validity of Price Bid

Price Bid shall be valid for acceptance for a minimum period of 180 (One Hundred Eighty) days from the date of opening of Bid.

## 7.4 Duties and Taxes.

7.4.1 The rate quoted shall be including all statutory levies excluding GST, will be paid extra. GST shall not be considered for evaluation of the bid.

### 7.4.2 General Terms & Conditions:

Supplier/service provided to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.

The Supplier/Service Provider agrees to comply with all applicable GST laws, including GST acts, rules, regulations, procedures, circulars & instructions thereunder applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier/Service Provider should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN. In case there is any mismatch between the details so uploaded in GSTN by Supplier/Service Provided and details available with Kolkata Port Trust, then payments to retained from due payments till such time Kolkata Port Trust is not sure that accurate tax amount is finally reflected in the GSTN to KoPT's Account and is finally available to Kolkata Port Trust in terms of GST laws and that the credit of GST so taken by Kolkata Port Trust is not required to be reversed at a later date along with applicable interest.

Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to any non-compliance of tax laws by the supplier/service provider. Any loss of input tax credit to Kolkata Port Trust for the fault of supplier shall be recovered by Kolkata Port Trust by way of adjustment in the consideration payable.

Supplementary invoices/Debit note/credit note for price revisions to enable Kolkata Port Trust to claim tax benefit on the same shall be issued by you for a particular year before September of the succeeding Financial Year.

The purchase order/work order shall be void, if at any point of time you are found to a black listed dealer as per GSTN rating system and further no payment shall be entertained.

If any new taxes and duties, increase in existing taxes and duties are imposed by the central/state government and is applicable in this contract, these shall be paid by the trustees in addition as the same are not included in the quoted rates.

## 8. Evaluation and Comparison of Bids.

8.1 Kolkata Port Trust reserve the right to accept price part of the offer of only such bidders whose Technical and Commercial aspects of the offer are acceptable and complete. Kolkata Port Trust's decision on this regard shall be final and binding on the bidders.

8.2 The Bids received and accepted will be evaluated by method indicated in the Price Bid.

8.3 No escalation on the quoted price is admissible during the period of the contract.

## 9. Bid Opening

Technical & Commercial Bid and Price Bid -

One representative of each bidder with appropriate authorisation letter will be allowed during the opening of the bid.

Kolkata Port Trust reserves the right to accept price bid of only such bidders whose Technical and Commercial aspects are acceptable and complete.

## 10. Signing of the Contract

On placement of Work Order, the successful bidder will have to make arrangement for signing a formal agreement with Kolkata Port Trust on a non judicial stamp paper of Rs.50/- as per enclosed format at the earliest.

***N.B: The information being provided in the Tender document does not relieve the Bidders from carrying out the works to suit the specified needs. The Bidder shall inspect the site and may conduct trials at their own cost and risk and use any and every other method to ensure the adequacy of their offer.***

## 11. Interpretation of Terms

In the Contract and Specification the following works and expressions shall have the following meanings:-

'THE TRUSTEES' - The expression "THE TRUSTEES" means the Board of Trustees of the Port of Kolkata.

The "CHAIRMAN" shall mean the Chairman of Board of Trustees for the Port of Kolkata.

"THE DIRECTOR, MARINE DEPARTMENT" - The expression "The Director, Marine Department" means the office holding that post under the Trustees and includes his successors in office.

"THE ENGINEER" - The expression "The Engineer " means the Director, Marine Department, for the purpose of this contract only.

"THE ENGINEER'S REPRESENTATIVE": The expression "The Representative" means any officer or person from time to time deputed by the Trustees or Director Marine Department to act on their behalf for the purpose of this contract.

## 12. GENERAL INFORMATION

### 12.1 Introduction to the job :

The Sagar Pilot Station of Kolkata Port Trust is located at Village Beguakhali (Kolkata Port Trust Lighthouse Complex), Sagar Island , South 24 parganas. The station consists of a 3 Storied Station building with control room on the roof top having 22 Air Conditioned rooms for accommodating Officers and Pilots , plus dining lounge , Radio room / Officers smoke room / Gymnasium, Caretakers room, Staff Dormitories ,Stores ,Staff common bathroom and a Station Garden . The Station will be generally manned by 7 Officers plus Pilots of varying numbers . At time there will be no Pilots , at other times a maximum number of 20 Pilots/KOPT Officials /KOPT Guests may board the station , this station will have to be run and maintained like a good Guest House .

The entire job is to be managed by a single contractor. The Caretaker deputed at site will be the representative of the contractor and will control all aspects of the allocated works and shall report to the Commander, Pilot Station, Sagar or any official deputed by the Director, Marine Department to control over the said assignment. Designated Caretaker /Manager must be present full time at the Pilot Station. In case of his absence in Pilot Station more than 3(three) days in a month the contractor must place his substitute immediately . The controlling authority of the contract firm will visit the site time to time to ensure there are no problems which are beyond the control of caretaker. However , such interval shall not exceed more than 15 days.

### 12.2 Facilities provided by Kolkata Port Trust:

A. For the use of contractor's men working at site (at free of cost):-

(All the rooms, including Caretaker's room and dormitories, are fully furnished with mattresses, pillows, thermo jug, table lamps etc)

- i) 1 non A,C, fully furnished room with 2 beds, attached toilet, working tables, wardrobe, dressing tables etc. as residential accommodation for Caretaker-cum-Site managers of the contractor.
- ii) 1 no 6 bedded dormitory for 6 no. staff working under the caretaker.
- iii) 1 no 4 bedded dormitory for 4 no. staff working under the caretaker.  
(Both dormitories have bed with mattress and pillow, wardrobes, dining table etc. Both dormitories have common bathroom block with 4 showers, 3WC and a basin)

N.B. Contractor should provide linen, bed sheet, pillow cover, towels etc. to their staffs. (KoPT linen and Crockery/Cuttlery should not be used).

B. For the use of KoPT Officer's and other Guests and Dignitaries:-



- i) 22 nos. A.C. rooms ,fully furnished with mattress, pillows, bed sheets, bed covers, towels, Thermo jug, table lamp, telephones etc.
- ii) There are also equipped control room ,commander's day room, radio officer's communication room, Reception Center with EPBX installation, store room etc.
- iii) Flower gardens and playing ground adjacent to Station building.
- iv) Fully furnished kitchen and dining hall /lounge with following major articles:-:
  - a) Two Gas Ovens.
  - b) Electric Grill Oven.
  - c) 1 Water Heater 15 Ltrs capacity for continuous hot water supply .
  - d) 1 x 300 L Refrigerator and 300 Ltrs. Deep Fridge.
  - e) 1 Universal Galley machine with all attachments .  
(consisting of knidder, Juicer, Mixer Grinder etc.)
  - f) Tosters
  - g) Water Coolers with filters, Micro-oven, Cabinet fridge, mosquito repellent.
  - h) Other appropriate fittings/furnitures/Utensils/Crockeries/Curtelaries /Service utensils//Thermo Pot etc.  
Food for officers/ guests will be cooked in the kitchen .Kitchen will also be simultaneously available for cooking the food for the caretaker and his staff. Kitchen to be washed daily and thoroughly cleaned/washed weekly.
- v) Electricity will be supplied free of charge .
- vi) L.P.G. used for the cooking purpose is to be arranged by the contractor and cost for this is inbuilt with the quoted price.
- vii) No Electric Heater will be used for cooking purpose.

### 13. Scope of work

- i) Providing food to the officers / guests and Pilots of Kolkata Port Trust who will reside/visit at the Pilot Station building . The menu for the food is annexed .The job includes procurements of all provisions from the market and keeping adequate provisions in store preserving the quality for meeting the varying quantitative requirements of the officers and varying number of pilots, cooking the same and serving at the Dining lounge, Control room or in the individual room. It is emphasized that Pilots will be checking in and out round the clock , and shall have to be provided with meals , tea and snacks etc. as per requirement. 4 hours notice will be given by the representative /Commander Pilot Station regarding number of Pilots /Officers/Guests and their expected hour of entry / check in .
- ii) Daily sweeping and wet mopping of the entire station building including cleaning of the bathroom/toilets/kitchen/mess room etc. and use of dis-infects, the roads /

drainage system around the station with disinfectants and cleaning furniture etc. Weekly treatment with anti termite to all the furniture and wooden fittings.

iii) The pilots/officers will be entering and leaving the pilot station at all hours of 24 hrs. a day . They have to be received at the place of disembarkment by the attendant who will carry the gear, and take them to reception counter, thereafter allocating appropriate room to make them comfortable and they shall have to be provided with foods, snacks and other service requirements as appropriate at that point of time while leaving their gear had to be carried to the point of embarkment.

iv) The linen, towels etc. provided in the station will be regularly washed and ironed after a boarder leaves. All fresh boarder must have washed linen, towels and a small cake of soap on entry. Soap supply for this purpose is part of this contract.

v) After receiving notice from station commander/duty officer, rooms are to be made ready for the incoming officers/pilots with fresh linen etc. and same to be removed and washed after they leave.

vi) The station is provided with intercom and external telephone facilities. The reception desk with EPBX and external telephone at the Station Building entrance is to be manned round the clock by fixed person/s conversant in EPBX/Telephone operation as well as incoming / outgoing register maintenance having good communication skill in Hindi, English and Bengali.

vii) The dining hall -cum- lounge will be attended by appropriate stewards /bartenders when in use and while normal meals will be served in the dining hall . Stewards will also require to serve meals/ snacks at all hours to incoming /outgoing pilots/Officers.

viii) All personnel, employed by the contractor will be required to wear appropriate uniform when on duty. This Uniform will be embossed on the left chest with words **"Pilot Station Sagar "**. Cost of the uniform is part of the contract. The personnel deployed by the contractor shall be issued with a photo identity card by the contractor and same will be endorsed for entry into Pilot Station by the Commander. No persons without having such Identity Cards will be allowed to enter in Pilot Station.

ix) Minimum 2 nos . Stewards /Attendants will be on duty at any point of time between 0600 hours and 2200hrs. On being called by phone /bell , room service will have to be provided as required. Between 2200 and 0600 there will be at least one attendant on duty. However for any exigency, additional attendant may have to be deployed as per instruction of commander pilot Station within the available staff.

x) The caretaker and the receptionist should be able to read, write and work in English besides being able to reasonably speak English, Bengali and Hindi.

xi) Expert Cooks are to be provided , who should be able to cook decent variety of food including Indian , Chinese , Continental etc .

- xii) The Station is being provided with Garden and Lawn adjacent to the station building . These are to be regularly maintained, including planting and attending of seasonal flower by appropriate Gardener either through independent engagement of local persons or from the staff who will be required to stay and work at the Pilot Station.
- xiii) The Caretaker will be responsible for maintaining systematic data regarding entry and exit of pilots and officers , accounts pertaining to meals served , external telephone calls etc . He will receive orders from the Commander and supervise his staff and responsible for smooth running of relevant jobs.
- xiv) Regarding damage/ rectification /maintenance of equipments/ fittings, the caretaker will report the same to the Commander who will then instruct the concerned KoPT department/ designated contractor to take necessary action. The Caretaker will ,after ensuring appropriate rectification , report back the same . This activity will be daily logged by the caretaker under the guidance and instructions of the Commander.
- xv) The caretaker will monitor , maintain and upkeep all the movable and immovable inventory of the entire Pilot Station Building . Stock taking and handing/taking over of materials including linen, Cutlery, crockery, utensils, furniture and other appliances etc. of Sagar Pilot station will take place in presence of the entrusted contractor before taking over the charge. `The entrusted contractor will submit a quarterly report of current status of inventory to the commander , Pilot Station, furnishing the breakage and damage , item wise, if any, during that period and the contractor shall replace the same at his own cost with similar quality of material subject to approval of the commander. He will also keep the record of material rendered useless.
- xvi) Complaint book to be kept at the reception and the same to be maintained , checked and signed by the caretaker weekly and will immediately take necessary action against the complain.
- xvii) The caretaker will obtain signature of Commander/representative of KoPT on all variable items of the Bill of Quantities along with monthly certificate of smooth execution of all other general jobs. These documents will be the basis of billing /payment.
- xviii) In case of any damages or theft of the Trustees property placed under the control of the caretaker , the same will be rectified/replaced by the contractor free of cost within a minimum reasonable period(preferably within one month) , failing which the KoPT will get the same rectified /replaced at the risk and cost of the contractor and deduct equivalent amounts from the next monthly bill.
- xix) The contractor will supply cleaning materials, paper napkins, tooth peaks, soaps and other table articles .
- xx) The contractor will arrange to get fire extinguisher re-charged/pressure tested as stipulated intervals from approved agency and retain the certificate for the same at

the site. The cost of recharging/replacement (if rejected) including transportation is inbuilt with the contract.

xxi) The garbage disposal should be carried out by the contractor in designated bins to ensure cleanliness.

xxii) The contractor will ensure that his personnel deployed at Sagar Pilot Station are alert enough to see that no wastage of Electrical Power takes place at any time. They should keep watch that no A.C. machine, Geyser, fan etc. are running in absence of any officer/guest in the accommodation for a considerable period.

xxiii) The scope of work specified above do not relieve the contractors from his responsibility of carrying out any task required for smooth functioning of catering and housekeeping of the Pilot Station.

#### 14. CONTRACTOR'S SUBORDINATE STAFF AND THEIR CONDUCT

14.1 The contractor after award of the work shall depute competent personnel. The contractor shall also provide to the satisfaction of the engineer, competent manager to supervise the execution of the work.

14.2 If and whenever contractor's staff is found, in the opinion of the commander, guilty of any misconduct or be incompetent or negligent in the performance of their duties as per opinion of the engineer, such staff should be replaced immediately.

#### 15. DURATION OF CONTRACT

This contract is for a period of three years.

#### 16. TERMINATION OF THE CONTRACT

KoPT at his sole discretion may terminate the contract after serving one month's notice if the performance of the contractor is not satisfactory for two consecutive months or fails to comply with the terms and conditions of the contract. The decision of KoPT about the performance of the contractor will be the final.

#### 17. MENU FOR OFFICERS:

N.B.: The courses outlined in the menu below are for general guidance only. Dishes are to be prepared, within the general outline below, as per taste of officers, in accordance with directions from the commander.

I. CHOTTA-HAZIRI	(a) Tea/coffee as required, tray service in room. No. of cups as per officers choice.
	(b) Toast/Bread (2 slices ) with butter/jam .
II. BREAKFAST	
1 <sup>st</sup> Course	Chilled canned fruit juice/fresh seasonal fruit.
2nd Course	Cereals with milk : One of the following at a time to be available:

	Corn Flakes /Oats/Rice Krispies/ Shredded Wheat/ Wheat Flakes.
3 <sup>rd</sup> Course	(Any one preparation at a time )
	(a) Non Veg: Fish Boiled / Fish cake / Fish Fried-plain/ Fish cutlet/ or masala /Fish smoked/ Fish Finger /Chicken sausages/ Fish Mayonnaise with salad, Chicken lever on toast(Sauces and pickle as required).
	(b) Veg : Veg. cutlet with boiled vegetable/ vegetable patties/ vegetable pie/ vadas, mixed vegetable fry/ boiled/ stuffed capsicum (Sauces and pickle as required).
4 <sup>th</sup> Course	
	a)Non Veg:Two eggs to order. Potatoes Boiled/ Broiled/ baked/ fried/ mashed.
	b) Veg: Boiled Vegetable/ mushroom preparation/ Baked vegetable/ vegetable omlet/ Poori aloodam/ Vegetable uppma/ Masala dosa with samber and chatni.
	c) Common: Bread toast with butter/ Jam or other preserves.
5 <sup>th</sup> Course	Tea/Coffee.
III. LUNCHEON	
1 <sup>st</sup> Course	Soup prepared from vegetables/ fish/chicken etc.
2 <sup>nd</sup> Course	( Only one preparation at a time)
	a)Non vegetarian: i) Mutton curry/ Mutton Biryani/ Mutton dopiyaza Mutton seekh Kabab / Mutton cutlet. ii) Fish in mustered/ Egg curry(double)/ Chicken curry/ Matar paneer/ Sweet and Sour fish.
	b) Vegetarian: i) Panner butter masala/Vegetable Biryani/ Sahi Paneer/ Vegetable jhal Pharaji/ Fried Brinjal/ Vegetable cutlet with mixed vegetable/ Chilli Paneer ii) Sweet and sour vegetable / Palak panir/Vegetable Kofta curry/Rajma curry/Curry with selected Vegetable/ mixed vegetable curry.
3 <sup>rd</sup> Course	Rice in varied preparation biryani/poloke / khichdi /fried Rice/ plain rice or chapatti or bread with dal and a suitable curry/Bhaji prepared with seasonal vegetable. Above to be accompanied with pickles, papad, Salads/raitas.
4 <sup>th</sup> Course	Fruit-fresh /Cheese with cracker Biscuits or Sweet curd. Tea/Coffee
V DINNER	
1st. course	(Only one preparation at a time)
	Tomato soup/ Chicken corn soup/ sweet corn soup/ Mulkatwani Soup /spinach soup/ Vegetable soup etc .
2 <sup>nd</sup> Course	(Only one preparation at a time)
	a) Non Veg: Prawn cutlet/ Fish Tandoori/ Fish orley/ Fish mollu / Fish finger.
	b) Veg: Stuffed capsicum/Tomato stuffed/ Vegetable rolls/ Potato chop/ Vegetable cutlets.
3 <sup>rd</sup> Course	(Only one preparation at a time)

	a) Non Veg: Chicken tanduri/Bhuna mutton/Chicken bharta/ Mutton Kofta curry/ Mutton crum chops/ shammi kabab.
	b) Veg.: Rajma curry/ Vegetable kofta curry/ Vegetable rolls with mushroom masala.
	c) Common: Parata /Chapati /stuffed Paratha with vegetable/ Chana masala/ Dal etc.
4 <sup>th</sup> Course	Fruit salad/Ice-cream/Sweets, Pudding/Custard. Tea/Coffee (served in cup).
VI SUPPER	<i>For Pilots coming in / going out at odd hours/Watch officer doing in night work: Tea/Coffee, Bread butter or Sandwiches - jam / cheese/ eggs, any one at a time.</i>

18. a) Officers to be served with the food as per their choice in consistent with the menus furnished above after giving sufficient notice to the contractor.

b) Standard quality of materials for cooking the food to be procured. If not complied with, penalty clause will be applied for.

In case of processed food an accepted quality standard to be maintained as follows:-

Jam - Kissan/ Druke or equivalent quality.

Butter - Amul/ Nestle, or equivalent quality. .

Cereals- Kellogs/ Champion or equivalent quality.

Sauce- Kissan/ Maggi or equivalent quality.

Pickles- Mothers/ Priya or equivalent quality.

Milk - amul or mother Dairy.

Tea - Brook bond/ Duncan or equivalent.

Coffee - Bru/ Nescafe or equivalent quality.

Biscuits - Britannia/ Biskfirm or equivalent quality.

c) Left over food should not be recycled. Periodically inspection will be done by the competent authority.

#### 19. GENERAL CONDITION OF CONTRACT

The General Condition of Contract (GCC) of the Trustees is annexed. The General Condition will apply except when they are in conflict with conditions/ terms enumerated in the Bid Document and in such cases the clause of the GCC will be superseded by the

conditions of Bid Document. The updated G.C.C. may be downloaded from KoPT website, “Home Page - Rules and Regulations - Non Service Regulations”.

## 20. **PAYMENT:-**

Payment will be made on the basis of monthly bills generally within 45 days from the date of submission of clear bills in respect of fixed cost for housekeeping and variable cost as per actual consumption of meals described in item (i) to item (vi) of the enclosed format of Price bid. The bills should be accompanied with the daily consumption statement.

## 21. **Law of the Land**

All relevant rules and regulations regarding Trade Union, Labour, Marine and Pollution Control have to be complied by the contractor at their own cost. KoPT shall be at liberty to deduct appropriate amount from the pending bills of the contractor in case the contractor fails to comply with the relevant rules and regulations and the consequential damages are to be borne by KoPT.

## 22. **PENALTIES:-**

i) If the contractor fails to carry out the job laid down in Item-1 of Format of Price Bid to the satisfaction of the engineer as per the scope of work, due to non-supply of materials for maintenance or neglect on the part of the contractor, an amount equivalent to 20% of the daily rate (to be calculated on pro-rata basis) of **Item 27.1** of Format of Price Bid (CI-27) will be deducted.

ii) In case of bad quality of food considered non-palatable or stale or in case of non-supply of food, any or all the items in the Format of Price Bid under i to vi (CI-27.2), for the reasons attributed to the contractor, the bill for the same food will not be paid and the contractor shall have to pay compensation at the rate equivalent to two times of the quoted rate which will be deducted from his monthly bills for the specific items of the Format of Price Bid multiplied by number of heads present at that time for the consumption of food items.

## 23. **Compliance of relevant Acts, Ordinances etc. : :**

The contractor shall be required to comply with all relevant acts and laws including the Compliance of employees State insurance act, Workman Compensation, Minimum Wages Act, 1948, Employees Liability Act, 1938, Industrial Dispute Act, 1947 and the Contract Labour (Regulation & Abolition) Act, 1970, Employers (contractor being the employer) Insurance and labour laws, the Major Port Trust Acts 1963 or statutory amendment and the modifications thereof or any other laws relating thereto and the rules made thereunder, from time to time.

It will be the duty of the contractor to abide by all the provisions of the Acts, Ordinances, Rules, Regulations, By-laws, procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible for any delay, damage, etc. on his part and shall keep KoPT indemnified against all penalties and liabilities of any kind for non-compliance or infringement of any kind, any such Act, Ordinances, Rules, Regulations, By-laws and Procedures etc.

The contractor shall indemnify KoPT against payment to be made under or for the observance of the aforesaid Acts, Ordinances, Rules, Regulations, By-laws and Procedures, without prejudice to his right to claim indemnity from his Sub-contractors.

The aforesaid Acts, Ordinances, Rules, Regulations, By-laws and Procedures shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

## **24. FORCE MAJEURE**

In the event of either party being rendered unable to perform any obligation 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 events last. The cost and loss sustained by either party shall be borne by respective parties. The term 'force majeure' employed herein shall mean act of God, war (declared or not), riots, civil commotion, fire, accident, sabotage, natural calamities, plague, quarantine, import or export embargoes, restraints imposed by government or change in govt. policies subsequent to hire or any happening affecting the performance by either party it's obligations under this charter which the party cannot reasonably prevent or control against.

## **25. INTERPRETATION OF CONTRACT DOCUMENTS, DISPUTES & ARBITRATION**

25.1 In all disputes, matters, claims, demands or questions arising out of or connected with the interpretation of the contract including the meaning of Specifications, Drawings, Designs & Instruction or as to the quality of workmanship or as to the materials used in the work or the execution of the work whether during the progress of the works or after the completion and whether before or after the determination, abandonment or breach of the contract, the decision of the Engineer shall be final binding on all parties to the contract and shall forthwith be given effect to by the Contractor.

25.2 If the Contractor is dissatisfied with any such decision of the Engineer/his representative, he shall within 15 days after receiving notice of such award/ decision, require that the matter shall be referred to Chairman, who shall thereupon consider and give a decision.

25.3 If there is no settlement as mentioned at Clauses - 25.1 & 25.2, the dispute or differences or claims as the case may be, shall be referred to the Conciliation



Committees/Councils comprising of independent subject expert in order to ensure speedy disposal of the case.

25.3.1 The award of the Conciliation Committee/Council if agreed by both the sides may then be placed for consideration of the Board of Trustees of the Port subject to the delegation of power.

25.4 If there is still no settlement as mentioned at Clauses - 25.1, 25.2, & 25.3 the dispute or differences or claims as the case may be, shall be finally settled by binding arbitration under the Arbitration and Conciliation Act, 1996 including all amendments thereof. The arbitration shall be by a panel of three Arbitrators, one to be appointed by each party and the third to be appointed by the two arbitrators appointed by the parties. A party requiring arbitration shall appoint an Arbitrator in writing, inform the other party about such appointment and call upon the other party to appoint its Arbitrator and inform the other party within 60 days. If the other party fails to appoint its Arbitrator, the party appointing Arbitrator shall take steps in accordance with Arbitration and Conciliation Act, 1996, including any amendment thereof.

25.5 Notwithstanding anything contained herein above, Employer also reserve the right to invoke arbitration in all disputes, matters, claim demands or questions arising out of or connected with the interpretation of the contract including the meaning of Specifications, Drawings & Instruction or as to the quality of workmanship or as to the materials used in the work or the execution of the work whether during the progress of the works or after the completion and whether before or after the determination, abandonment or breach of the contract etc.

25.6 The place/ jurisdiction of arbitration shall be in Kolkata, West Bengal, India.

25.7 The fees and expenses of the arbitrators and all other expenses of the arbitration shall be initially borne and paid equally by respective Parties subject to determination by the arbitrators. The arbitrators may provide in the arbitral award for the reimbursement to the successful Party of its costs and expenses in bringing or defending the arbitration claim, including legal fees and expenses incurred by the Party.

25.8 Pending the submission of and / or decision on a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

25.9 The request for arbitration, the answer to the request, the terms of reference, any written submission, any order and ruling shall be in English language and if oral hearings take place, English shall be the language to be used in the hearing.

25.10 Any decision or award resulting from arbitration shall be final and binding upon the Parties. The Parties hereto agree that the arbitral award may be enforced against the Parties to the arbitration proceeding or their assets wherever they may be found and that

a judgment upon the arbitral award may be entered in any court having jurisdiction thereof.

**25.11. PROVIDED ALWAYS AS FOLLOWS :-**

a) The Contractor shall have to raise disputes or differences of any kind whatsoever, in relation to the execution of the work to the Engineer within 30 days from the date of occurrence of the cause of dispute and before the preparation of the final bill, giving detailed justifications, in the context of contract conditions.

b) No dispute or difference on any matter whatsoever pertaining to the contract can be raised by the Contractor after submission of certificate in form G.C.3 by him.

c) Contractor's claim/dispute raised beyond the time limits prescribed in Sub-clauses (a) & (b) herein above, shall not be entertained by the Engineer and / or by any Arbitrator, subsequently.

**26. POLICE VERIFICATION CERTIFICATE**

The successful contractor must submit local police verification certificates for those persons who will be deployed at site for carrying out duties.

## 27. FORMAT OF PRICE BID

27.1 For all jobs included in the scope of work except cost of food

(Lump sum per month) = Rs..... (a) Price not to be quoted here

27.2 Catering charges (cost per plate):

- |                   |   |
|-------------------|---|
| i) Chota haziri   | =Rs.....(b) Price not to be quoted here |
| ii) Breakfast     | =Rs.....(c) Price not to be quoted here |
| iii) Lunch        | =Rs.....(d) Price not to be quoted here |
| iv) Afternoon tea | =Rs.....(e) Price not to be quoted here |
| v) Dinner         | =Rs.....(f) Price not to be quoted here |
| vi) Supper        | =Rs.....(g) Price not to be quoted here |

Total evaluated amount for one year = Rs. [(a x 12)+(b+c+d+e+f+g) x 3222]=

Rs.....(Price not to be quoted here)

### 27.3 Note

1. The rate quoted by the bidders shall be excluding GST, which would be paid extra at actual on submission of GST Invoice and proper uploading of the same in the GST in website.
2. GST will be paid extra on actual and shall not be considered for evaluation of the bids.
3. Evaluation is based on catering charges for 3222 meal-days per annum

**28. List of enclosed formats**

- a) Form of Tender - Annexure I
- b) Format of Agreement- Annexure II
- c) Proforma of Bank Guarantee- Annexure III
- d) Format of affidavit for ESI Exemption - Annexure IV
- e) Format of Indemnity Bond- Annexure V
- f) Format of Affidavit for Provident Fund Exemption - Annexure VI
- g) Format for Power of Attorney for Signing of Tender- Annexure VII

**ANNEXURE-I**  
**FORM OF TENDER**

To  
The Director, Marine Department,  
Kolkata Port Trust,  
15, Strand Road,  
Kolkata - 700 001.

Dear Sir,

We, M/s. ....having read and fully understood the specification conditions of tender and general conditions of contract hereby tender to Catering and Housekeeping at Sagar Pilot Station of the Trustees for the Port of Kolkata in accordance with and as set forth in Notice Inviting Tender and General Conditions of Contract.

The quotations have been submitted in [Part-I and Part-II](#) as stipulated in your Tender Notice. We also confirm that no condition has been stipulated in the price bid in [Part -II](#).

We hereby agree that the said specification, conditions of tender and General Conditions of Contract together with the acceptance thereof in writing by or on behalf of the Trustees, shall constitute the contract.

We have annexed Original Demand Draft/Banker's cheque/Pay order No.....dt.....from .....Bank of Rs..... (Rupees .....) only in the form of Bank Guarantee as Earnest Money.

We also agree to abide by this tender for period of 180 days from the opening of Techno-Commercial Part (**Part-I**) and in default of our so doing, the Earnest Money of Rs ..... only deposited by us shall be liable to forfeiture at the option of the competent authority.

Should Kolkata Port Trust ask for a break up of our price, we shall submit the same forthwith with adequate justification to establish its veracity, failing which Kolkata Port may cancel our tender and forfeit the Earnest Money deposited by us.

We agree that you are not bound to accept the lowest or any tender you may receive and that you reserve the right to accept any offer either as a whole or in parts and that you are not bound to give any reasons for their decision.

Dated.....

Yours faithfully,  
Signature.....  
Full Address  
(Seal)

Note: All blank spaces to be filled in by the bidder and be submitted along with tender.

**FORMAT OF AGREEMENT**

(ON Rs 50 STAMP PAPER)

**AGREEMENT FOR THE WORK OF CATERING AND  
HOUSEKEEPING AT SAGAR PILOT STATION**

This Agreement made on the .....day of .....2017 between the Board of Trustees of the Port of Kolkata, a body corporate constituted by the Major Port Trust Act , 1963, (No 38 of 1963), having it's Head Office at 15 , Strand Road Kolkata-700001, herein after called "Trustees"

(which expression shall , unless excluded by or repugnant to the context , be deemed to include their successors in office )of the one part ,

AND

M/S..... having it's registered office at .....herein after called the "Contractor "(which expression shall unless excluded by or repugnant to the context be deemed to include it's assigns or successors in interest ) of the other part.

WHEREAS the Trustees are desirous that the work of CATERING AND HOUSEKEEPING AT SAGAR PILOT STATION should be executed/constructed and have accepted a tender by the Contractor for the said work of CATERING AND HOUSEKEEPING AT SAGAR PILOT STATION .

Now this Agreement Witnesseth As Follows :

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Tender Document issued while inviting this Tender.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, Viz:-
  - 2.1. The Tender document and acceptance of this tender as per terms and conditions finalised and accepted by both parties prior to opening of the price bid submitted by the Contractor .
  - 2.2. The Trustees General Conditions of Contract , unless superseded by documents identified in 2.1 above .
  - 2.3. The Price Bid as submitted by the contractor and as accepted by the Trustees.
  - 2.4. The Work Order no.....dt.....
  - 2.5. All correspondences and minutes of the meetings by which items 2.1 to 2.4 is added , amended varied or modified in any way by mutual consent .

3. In consideration of the payments to be made by the Trustees to the Contractor, the Contractor hereby covenants to do the work of CATERING AND HOUSEKEEPING AT SAGAR PILOT STATION as per conditions and scope of work identified in documents noted in para 2 above and to the order of the Trustees for a period of 3(three) years.
4. The consideration payable therefore by the Trustees to the contractor shall be as noted below :

tem	Description (A)	Rate (B)	Payable (C)	Amount per month (D)
1	For all jobs included in the scope of work except cost of food	Lump sum per month = Rs.....	Lump sum	Column B x 1 = Rs.....
2	Chota Haziri	Cost per plate = Rs.....	No. of plates served per month	Column(B x C) = Rs.....
3	Breakfast	Cost per plate = Rs.....	No. of plates served per month	Column(B x C) = Rs.....
4	Lunch	Cost per plate = Rs.....	No. of plates served per month	Column(B x C) = Rs.....
5	Afternoon tea	Cost per plate = Rs.....	No. of plates served per month	Column(B x C) = Rs.....
6	Dinner	Cost per plate = Rs.....	No. of plates served per month	Column(B x C) = Rs.....
7	Supper	Cost per plate = Rs.....	No. of plates served per month	Column(B x C) = Rs.....
TOTAL AMOUNT (Total of items 1 to 7 under column D)				Rs.....

Payment will be made on the basis of monthly bill as per total amount against column D.

Service Tax and applicable cess , shall be paid extra at actuals by KoPT on production of valid documents.

5. In witness whereof the Trustees have caused their Common Seal to the hereunto affixed and the Contractor has hereunto set it's hand and Seal the day and year first above written.

[The common seal of the Trustees for the Port of Kolkata was hereunto affixed in the presence of]

Director,  
Marine Department

Authorised Signatory of the Contractor.

The Common Seal of Contractor

WITNESSES :

1.....

2.....



## ANNEXURE-III

PROFORMA OF BANK GUARANTEE  
(PERFORMANCE BOND)

(In lieu of Cash Security Deposit, to be issued by the Kolkata/Haldia Branch, as the case may be of any scheduled Bank of India on Non-judicial Stamp Paper worth Rs.50/- or as decided by the Engineer/Legal Adviser of the Trustees)

To  
The Board of Trustees  
for the Port of Kolkata.

BANK GUARANTEE NO.....DATE.....

Name of Issuing Bank.....

Name of Branch.....

Address.....

In consideration of the Board of Trustees of the Port of Kolkata, a Body Corporate, duly constituted under the Major Port Trust Act, 1963, (Act 38 of 1963), having agreed to exempt..... a Proprietary/Partnership/Limited/Registered Company, having its Registered office at .....(hereinafter referred to as the "Contractor") from cash payment of Security Deposit/Payment of Security Deposit through deduction from the Contractors' bills under the terms and conditions of a contract made between the Trustees and the Contractor for.....(write the name of the work as per Work Order) in terms of the Work Order No.....dated .....(hereinafter referred to as the said Contract), for the due fulfillment by the contractor of all the terms and conditions contained in the said contract, on submission of Bank Guarantee for Rs.....(Rupees.....), we, .....Bank.....Branch, do, on the advice of the contractor, hereby undertake to indemnify and keep indemnified the Trustees to the extent of the said sum of Rs..... (Rupees.....)we.....Bank.....Branch, further agree that if a written demand is made by the Trustees through any of its official for honouring the Bank Guarantee constituted by these presents, We,.....Bank.....Branch, shall have no right to decline to cash the same for any reason whatsoever and shall cash the same and pay the sum so demanded to the Trustees within a week from the date of such demand by an A/c Payees Banker's Cheque drawn in favour of "Kolkata Port Trust" without any demur. Even if there be any dispute between the contractor and the Trustees, this would be no ground for us..... (Name of Bank).....Branch, to decline to honour the Bank Guarantee in the manner aforesaid. The very fact that we .....Bank.....Branch, decline or fail or neglect to honour the Bank Guarantee in the manner aforesaid shall constitute sufficient reason for the Trustees to enforce the Bank Guarantee unconditionally without any reference whatsoever to the contractor.

We .....Bank.....Branch, further agree that a mere demand by the Trustees at any time and in the manner aforesaid is sufficient for us.....Bank.....Branch, to pay the amount covered by this Bank Guarantee in full and in the manner aforesaid and within the time aforesaid without reference to the contractor and no protest by the contractor, made either directly or indirectly or through Court, can be valid ground for us.....Bank.....Branch, to decline or fail or neglect to make payment to the Trustees in the manner and within the time aforesaid.

We..... Bank.....Branch, further agree that the Bank Guarantee herein contained shall remain in full force and effect, during the period that is taken for the due performance of the said contract by the contractor and that it shall continue to be enforceable till all the dues of the Trustees under and/or by virtue of the terms and conditions of the said contract have been fully paid and its claim satisfied and/or discharged in full and/or till the Trustees certify that the terms and conditions of the said contract have been fully and properly observed/fulfilled by the contractor and accordingly, the Trustees have discharged the Bank Guarantee, subject however, that this guarantee shall remain valid upto and inclusive of .....day of .....20.... and subject all so that the provision that the Trustees shall have no right to demand payment against this guarantee after the expiry of 6 (six) calendar months from the expiry of the aforesaid validity period upto.....or any extension thereof made by us.....Bank.....Branch, in further extending the said validity period of this Bank Guarantee on Non-Judicial Stamp paper of appropriate value, as required/determined by the Trustees, only on a written request by the Trustees to the contractor for such extension of validity of this Bank Guarantee.

We.....Bank.....Branch, further agree that, without our consent and without affecting in any manner our obligations hereunder, the Trustees shall have the fullest liberty to vary from time to time any of the terms and conditions of the said contract to extend the time for full performance of the said contract including fulfilling all obligations under the said contract or to extend the time for full performance of the said contract including fulfilling all obligations under the said contract by the contractor or to postpone for any time or from time to time any of the powers exercisable by the Trustees against the contractor and to forebear or enforce any of terms and conditions relating to the said contract and we.....Bank.....Branch, shall not be relieved from our liability by reason of any such variation or extension being granted to the contractor or for any fore-bearance, act or commission on the part of the Trustees or any indulgence by the Trustees to the contractor or by any such matter or thing of whatsoever nature, which under the law relating to sureties would, but for this provision, have effect of so relieving us.....Bank.....Branch.

We,.....Bank..... Branch, lastly undertake not to revoke this Bank Guarantee during its currency except with the previous consent of the Trustees in writing.

SIGNATURE.....

NAME.....

DESIGNATION.....

(only constituted attorney for and on behalf of)

BANK.....

BRANCH.....

(OFFICIAL SEAL OF THE BANK)

## ANNEXURE-IV

FORMAT OF AFFIDAVIT FOR ESI EXEMPTION  
(On the Rupees Ten Non judicial stamp paper)

BEFORE THE 1ST CLASS MAJISTRATE AT .....

## AFFIDAVIT

I..... son of .....aged about .....years, by faith ....., by occupation ..... residing at ....., do hereby solemnly affirm and declare as follows:-

1. That I am the proprietor /Partner/Director of .....having office at .....and carrying on business on the same name and style.

(In case the above Deponent is an enlisted contractor at Kolkata Port Trust, the same should be mentioned in the affidavit.)

2. That my aforesaid firm is exempted from E.S.I. Act and the said firm has no valid E.S.I. registration.

3. That the present affidavit is to be filed before the Kolkata Port Trust as per the clause No.....of the Tender No..... issued by the Kolkata Port Trust in respect of the work ( the work is to be mentioned.)

THAT the statements made above are all true to the best of my knowledge and belief.

Identified by me.

DEPONENT

## ANNEXURE-V

## INDEMNITY BOND

On Rs.50/- (Rupees Fifty) Non-Judicial Stamp Paper

By this bond I, Shri/Smt. ....,son of Shri/Smt.....residing at .....by occupation ..... the Partner/Proprietor/Director.....having office at ....., am a tenderer under Director, Marine Department, Kolkata Port Trust (A statutory Body under MPT Act,1963).

2. WHEREAS , the said Kolkata Port Trust had asked the every tenderer, to furnish an Indemnity bond in favour of Director, Marine Department , Kolkata Port Trust against all damages and accidents to the Labourer/ Tenderer/Contractor.

3. NOW THIS BOND OF INDEMNITY WITNESSETH THAT the Tenderer /Contractor named herein above shall indemnify the Kolkata Port Trust against all damages and accidents occurring to the Labourers of the Tenderer/ Contractor as demanded by the Kolkata Port Trust and which shall be legal and /or claimed by the Kolkata Port Trust during the execution of the work stated in the NIT No..... of .....

4. AND the contractor hereunder agrees to indemnify and at all times keep indemnified the Kolkata Port Trust and its administrator and representative and also all such possible claim or demand for damages and accidents.

In witness whereof I,....., the Partner/Proprietor/Director..... hereto set and seal this the .....day of ..... in the year .....at .....

Sureties:

Signature of the Indemnifier

1. Name :  
Signature :  
Address :

2. Name :  
Signature :  
Address :

Witnesses

Name :  
Signature :  
Address :

ANNEXURE- VIOn the Rs.10/- (Rupees Ten) Non Judicial Stamp PaperBEFORE THE 1<sup>st</sup> CLASS JUDICIAL MAGISTRATE AT \_\_\_\_\_AFFIDAVIT

I \_\_\_\_\_ son of \_\_\_\_\_

Aged about \_\_\_\_\_ years, by faith \_\_\_\_\_ by  
 Occupation \_\_\_\_\_ residing at  
 \_\_\_\_\_,

Do hereby solemnly affirm and declare as flows:

1. That I am the proprietor / Partner / Director \_\_\_\_\_ having office at \_\_\_\_\_ and carrying on business on the same name and style.

(In case the above Deponent is an enlisted Contractor at Kolkata Port Trust, the same should be mentioned in the affidavit)

2. THAT my aforesaid Firm is exempted from Provident Fund Act and the said Firm has no valid Provident Fund Registration. **In support of this statement copy of Exemption Certificate issued by Provident Fund authority is attached herewith.**
3. THAT the present affidavit is to be filed before the Kolkata Port Trust as per the clause No. \_\_\_\_\_ of the Tender vide NIT No. \_\_\_\_\_ issued by the Kolkata Port Trust in respect of the work (the work is to be mentioned).

THAT the statements made above are all true to the best of my knowledge and belief.

Deponent

Identified by \_\_\_\_\_

ANNEXURE- VIIFormat for Power of Attorney for signing of Tender(To be executed before Notary Public on a Non-Judicial Stamp Paper of at least Rs10 )

Dated: \_\_\_\_\_

POWER OF ATTORNEYTo whomsoever it may concern

Mr. \_\_\_\_\_ [Name of the Person(s)], residing at \_\_\_\_\_ [Address of the person(s)], acting as \_\_\_\_\_ (Designation of the person and name of the firm), and whose signature is attested below, is hereby authorized on behalf of \_\_\_\_\_ [Name of the Tenderer (in case of a consortium, name of the lead member)] to sign the tender [(Tender No. ....and (Tender subject- “.....”)] and submit the same and is hereby further authorized to provide relevant information/ document and respond to the enquiry etc. as may be required by Kolkata Port Trust (KoPT) in respect of the tender.

And I/ we hereby agree that all acts, deeds and things lawfully done by our said attorney shall be construed as acts, deeds and things done by us and I/ we undertake to ratify and confirm all and whatsoever that my / our said attorney shall lawfully do or cause to be done for me / us by virtue of the power hereby given.

(Attested signature of Mr. \_\_\_\_\_)

For \_\_\_\_\_ (Name of the Tenderer / Consortium Members with Seal)

**Note -**

(In case of Consortium, representative of all members must sign)

## GENERAL CONDITIONS OF CONTRACT

### Forms and Agreements

**SANCTIONED BY TRUSTEES UNDER RESOLUTION NO. 92**

**OF THE 6<sup>TH</sup> MEETING HELD ON 27<sup>TH</sup> MAY, 1993.**

**(Copy of Booklet Published on May, 1993)**

#### 1. DEFINITIONS

- 1.0. In the contract, as here-in-after defined, the following words and expressions shall have the meaning here-in assigned to them, except where the context otherwise required.
- 1.1. "**Employer**" or "Board" or "Trustees" means the Board of Trustees for the Port of Kolkata, a body corporate under Section 3 of the Major Port Trust Act, 1963, including their successors, representatives and assigns.
- 1.2. "**Chairman**" means the Chairman of the Board and includes the person appointed to act in his place under Sections 14 and 14A of the Major Port Trusts Act, 1963.
- 1.3. "**Contractor**" means the person or persons; Firm or Company whose tender /offer has been accepted by the Trustees and includes the Contractor's representative's heirs, successor and assigns, if any permitted by the Board / Chairman.
- 1.4. "**Engineer**" means the Board's official who has invited the tender on its behalf and includes the Chief Engineer, the Chief Mechanical Engineer, the Senior Executive Engineer the Chief Hydraulic Engineer, the Deputy Chief Engineer, the Deputy Chief Mechanical Engineer, the Senior Resident Engineer, The Manager (Infrastructure & Civic Facilities), the Manager (Plant & Equipment) the Deputy Manager (Infrastructure & Civic Facilities) and the Deputy Manager (Plant & Equipment), or other official as may be appointed from time to time by the employer, with written notification to the Contractor, to act as Engineer for the purpose of the contract, in place of the "Engineer" so designated.
- 1.5. "**Engineer's Representative**" means any subordinate Engineer or Assistant to the Engineer or any other official appointed from time to time by the Engineer to perform the duties set forth in Clauses 2.4 to 2.6 hereof.
- 1.6. "**Work**" means the Work to be executed in accordance with the Contract and includes authorized "Extra Works" and "Excess Works" and Temporary Works.
- 1.7. "**Temporary Works**" means all temporary works of every kind required in or about the execution, completion or maintenance of the works and includes (without thereby limiting the foregoing definitions) all temporary erections, scaffolding, ladders, timbering, soaking vats, site offices, cement



and other god owns, platforms and bins for stacking building materials, gantries, temporary tracks and roads, temporary culverts and mixing platforms.

- 1.8. "**Extra Works**" means those works required by the Engineer for completion of the Contract which were not specifically and separately included in the schedule of items of works (i.e., Bills of Quantities) of the tender. "Excess Works" means the required quantities of work in excess of the provision made against any item of the Bill of Quantities.
- 1.9. "**Specifications**" means the relevant and appropriate Bureau of Indian Standard's Specifications (latest revisions) for materials and workmanship unless stated otherwise in the Tender.
- 1.10. "**Drawings**" means the drawings referred to in the Tender and specification and any modification of such drawings approved in writing by the Engineer and such other drawings as may from time to time be furnished or approved in writing by the Engineer.
- 1.11. "**Contract**" means and includes the General and Special Conditions of Contract, Specifications, Drawings, priced Bill of Quantities, the Tender/ Offer, the letter of acceptance of the Tender/Offer, the Contract Agreement if separately entered into and the Schedule of Rates and Price, if any, adopted by the Trustees at their discretion.
- 1.12. "**Constructional Plant**" means all appliances or things of whatsoever nature required in or about the execution, completion or maintenance of the works or temporary works and includes (without thereby limiting the foregoing definition) all machinery and tools but does not include materials or other things intended to form or forming part of the permanent work.
- 1.13. "**Site**" means the land and other places, on, under, in or through which the works are to be executed or carried out and any other lands or places provided by the Trustees for the purpose of the Contract.
- 1.14. "**Contract Price**" means the sum named in the letter of acceptance of the Tender/ Offer of the Contractor, subject to such additions thereto and deduction there from as may be made by the Engineer under the provisions here-in-after contained.
- 1.15. "**Month**" means English Calendar Month.
- 1.16. "**Excepted risks**" are riot in so far as it is uninsurable, war, invasion, act of foreign enemies, hostilities (whether war be declared or not) Civil War, rebellion, revolution, insurrection or military or usurped power or use or occupation by the Trustees of any portion of the works in respect of which a certificate of completion has been issued (all of which are herein collectively referred to as the excepted risks)
- 1.17. Word importing the **singular** only, also includes the **plural** and vice-versa where the context so required.
- 1.18. The **headings and marginal notes** in these General Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.
- 1.19. Unless otherwise stipulated the word "Cost" shall be deemed to include overhead costs of the contractor, whether on or off the site.

## 2. DUTIES & POWERS OF ENGINEER & ENGINEER'S REPRESENTATIVE

- 2.1. The Contractor shall execute, complete and maintain the works in terms of the contract to the entire satisfaction of the Engineer and shall comply with the Engineer's direction on any matter whatsoever.
- 2.2. The Contractor shall take instructions from the Engineer and subject to limitation of Clause 2.5 herein, from the Engineer's Representative
- 2.3. The Engineer shall have full power and authority
  - (a) to supply to the contractor from time to time during the progress of the works such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the contractor shall carry out and be bound by the same.

- (b) to alter or modify the specification of any material and workmanship and to inspect the work at any time.
- (c) to order for any variation, alternation and modification of the work and for extra works.
- (d) to issue certificates as per contract
- (e) to settle the claims & disputes of the Contractor and Trustees, as the first referee.
- (f) to grant extension of completion time.

2.4. The Engineer's representative shall:

- (a) watch and supervise the works,
- (b) test and examine any material to be used or workmanship employed in connection with the work.
- (c) have power to disapprove any material and workmanship not in accordance with the contract and the contractor shall comply with his direction in this regard.
- (d) take measurements of work done by the contractor for the purpose of payment or otherwise.
- (e) order demolition of defectively done work for its reconstruction all by the Contractor at his own expense,
- (f) have powers to issue alteration order not implying modification design and extension of completion time of the work and
- (g) have such other powers and authorities vested in the Engineer, which have been delegated to him in writing by the Engineer under intimation to the Contractor.

2.5. Provided always that the Engineer's Representative shall have no power:

- (a) to order any work involving delay or any extra payment by the Trustees,
- (b) to make variation of or in the works and
- (c) to relieve the Contractor of any of his duties or obligations under the Contract.

2.6. Provided also as follows:

- (a) Failure of Engineer's Representative to disapprove any work or materials shall not prejudice the power of the Engineer thereafter to disapprove such work or materials and to order the pulling down, removal, braking-up thereof and re-construction at the contractor's cost and the contractor shall have no claim to compensation for the loss sustained by him.
- (b) If the contractor shall be dissatisfied by reason of any decision of the Engineer's Representative, he shall be entitled to refer the matter to the Engineer who shall thereupon confirm, reverse or vary such decision.
- (c) Any written instructions or written approval given by the Engineer's Representative to the contractor, within the terms of delegation of power and authority vested in Engineer to his Representative in writing shall bind the contractor and the Trustees as though it had been given by the Engineer, who may from time to time make such delegation. Contractor and the Trustees as though it had been given by the Engineer, who may from time to time, make such delegation.

### 3. THE TENDER / OFFER AND ITS PRE-REQUISITES

- 3.1. The Contractor shall, before making out and submitting his tender / offer be deemed to have inspected and examined the site, fully consider all factors, risks and contingencies, which will have direct and in direct impact on his expenses and profit from the work and shall be specifically deemed to have taken the following aspects into consideration:

- (a) The form and nature of the site and its surroundings including their sub-surface, hydrological, tidal and climate conditions, the means of access to the site and all other local conditions including the likely charges and costs for temporary way-leave, if any, required for the work.
  - (b) The drawings, specifications, the nature and extent of work to be executed and the quality, quantity and availability of the required materials and labour for the work and the need to execute the work to the entire satisfaction of the Engineer, and also by complying with the General and Special Conditions of Contract.
  - (c) The accommodation required for the workmen and site office, mobilization / demobilization and storage of all plant, equipment and Construction materials.
  - (d) The sources and means of procurement of water for drinking, washing and execution of work, and source and availability of electrical power, all of Contractor's cost.
  - (e) Payment of taxes and duties and compliance of all applicable statutes, ordinances and law together with the rules made there under, the rules, regulations and bye-laws of public bodies or any local or other authority by the Contractor, keeping the Trustees indemnified against penalties and liabilities of every kind arising from the Contractor's failure in such compliance.
  - (f) Payment of all kinds of stamp-duty for exacting the agreement or for any legal instrument including Bank Guarantees and Indemnity Bonds.
- 3.2. The Contractor's tender shall be in ink on the Tender Forms supplied by the Trustees, unless stipulated otherwise in the Notice-Inviting the Tender and shall be faultless in figures and free from erasing. Corrections, if any, shall only be made by scoring out and initialing of the revised figure.
- 3.3. If required by the Engineer or the Trustees, the Contractors in their tender or subsequently, shall disclose the names of their owners/partners/Share Holders at the required points of time. The failure in this regard shall be treated as a breach and a contract, if entered into, shall be liable to be cancelled.
- 3.4 (a) Unless other-wise stipulated in the Notice Inviting the Tender/Offer, every tender must be submitted with Earnest Money of the amount calculated as per the following scale.

Estimated Value	Amount of Earnest Money	
	For works contract.	For contract of supplying materials of equipment only
Up to Rs.1,00,000/-	5% of the estimated value of work	1% of the estimated value of work.
Over Rs. 1,00,000/-	2% of the estimated value of work subject to a maximum of Rs.20,000/- and minimum of Rs. 5,000/-	1/2% of the estimated value of work subject to a maximum of Rs. 10,000/- and minimum of Rs. 1,000/-

(b) Earnest Money shall be deposited with Trustees' treasurer in cash or by Banker's Cheque of any Kolkata Branch of a Nationalized Bank of India drawn in favour of Kolkata Port Trust or in the form of an "Kolkata Port Trust" and payable at Kolkata / Haldia Holding as the case may be and the receipt granted there for be kept attached to the Tender / offer in the Sealed Cover.

(c) Earnest Money of un-accepted tender shall be refunded without any interest through A/c. Payee Cheque drawn on a Nationalized Bank of Kolkata / Haldia.

(d) The enlisted (registered) Contractors of the Trustees, who have deposited fixed Security with the Trustees FA & CAO / Manager (Finance) according to his Class of Registration, shall be exempt from depositing the Earnest Money, as per the following scale:

Class of Registration	Amount of Fixed Security	Financial limit of each tender
A	Rs. 10,000/-	Any tender priced up to Rs. 2,00,000/-
B	Rs. 5,000/-	Any tender priced up to Rs.1,00,000/-
C	Rs. 2,500/-	Any tender priced up to Rs.50,000/-

(e) (i) Tender submitted without requisite Earnest Money may be liable to rejection.

(ii) If before expiry of the validity period of his Tender / offer, the tender amends his quoted rates or tender/ offer making them unacceptable to the Trustees and / or withdraws his tender / offer, the Earnest Money deposited shall be liable to forfeiture of the option of the Trustees.

(f) The Earnest Money of accepted Tender / offer shall be retained by the Trustees as part of the Security Deposit, for which a separate Treasury Receipt shall be issued to the Contractor after cancellation of the previous Receipt of Earnest Money.

(g) Balance security for works contract shall be recovered by deduction from all progressive Bill (including final Bill, if necessary) @ 10% of the gross value of work in each such bill, so that the total recovery may not exceed the quantum computed as per the under noted percentages of the total value of work actually done up to the stage of completion.

Value of Work	% of Security Deposit for works contract	% of Security Deposit for Contract of supplying materials and equipments only
For works up to Rs. 10,00,000/-	10% (Ten percent )	1% ( One percent )
For works costing more than Rs.10,00,000/- and up to Rs.20,00,000/-	10% on first Rs. 10,00,000/- + 7 1/2% on the balance	1% on first Rs.10,00,000/-+1/2% on the balance
For works costing	10% on first Rs.	1% on first Rs.10,00,000/-+1/2% on next

more than Rs.20,00,000/-	10,00,000/- + 7 1/2% on next Rs.10,00,000/- + 5% on the balance	Rs.10,00,000/-+ 1/4% on the balance
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(h) Balance Security for Contract of supplying materials and equipment computed in terms of the percentages given above, shall have to be deposited with the Trustees' Treasurer in advance and within 30 days from the date of placement of supply order, either in cash or by A/c. Payee Draft of a Nationalized Bank of India drawn in favour of Kolkata Port Trust and payable at Kolkata / Haldia, as the case may be.

(i) No interest shall be paid by the trustees to the Tenderer / Contractor on the amount of Earnest Money / Security Deposit held by the Trustees, at any stage.

3.5 (i) The Security Deposit shall be refunded to the Contractor in terms of Clause 9.3 hereinafter and subject to deduction, if any, under the provision of Sub-Clause 3.5(ii) herein below. If, however, the contract provides for any maintenance period, 50% of the Security Deposit may be refunded against any of the Treasury Receipt for that amount on expiry of half of the maintenance period and the balance deposit on the said maintenance period and after the Engineer has certified the final completion of work in form G.C.2 and the Contractor has submitted his "No Claim" Certificate in form G.C.3.

(ii) The Security Deposit/Earnest Money may be liable to forfeiture at the option of the Trustees, if the Contractor fails to carry out the work or to perform/observe any of the conditions of the contract. The Trustees shall also be at liberty to deduct any of their dues from the Security Deposit, fixed Security, Earnest Money or from any sum due or to become due to the Contractor under any other contract.

3.5. If stipulated in the contract as a Special Condition, the Contractor shall have to submit to the Engineer a performance Bond in the form of an irrevocable guarantee from Kolkata/Haldia Branch, as the case may be, of any Nationalized Bank of India in the proforma annexed hereto and for the sum and period as mentioned in the letter of acceptance of the Tender/Offer, within 15 days from the date of such letter, failing which the contract shall be liable to be terminated and the Earnest Money are liable to forfeiture; all at discretion of the Engineer. The cost of obtaining this or any other Bank Guarantee and/or the revalidation thereof, wherever required, has to be borne by the Contractor and it shall be his sole responsibility to arrange for timely revalidation of such bank guarantee, failing which and for non-fulfilment of any contractual obligation by the Contractor, the Engineer and/or the Trustees shall be at liberty to raise claim against the Guarantee and/or enforce the same unilaterally.

#### **4. THE CONTRACT & GENERAL OBLIGATIONS OF CONTRACTOR**

##### **4.1.**

- (a) The contract documents shall be drawn-up in English language.
- (b) The contract shall be governed by all relevant Indian Acts as applicable only within the jurisdiction of the High Court at Kolkata, India, including the following Act:
  - i. The Indian Contract Act, 1872.
  - ii. The Major Port Trust, Act, 1963.
  - iii. The Workmen's Compensation Act, 1923.
  - iv. The Minimum Wages Act, 1948.

- v. The Contract Labour (Regulation & Abolition) Act, 1970.
- vi. The Dock Workers' Act, 1948.
- vii. The Indian Arbitration Act (1940) (in the case of a definite arbitration Agreement only).

- 4.2. After acceptance of his Tender / Offer and when called upon to do so by the Engineer or his representative, the Contractor shall, at his own expense, enter into and execute a Contract Agreement to be prepared by him in the form annexed hereto. Until such Contract Agreement is executed the other documents referred to in the definition of the term "Contract" here-in-before shall collectively be the Contract.
- 4.3. Several documents forming the contract are to be taken as mutually explanatory of one another. Should there be any discrepancy, ambiguity, omission or error in the various contract documents, the Engineer shall have the power to correct the same and his decision shall be final and binding on the parties to the Contract.
- 4.4. Two copies of the Drawing referred to in the General and Special Conditions of Contract and in the Bill of Quantities, shall be furnished by the Engineer to the Contractors free of cost for his use on the work, but these shall remain the property of the Trustees and hence, the Contractor shall return them to the Engineer or his Representative on completion of the work. If not torn or mutilated on being regularly used at site.
- 4.5. The Contractor shall prove and make at his own expense any working or progress drawings required by him or necessary for the proper execution of the works and shall, when required, furnish copies of the same free of cost to the Engineer for his information and/ or approval, without meaning thereby the shifting of Contractor's responsibility on the engineer in any way whatsoever.
- 4.6. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof without the written permission of the engineer. Even if such permission be granted, the Contractor shall remain responsible (a) for the acts, defaults and neglect of any sub-contractor, his agents servants or workmen as fully as if these were the acts, defaults or neglects of the Contractor himself or his agents, servants or workmen, and (b) for his full and entire responsibility of the contract and for active superintendence of the works by him despite being sublet, provided always that the provision of labourers on a "piece rate" basis shall not be deemed to be subletting under this clause.
- 4.7. Unless otherwise specified, the Contractor shall be deemed to have included in his Tender / Offer all his cost for supplying and providing all constructional plant, temporary work, materials both for temporary and permanent works, labour including supervision thereof transporting to and from the site and in and about the work, including loading, unloading, fencing, watching, lighting, payment of fees, taxes and duties to the appropriate authorities and other things of every kind required for the construction, erection, completion and maintenance of the work.
- 4.8. The Contractor shall be solely responsible for the adequacy, stability and safety of all site operations and methods of construction, even if any prior approval thereto has been taken from the Engineer or his Representative. The Contractor shall not be responsible for the correctness of the design or specification of the Temporary and Permanent works formulated by the Engineer; but the contractor shall be fully responsible for the correct implementation thereof as also for any design and specification prepared / proposed / used by the Contractor.
- 4.9. Whenever required by the Engineer or his Representative, the Contractor shall submit to him the details of his (a) programme for execution of the work, (b) proposed procedure and methods of work, (c) proposed deployment of plant, equipment labour, materials and temporary works. The submission to and/ or any approval by the Engineer or his Representative to any such programme or particulars, shall not relieve the Contractor of any of his obligations under the contract. If for any reason the contractor be unable to adhere to his earlier programme, he shall submit his revised programme for completion of work within the stipulated time whenever asked to do so.
- 4.10. Necessary and adequate supervision shall be provided by the Contractor during execution of the works and as long thereafter as the Engineer or his Representative shall consider necessary during the

maintenance period. The Contractor or his competent and authorised agent or representative shall be constantly at site and instructions given to him by the Engineer or his Representative in writing shall be binding upon the Contractor subject to limitation in clause 2.5 hereof. The Contractor shall inform the Engineer or his Representative in writing about such representative/agent of him at site.

- 4.11. The Contractor shall employ in execution of the Contract only qualified, careful and experienced persons and the Engineer shall be at liberty to direct the Contractor to stop deployment of any of his staff, workmen or official at site and the Contractor shall within 48 hours comply with such instruction without any demur, whenever the Engineer shall feel that the deployment of the person concerned will not be conducive to the proper and timely completion of the work.
- 4.12. The Contractor shall be responsible for the true and proper setting-out of the works in relation to reference points/lines/levels given by the Engineer in writing. The checking of any setting-out or of any alignment or level by the Engineer or his Representative shall not in any way relieve the contractor of his responsibility for the correctness thereof and he shall fully provide, protect and preserve all stakes, templates, bench marks, sight rails, pegs, level marks, profile marks and other things used in setting-out the works.
- 4.13. From the commencement of the works till issue of the completion certificate in Form G.C.1, vide Clause 5.12 hereof, the contractor shall take full responsibility for the care thereof. Save for the excepted risks, any damage, loss or injury to the work or any part thereof shall be made good by the Contractor at his down cost as per instruction and to the satisfaction of the Engineer, failing which the Engineer or his Representative may cause the same to be made good by any other agency and the expenses incurred and certified by the Engineer, shall be recoverable from the Contractor in whatever manner the Engineer shall deem proper. This Clause will not apply to that part of the work, which might have been taken over by the Trustees on partial completion of the work and in such case the Contractor's obligation will be limited to repairs and replacement for manufacturing or construction defects during the Maintenance period (Guarantee Period) as per the directions of the Engineer as also for defects/damages if any caused to the work by the Contractor during such repairs and replacement in the maintenance period.
- 4.14. The Contractor shall at his own cost protect, support and take all precautions in regard to the personnel or structure or services or properties belonging to the Trustees or not, which may be interfered with or affected or disturbed or endangered and shall indemnify and keep indemnified the Trustees against claim for injury, loss or damage caused by the Contractor in connection with the execution and maintenance of the work to the aforesaid properties, structures and services and/ or to any person including the Contractor's workmen. Cost of Insurance Cover, if any, taken by the Contractor shall not be reimbursed by the Trustees, unless otherwise stipulated in the Contract.
- 4.15. The Contractor shall immediately inform the Engineer's Representative if any fossil, coins, articles of value or antiquity and structures and other remains or things of geological or archaeological importance be discovered at site which shall remain the property of the Trustees and protect them from being damaged by his workmen and arrange for disposal of them at the Trustees expense as per the instruction of the Engineer's Representative.
- 4.16. The Contractor shall be deemed to have indemnified the Trustees against all claims, demands, actions and proceedings and all costs arising there from on account of:
  - (a) Infringement of any patent right, design, trade-mark, or name or other protected right, in connection with the works or temporary work.
  - (b) Payment of all royalties, rent, toll charges, local taxes, other payments or compensation, if any, for getting all materials and equipment required for the work.
  - (c) Unauthorized obstruction or nuisance caused by the Contractor in respect of Public or Private road, railway tracks, footpaths, crane tracks, waterways, quays and other properties belonging to the Trustees or any other person.
  - (d) Damage / injury caused to any highway and bridge on account of the movement of Contractor's plants and materials in connection with the work
  - (e) Pollution of waterway and damage caused to river, lock, sea-wall or other structure related to waterway, in transporting contractor's plants and materials.

- (f) The Contractor's default in affording all reasonable facilities and accommodation as per the direction of the Engineer or his Representative to the workmen of the Trustees and other agencies employed by or with the permission and / or knowledge of the Trustees on or near the site of work.

4.17. Debris and materials, if obtained by demolishing any properly, building or structure in terms of the Contract shall remain the property of the Trustees.

4.18. The Contractor's quoted rates shall be deemed to have been inclusive of the following:

- (a) Keeping the site free of unnecessary obstruction and removal from site of constructional plant wreckage, rubbish, surplus earth or temporary works no longer required.
- (b) Cleaning and removal from site all the surplus materials of every kind to leave the site clean and tidy after completion of the work, without which payment against final bill may be liable to be withheld.
- (c) Precautionary measures to secure efficient protection of Docks, the River Hooghly and other waterways against pollution of whatever nature during execution and maintenance of the works, and to prevent rubbish, refuse and other materials from being thrown into the water by the Contractor's men or those of his agency.
- (d) Making arrangements for deployment of all labourers and workers, local or otherwise including payment for their wages, transport, accommodation, medical and all other statutory benefits and entry permits, wherever necessary.
- (e) Making arrangements in or around the site, as per the requirements of Kolkata Municipal Corporation or other local authority or the Engineer or his Representative, for preventing (i) spread of any infectious disease like smallpox, cholera, plague or malaria by taking effective actions for destruction of rats, mice, vermin, mosquitoes etc. and by maintaining healthy and sanitary condition, (ii) illegal storage and distribution of Drugs, Narcotics, Alcoholic liquor, Arms and Ammunitions, (iii) unlawful, riotous or disorderly conduct of the Contractor's or his Sub-Contractor's workmen, (iv) deployment of workmen of age less than 16 years.

4.19. Every direction or notice to be given to the Contractor shall be deemed to have been duly served on or received by the Contractor, if the same is posted or sent by hand to the address given in the tender or to the Contractor's Site Office or in case of Trustee's enlisted Contractor to the address as appearing in the trustee's Register or to the Registered Office of the Contractor. The time mentioned in these conditions for doing any act after direction or notice shall be reckoned from the time of such posting or dispatch.

4.20. The Contractor and his sub-contractor or their agents and men and any firm supplying plant, materials, and equipment shall not publish or caused to be published any photographs or description of the works without the prior authority of the Engineer in writing.

4.21. The Contractor shall, at the Trustees' cost to be decided by the Engineer, render all reasonable facilities and Co-operation as per direction of the Engineer or his representative to any other Contractor engaged by the Trustees and their workmen, to the Trustees' own staff and to the men of other Public Body on or near the site of work and in default, the contractor shall be liable to the trustees for any delay or expense incurred by reason of such default.

4.22. The work has to be carried out by the Contractor causing the minimum of hindrance for any maritime traffic or surface traffic.

4.23. All constructional plants, temporary works and materials when brought to the site by the contractor, shall be deemed to be the property of the Trustees who will have a lien on the same until the satisfactory completion of the work and shall only be removed from the site in part or in full with the written permission of the Engineer or his Representative.



## **5. COMMENCEMENT, EXECUTION AND COMPLETION OF WORK**

- 5.1. The contractor shall commence the work within 7 days of the receipt of Engineer's letter informing acceptance of the Contractor's tender / offer by the Trustees or within such preliminary time as mentioned by the contractor in the Form of Tender or the time accepted by the Trustees. The contractor shall then proceed with the work with due expedition and without delay, except as may be expressly sanctioned or ordered by the Engineer or his Representatives, time being deemed the essence of the contract on the part of the Contractor.
- 5.2. The Contractor shall provide and maintain a suitable office at or near the site, to which the Engineer's Representative may send communications and instructions for use of the Contractor.
- 5.3. Unless specified otherwise in the contract or prior permission of the Engineer has been taken, the contractor shall not execute the work beyond the working hours observed by the Engineer's Representative and on Sundays and Holidays observed in the trustees system, except in so far as it becomes essential on account of tidal work or for safety of the work. If the progress of the work lags behind schedule or the work has been endangered by any act or neglect on the part of the contractor, then the Engineer or his Representative shall order and the contractor at his own expense shall work by day and by night and on Sundays and Public Holidays. Any failure of the Engineer or his Representative to pass such an order shall not relieve the contractor from any of his obligations. The Engineer's decision in this regard shall be final, binding and conclusive.
- 5.4. Unless stipulated otherwise in the contract, all materials required for the work shall be procured and supplied by the contractor with the approval of the Engineer or his Representative and subject to subsequent testing as may be required by the Engineer or his Representative. The engineer shall exercise his sole discretion to accept any such materials.
- 5.5. Unless stipulated otherwise, in the contract, all materials, workmanship method of measurement shall be in accordance with the relevant Codes (Latest Revision) of the Bureau of Indian Standards and the written instructions of the Engineer or his Representative. Where no specific reference is available in the contract, the materials and workmanship shall be of the best of their respective kinds to the satisfaction of the Engineer.
- 5.6. Samples shall be prepared and submitted for approval of the Engineer or his Representative, whenever required to do so, all at the contractor's cost.
- 5.7. Unless stipulated otherwise in the contract, the cost of any test required by the Engineer or his representative in respect of materials and workmanship deployed on the work shall be borne by the contractor.
- 5.8. Regarding the supply of any materials by the Trustees to the contractor in accordance with the contract, the following conditions shall apply:
  - (a) The contractor shall, at his own expense, arrange for transporting the materials from the Trustees' Stores, watching, storing and keeping them in his safe custody, furnishing of statement of consumption thereof in the manner required by the Engineer or his representative, return of surplus and empty container to the Trustees' Stores as per the direction of the Engineer or his Representative.
  - (b) Being the custodian of the Trustees' materials, the contractor shall remain solely responsible for any such materials issued to him and for any loss or damage thereof for any reason other than "Excepted Risks", the contractor shall compensate the Trustees' in the manner decided by the Engineer and shall at no stage remove or cause to be removed any such material from the site without his permission.
  - (c) The Trustees' materials will generally be supplied in stages and in accordance with the rate of progress of work, but, except for grant of suitable extension of completion time of work as decided by the Engineer, the contractor shall not be entitled to any other compensation, monetary or otherwise, for any delay in the supply of Trustees' materials to him. The

Contractor shall, however communicate his requirement of such materials to the Engineer from time to time.

- (d) Unless stipulated otherwise in the contract, the value of the Trustees' materials issued to the contractor shall be recovered from the Contractor's bills and / any of his other dues. Progressively according to the consumption thereof on the work and / or in the manner decided by the Engineer or his Representative and at the rate / stipulated in the contract. These rates shall only be considered by the contractor in the preparation of his tender / offer and these will form the basis of escalation / variation, if in future the contractor is required to procure and provide any such material on the written order of the Engineer consequent on the Trustees' failure to effect timely supply thereof.
- (e) If the Engineer decides that due to the contractor's negligence, and of the Trustees' materials issued to the contractor has been – (i) last or damaged, (ii) consumed in excess of requirement, and (iii) wasted by the contractor in excess of normal wastage, then the value thereof shall be recovered from the contractor's bills or from any of his other dues, after adding 19 ¼% extra over the higher one of the followings—
  - i. The issue rate of the materials at the Trustees' Stores, and
  - ii. The market price of the material on the date of issue as would be determined by the Engineer.
- 5.9. The Engineer or his Representative shall have the power to inspect any material and work at any time and to order at any time – (i) for removal from the site of any material which in his opinion is not in accordance with the contract or the instruction of the Engineer or his Representative, (ii) for the substitution of the proper and suitable materials, or (iii) the removal and proper re-execution of any work, which in respect of material and workmanship is not in accordance with the contract or the instructions of the Engineer. The contractor shall comply with such order at his own expense- and within the time specified in the order. If the contractor falls to comply, the Engineer shall be at liberty to dispose and such materials and re-do any work in the manner convenient to the Trustees by engaging any outside agency at the risk and expense of the contractor and after giving him a written prior notice of 7 days.
- 5.10. No work shall be covered up and put out of view by the contractor without approval of the Engineer or his Representative and whenever required by him the contractor shall uncover any part or parts of the work or make openings in or through the same as may be directed by the Engineer or his Representative from time to time and shall reinstate or make good those part of works thus affected to the satisfaction of the Engineer, all at the cost of the contractor. The Trustees shall reimburse such cost as determined by the Engineer, if the initial covering up was with prior written order of the Engineer or his Representative.
- 5.11. On a written order of the Engineer or his Representative the contractor shall delay or suspend the progress of the work till such time the written order to resume the execution is received by him. During such suspension the contractor shall protect and secure the work to the satisfaction of the Engineer or his Representative. All extra expenses in giving effect to such order shall be considered by the Trustees, unless such suspension is
  - i. Otherwise provide for in the contract, or
  - ii. Necessary by reason of some default on the part of the Contractor, or
  - iii. Necessary by reason of climatic conditions on the site, or
  - iv. Necessary for proper execution of the works or for the safety of the works or any part thereof. The Engineer shall settle and determine such extra payment and / or Extension of completion time to be allowed to the contractor, as shall, in the opinion of the Engineer, be fair and reasonable.

If at any time before or after commencement of the work the Trustees do not require the whole of the work tendered for, the Engineer shall notify the same to the contractor in writing and the contractor shall stop further works in compliance of the same. The Contractor shall not be entitled to any claim for compensation for underived profit or for such premature stoppage of

work or on account of curtailment of the originally intended work by reason of alteration made by the Engineer in the original specifications, drawings, designs and instruction.

- 5.12. When the whole of the work has been completed to the satisfaction of the Engineer and has passed any final test prescribed in the contract, the contractor shall, within 21 days of submission of his application to the Engineer be entitled to receive from him a certificate for completion of work in Form G.C.1 annexed hereto. If any part of the total work having been completed to the satisfaction of the Engineer, be takeover and / or used by the Trustees the Contractor shall on application be entitled to partial completion certificate in the Form of G.C.1 indicating the portion of the work covered by it, so that the Contractor's liability during maintenance period of the contract, if any, shall commence from the date mentioned in such certificate so far as the completed portion of the work is concerned.

## **6. TERMS OF PAYMENT:**

- 6.1. No Sum shall be considered as earned by or due to the Contractor in respect of the work till final and satisfactory completion thereof and until a certificate of final completion in Form G.C.2 has been given by the Engineer. On account payments, if any, made prior to issue of the certificate in Form G.C.2, shall all be treated as mere advances, which shall stand recoverable in full or in part, if the Engineer so decides in the context of Contractor's unfulfilled contract condition, if any.
- 6.2. All payments shall be made to the Contractor on the basis of measurement of actual work done, as recorded in the Trustees' measurement books and at accepted tendered or at agreed rates, as the case may be except as otherwise provided in the contract and when the Engineer decided any other rate for change in the scope of work or omission, if any, on the part of the Contractor.
- 6.3. For work of sanctioned tender value more than Rs. 50,000/- or having an initially stipulated completion period of 4 months or more, on account payments may be made at the discretion of the Engineer or his Representative at intervals deemed suitable and justified by him. Provided always that, subject to execution of work of substantial value in the context of the contract price, the interval of such on account payments shall be decided by the Engineer or his Representative, which shall ordinarily not be less than 1 month in between two payments for on account bill and / or advance.
- 6.4. Measurement for works done shall be progressively taken by the Engineer's Representative and entered in the Trustees' Measurement Book, at intervals deemed suitable and proper by him and / or the Engineer. The Contractor or his duly accredited Representative or Agent shall remain present at the time of such measurement and assist the Engineer's Representative in every manner required by him. After the measurements taken have been entered in the Measurement Book, the Contractor or his Agent shall sign the Measurement Book at the end of such Measurements over the Contractor's Rubber Stamp as a taken of acceptance of all such measurements, recorded above and prior to such signature. If the Contractor or his Agent fails to participate even other 3 days written notice from the Engineer's Representative the measurement shall be taken ex-part by the Engineer's representative and those shall be accepted by the Contractor.
- 6.5. Based on the quantum of work and the value thereof computed in the Measurement Book, the Contractor shall type out his bill in the proforma approved by the Engineer and submit the same to the Engineer's Representative in quadruplicate, duly signed by him or his accredited Agent over his Rubber Stamp. The Engineer or his Representative may, in his absolute discretion, allow advance payment against such bill to the extent of an amount not exceeding 75% of the "net payable" sum of the said bill, subject to adjustment thereof against the bill at the time of checking and auditing the bill at the Trustees end., The measurement Book will not be handed

over to the Contractor; but he will obtain the abstracts of quantities, amount and recoveries to type out the bill.

- 6.6. At the discretion of the Engineer or his Representative and only in respect of accepted offers/ where estimated amount put to tender would be Rs. 2,00,000/- or more, advance payment may be made to the extent of 75% of the value of any material purchased and brought to the site by the Contractor. Provided always that—
- i. The materials shall, in the opinion of the Engineer or his Representative, be of imperishable nature.
  - ii. The value of such materials shall be assessed by the Engineer or his Representative, at their own discretions,
  - iii. A formal agreement has been drawn up with the contractor, under which the Trustees secure a lien on the contractor's materials.
  - iv. The materials are safe-guarded by the contractor against losses, shortage and misuse due to the contractor postponing the execution of the work or otherwise,
  - v. In the event of shortage of such materials within the Trustees' protected areas in the Docks, the contractor shall submit an indemnity Bond in the proforma and manner acceptable to Trustee' whereby the contractor shall indemnify the Trustees' against all financial loss/ damage, on account of loss/ damage to such materials for whatever reasons.
  - vi. In the event of storage of such materials outside the Trustees' protected areas the Contractor shall submit to the Engineer an irrevocable Bank Guarantee favouring the Trustees and for the same sum as is being advance, in the proforma and manner acceptable to the Trustees. The Guarantee shall be of a Kolkata / Haldia Branch of any Nationalised Bank or a Scheduled Commercial bank, as the case may be, acceptable to the Trustees and shall remain valid till the anticipated period of consumption of such materials in the work. The Bank Guarantee must bear an undertaking by the issuing Bank guaranteeing automatic payment of the guaranteed sum to the Trustees by the Bank on the date of expiry of the validity of the Guarantee, unless with the prior written approval of the Engineer on behalf of the Trustees, the Bank has extended the validity of the Guarantee.
  - vii. The amount of advance shall be recoverable from the contractor's bills or any other dues, progressively with the consumption of the materials on the basis of quantity consumed. Consequent on full recovery of the advance the Indemnity Bond / Bank Guarantee, vide sub-clause (v) & (vi) above, shall be returned to the Contractor duly discharged by the Engineer on behalf of the Trustees.
- 6.7. No Certificate of the Engineer or his Representative shall protect the Contractor against or prevent the Trustees from obtaining repayment from the Contractor, in case the Engineer or his Representative should over certify for payment or the Trustees should over-pay the Contractor on any account.
- 6.8. No claim for interest shall be admissible to the Contractor at any stage and in respect of any money or balance or Bank Guarantee, which may be due to the Contractor from the Trustees,

owing to dispute or otherwise or for any delay on the part of the Trustees in making interim or final payment or otherwise.

## **7. VARIATION AND ITS VALUATION:**

- 7.1. The Quantities set out in the Bill of Quantities of the tender shall be treated as estimated quantities of the work and shall never be deemed as actual or correct quantities of the works to be executed by the contractor in fulfillment of his obligation under the contract.
- 7.2. The Engineer shall have the power to order the Contractor in writing to make any variation of the Quantity, quantity or form of the works or any part thereof that may, in his opinion, be necessary and the Contractor upon receipt of such an order shall act as follows:
  - a) Increase or decrease the quantity of any work included in the contract.
  - b) Omit any work included in the contract.
  - c) Change the Character or quality or kind of any work included in the contract.
  - d) Change the levels, lines, position and dimensions of any part of the work, and
  - e) Execute extra and additional work of any kind necessary for completion of the works.
- 7.3. No such variation shall in any way vitiate or invalidate the contract or be treated as revocation of the contract, but the value (if any) of all such variations evaluated in accordance with the Engineer's sole decision shall be taken into account and the contract price shall be varied accordingly.
- 7.4. Provided always that written order of the Engineer shall not be required for increase or decrease in the quantity of any work up to 15% where such increase or decrease is not the result of any variation order given under this clause but is the result of the quantities exceeding or being less than those stated in the bill of quantities. Provided also that verbal order of variation from the Engineer shall be complied with by the Contractor and the Engineer's subsequent written confirmation of such verbal order shall be deemed to be an order in writing within the meaning of this clause.
- 7.5. a) The Contractor shall not be entitled to any claim of extra or additional work unless they have been carried out under the written orders of the Engineer.
- b) The Engineer shall solely determine the amount (if any) to be added to or deducted from the sum named in the tender in respect of any extra work done or work omitted by his order.
- c) All extra, additional or substituted work done or work omitted by order of the Engineer shall be valued on the basis of the rates and prices set out in the contract, if in the opinion of the Engineer, the same shall be applicable. If the contract does not contain any rates or prices directly applicable to the extra additional or substituted work, then the Engineer may decided the suitable rates on the basis of Schedule of Rates (including surcharge in force at the time of acceptance of tender), if any, adopted by the Trustees with due regard to the accepted contractual percentage, if any thereon. In all other cases the Engineer shall solely determine suitable rates in the manner deemed by him as fair and reasonable, and his decision shall be final, binding and conclusive.

- d) If the nature or amount of any omission or addition relative to the nature or amount of the whole of the contract work or to any part thereof shall be such that, in the opinion of the Engineer, the rate of prices contained in the contract for any item of the works or the rate as evaluated under sub-clauses (b) and (c) of this clause, is by reason of such omission or addition rendered unreasonable or in-applicable the Engineer shall fix such other rate or price as he deems proper and the Engineer's decision shall be final, binding and conclusive.

## **8. DELAY / EXTENSION OF COMPLETION TIME / LIQUIDATED DAMAGE / TERMINATION OF CONTRACT**

- 8.1. Should the quantum of extra or additional work of any kind or delayed availability of the Trustees' materials to be supplied as per contract or exceptionally adverse climatic conditions and natural phenomenon or strikes, lock-outs, civil commotions or other special circumstances of any kind beyond the control of the Contractor cause delay in completing the work, the contractor shall apply to the Engineer in writing for suitable extension of completion time within 7 days from the date of occurrence of the reason and the Engineer shall thereupon consider the stated reasons in the manner deemed necessary and shall either reject the application or determine and allow in writing the extension period as he would deem proper for completion of the work, with or without the imposition of "Liquidated Damaged" Clause (No.8.3 hereof) on the Contractor and his decision shall be binding on the contractor. If an extension of completion time is granted by the Engineer, the clause No.8.3 of the Liquidated damage shall apply from its date of expiry, if the work be not completed within the extended time, unless stated otherwise in the decision communication by the Engineer, as aforesaid.
- 8.2. a) If the Contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Engineer in writing, the contractor shall pay as compensation (Liquidated Damage) to the Trustees and not as a penalty, ½ % (half percent) of the total value of work (contract price) as mentioned in the latter of acceptance of the tender/offer, for every week or part thereof the work remains unfinished. Provided always that the amount of such compensation shall not exceed 10% the said value of work.
- b) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damage in Sub-Clause (a) of this clause, from any money due or likely to become due to the contractor. The payment or deduction of such compensation / damage shall not relieve the Contractor from his obligation to complete the work or from any of his other obligations / liabilities under the contract and in case of the Contractor's failure and at the absolute discretion of the Engineer, the work may be ordered to be completed by some other agency at the risk and expense of the Contractor, after a minimum three days notice in writing has been given to the contractor by the Engineer or his Representative.
- 8.3. Without being liable for any compensation to the Contractor, the Trustees may, in their absolute discretion, terminate the contract due to occurrence of any of the following reasons and decision of the Trustees in this respect, as communicated by the Engineer shall be final and conclusive :
- (i) The Contractor has abandoned the contract.
- (ii) In the opinion of the Engineer, either the performance of the Contractor is not satisfactory or the work is not getting completed within the agreed period on account of Contractor's lapses.

- (iii) The Contractor has failed to commence the work or has without any lawful excuse under these conditions , has kept the work suspended despite receiving the Engineer's or his Representative's written notice to proceed with the work.
- (iv) The Contractor has failed to remove materials from site after receiving from the Engineer or his Representative the written notice stating that the said materials or work are rejected by him .
- (v) The Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- (vi) Any bribe, commission, gift or advantage is given, promised or offered by or on behalf of the contractor to any officer, servant or representative of the Trustees or to any person on his or their behalf in relation to the obtaining or to the execution of the contract.
- (vii) The Contractor is adjudged insolvent or enters in to composition with his creditors or being a company goes in to liquidation either compulsorily or voluntarily.

8.3.1 Upon receipt of the letter of termination of work, which may be issued by the Engineer on behalf of the Trustees, the Contractor shall hand over all the Trustees' tools, plant and materials issued to him at the place to be ascertained from the Engineer, within 7 days of receipt of such letter.

8.3.2 In all such cases of Termination of work, the Trustees shall have the power to complete the Work through any other agency of the Contractor's risk and expense and the Contractor shall be debited any sum or sums that may be expended in completing the work beyond the amount that would have been due to the contractor, had he duly completed the whole of the work in accordance with the contract.

8.3.3 Upon termination of contract, the contractor shall be entitled to receive payment of only 90 % of the value of the work actually done or materials actually supplied by him and subject to recoveries as per contracts, provided the work done and materials conform to specifications at the time of taking over by the Trustees. The payment for work shall be based on measurements of actual work done and priced at approved contract rates or other rates, as decided by the Engineer. The payment for materials supplied shall be at the rates as decided by the Engineer, which shall in no case be more than market rates prevailing at the time of talking over by the Trustees. The Engineer's decision in all such case shall be final, binding and conclusive.

8.3.4 The Trustees shall have the power to retain all moneys due to the Contractor until the work is completed by other agency and the Contractor's Liabilities to the Trustees and known in all respect.

## **9. MAINTENANCE AND REFUND OF SECURITY DEPOSIT**

9.1. On completion of execution of the work the contractor shall maintain t6he same for a period, as may be specified in the form of a Special Condition of the Contract, from the date mentioned in

the initial Completion Certificate in the Form G.C.1. Any defect / fault, which may appear in the work during aforesaid maintenance period, arising, in the sole opinion of the Engineer or his Representative, from materials or workmanship not in accordance with the contract or the instruction of the Engineer or his Representative, shall, upon the written notice of the Engineer or his Representative, be amended and made good by the Contractor at his own cost within seven days of the date of such notice, to the satisfaction of the Engineer or his Representative, failing which the Engineer or his Representative shall have the defects amended and made good through other agency at the Contractor's risk and cost and all expenses, consequent thereon or incidental thereto, shall be recoverable from the Contractor in manner deemed suitable by the Engineer.

- 9.2. The Contract shall not be considered completed and the work shall not be treated as finally accepted by the Trustees, until a final Completion Certificate in Form G.C. 2 annexed hereto shall have been signed and issued by the Engineer to the contractor after all obligations under the Contract including that in the maintenance period, if any, have been fulfilled by the Contractor. Previous entry on the works or taking possession, working or using thereof by the trustees shall not relieve the Contractor of his obligations under the contract for full and final completion of the work.
- 9.3. On completion of the contract in the manner aforesaid, the Contractor may apply for the refund of his Security Deposit by submitting to the Engineer (i) The Treasury Receipts granted for the amount of Security held by the Trustees, and (ii) his "No further claim" Certificate in Form G.C.3 annexed hereto (in original), whereupon the Engineer shall issue Certificate in Form G.C.2 and within two months of the Engineer's recommendation, the Trustees shall refund the balance due against the Security Deposit to the Contractor, after making deduction therefrom in respect of any sum due to the Trustees from the Contractor.

## **10. INTERPRETATION OF CONTRACT DOCUMENTS , DISPUTES & ARBITRATION**

- 10.1. In all disputes, matters , claims , demands or questions arising out of or connected with the interpretation of the Contract including the meaning of Specifications and Instructions or as to the quality of workmanship or as to the materials used in the work or the execution of the work whether during the progress of the work or after the completion and whether before or after the determination , abandonment or breach of the contract the decision of the Engineer shall be final and binding on all parties to the contract and shall forthwith be given effect to by the Contractor.
- 10.2. If, the Contractor be dissatisfied with any such decision of the Engineer, he shall within 15 days after receiving notice of such decision require that the matter shall be referred to Chairman, who shall thereupon consider and give a decision.
- 10.3. If, however, the contractor be still dissatisfied with the decision of the Chairman, he shall, within 15 days after receiving notice of such decision required that within 60 days from his written notice, the Chairman shall refer the matter to an Arbitrator of the panel of Arbitrators to be maintained by the Trustees for the purpose and any such reference shall be deemed to be a submission to arbitration within the meaning of Indian Arbitration Act, 1940 or any statutory modification thereof .
- 10.3.1 If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another person from panel shall be appointed as Sole Arbitrator and he shall proceed from the stage at which it was left by his predecessor.



- 10.3.2 The Arbitrator shall be deemed to have entered on reference on the date he issues notice to both the parties fixing the date of first hearing.
- 10.3.3 The time limit within which the Arbitrator shall submit his award shall normally be 4 months as provided in Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator may, if found necessary, enlarge the time for making and publishing the award, with the consent of the parties.
- 10.3.4 The Venue of the arbitration shall be Kolkata or as may be fixed by the Arbitrator in his sole discretion. Upon every or any such reference to cost of any incidental to the reference and award respectively shall be in discretion of the Arbitrator who may determine, the amount thereof or by whom and to whom and in what manner the same shall be borne and paid .
- 10.3.5 The Award of the Arbitrator shall be final and binding on all parties subject to the provisions of the Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator shall give a separate award in respect of each item of disputes and respective claim referred to him by each party and give reason for the award.
- 10.3.6 The Arbitrator shall consider the claims of all the parties to the contract within only the parameters of scope and conditions of the contract in question.
- 10.3.7 Save as otherwise provided in the contract the provisions of the Arbitration Act, 1940 and rules made there under, for the time being in force, shall apply to the arbitration proceedings under this Clause.
- 10.4. The Contractor shall not suspend or delay the work and proceed with the work with due diligence in accordance with Engineer's decisions. The Engineer also shall not withhold any payment, which, according to him, is due or payable to the Contractor, on the ground that certain disputes have cropped up and are likely to be referred to arbitration.
- 10.5. Provided always as follows:
- (a) Nothing of the provisions in paragraphs 8.3 to 8.3.7 hereinabove would apply in the case of contracts , where tendered amount appearing in the letter of acceptance of the tender / offer is less than Rs.40,00,000/-.
  - (b) The Contractor shall have to raise disputes or differences of any kind whatsoever in relation to the execution of the work to the Engineer within 30 days from the date of occurrence of the cause of dispute and before the preparation of the final bill, giving detailed justifications, in the context of contract conditions.
  - (c) Contractor's dispute, if any, arising only during the maintenance period stipulated in the contract, must be submitted to the Engineer, with detailed justifications in the context of contract Conditions, before the final completion of the work.
- No dispute or difference on any matter whatsoever, pertaining to the contract can be raised by the contractor after the completion of the work.

- (d) Contractor's claim / dispute raised beyond the time limits prescribed in sub-clauses 8.5(b) and 8.5(c) hereinabove, shall not be entertained by the Engineer and / or by any Arbitrator, subsequently.
- (e) The Chairman / Trustees shall have the right to alter the panel of Arbitrators on their sole discretion, by adding the names of new Arbitrators and / or by deleting the names of existing Arbitrators, without any reference to the Contractor.

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**THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA**

**FORM OF TENDER**

**CONTRACT NO.....**

To,

.....  
 .....  
 .....

I/We ..... of

.....

having examined the site of works, inspected the Drawings and read the Specifications, General and Special Conditions of Contract and Conditions of Tender, hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specification, Bill of Quantities, General & Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates and prices set out in the annexed Bill of Quantities with ..... month/week from the date of the order to commence the work and in the event of our Tender being accepted in full or in part, I/We also undertake to enter into a Contract Agreement in the Form hereto annexed with such alterations or additions thereto which may be necessary to give effect the acceptance of the Tender and incorporating such Specification, Bill of Quantities, Drawings and Special & General Conditions of Contract and I/We hereby agree that until such Contract Agreement is executed the said Specifications, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the Contract.

**THE TOTAL AMOUNT OF TENDER Rs .....**

(Repeat in words).....

.....

\*I/We require ..... days/months preliminary time to arrange and procure the materials required by the work from date of acceptance of the Tender before I/We could commence the Work.

(\* This should be scored out in the case of labour contracts)

I/We have deposited with the Trustees' Financial Advisor & Chief Accounts Officer / Manager (Finance), Haldia Dock Complex vide Receipt No ..... of ..... as Earnest Money.

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

Signature of the Tenderer

Witness:

(Seal of the Tenderer)

Signature .....

Name of the Tenderer .....

Name .....

(In Block Letters)

(In Block Letters)

Address .....

Dated .....

.....

Address .....

Occupation .....

.....

## **THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA**

### **FORM OF AGREEMENT**

THIS AGREEMENT made this .....day of.....200.....between the Board of Trustees for the Port of Kolkata, a body corporate constituted by the Major Port Trusts Act, 1963 (hereinafter called "Trustees" which expression shall unless excluded by or repugnant to the context be deemed to include their successors in office) of the one part and .....(hereinafter called "the

Contractor”, which expression shall unless excluded by or repugnant to the context be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

WHEREAS the Trustees are desirous that certain works should be executed / constructed, viz.  
 .....and have  
 accepted a Tender / Offer by the Contractor for the execution and maintenance of such work NOW THIS AGREEMENT  
 WITNESSETH as follows :

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in General Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
  - (a) The said Tender / Offer & the acceptance of the Tender / Offer
  - (b) The General Conditions of Contract
  - (c) The Special Conditions of Contract
  - (d) The Conditions of Tender
  - (e) The Technical Specifications
  - (f) The Schedule of Rates
  - (g) The Terms of Payment
  - (h) All correspondence by which, the contract is added, amended, varied or modified in any way by mutual consent.
3. In consideration of the payments to be made by the Trustees to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Trustees to execute and maintain the work in conformity in all respects with the provisions of the contract.
4. The Trustees hereby covenants to pay to the Contractor, in consideration of such execution and maintenance of the Work, the Contract Prices at the times and in the manner prescribed by the Contract.

IN WITNESS whereof of the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

The Seal of.....  
 .....

Was hereunto affixed in the presence of:

Name .....

Address .....

.....

**Or**

**SIGNED, SEALED AND DELIVERED**

by the said .....

*In the presence of:*

Name .....

Address: .....

.....

*The Common Seal of the Trustees was hereunto affixed in the presence of:*

Name.....

Address: .....

**KOLKATA PORT TURST**

<b>FORM G.C.1</b>
-------------------

Contract .....

Address .....

.....

Date of Completion .....

Dear Sir/s,

This is to certify that the following works viz.

Name of the Work.....

Estimate Number E.E.O .....dt .....

C.E.O .....dt .....

Work Order Number .....

Allocation .....

Contract Number .....

Which was carried out by you is in the opinion of the undersigned completing in every respect on the ..... Day of .....20..... in accordance with clause 62 of the General Conditions of Contract and under the provisions of the Contract for a period of ..... Days /weeks / months / years.

From the ..... day of ..... 20 .....

of the ..... day of ..... 20 .....

Signature (.....)  
(Engineer / Engineer's Representative)

Name.....

Designation.....

Office Seal

c.c. to The Deputy Chief Engineer ( )  
The Deputy Manager ( )  
Financial Adviser & Chief Accounts Officer/  
Manager (Finance), Haldia Dock Complex.

### KOLKATA PORT TURST

**FORM G.C.2**

The Financial Adviser & Chief Accounts Officer.

The Manager (finance), Haldia Dock Complex.

### CERTIFICATE OF FINAL COMPLETION

This is to certify that the following works viz.

Name of Work .....

Estimate No. E.E.O. No. .... dt .....

C.E.O. No .....dt .....

Work Order No .....dt .....

Contract No .....

Resoln. No & Meeting No .....

Allocation .....

Which was carried out by Shri / Messrs.....is now complete in every respect in accordance with the terms of the Contract and that all the obligations under Contract have been fulfilled by the Contractor.

Signature (.....)  
(Engineer / Engineer's Representative)

Name.....

Designation.....

Office Seal

### KOLKATA PORT TRUST

<b>FORM G.C.3</b>
-------------------

(‘No Claim’ Certificate From Contractor)

The Engineer  
Kolkata Port Trust  
Kolkata / Haldia

(Attn .....)

(Address, the Trustees’ Official, mentioned in the work Order and under whom the Contract was executed)



Dear Sir,

I/We do hereby declare that I/We have received full and final payment from Kolkata Port Trust for the execution of the following work, viz.

Name of Work .....

Work Order No ..... dt .....

Contract No .....dt.....

Agreement No .....dt.....and I/We have no further claim against Kolkata Port Trust in respect of the above mentioned job.

Yours faithfully,

(Signature of Contractor)

Date .....

Name of Contractor .....

Address .....

.....

(Official Seal of the Contractor)

**Draft Proforma of Bank Guarantee (Performance Bond) in lieu of cash Security Deposit, to be issued by the Kolkata/Haldia, as the case may be, of any nationalized Bank of India on Non-Judicial Stamp Paper worth Rs.50/- or as decided by the Engineer / Legal Adviser of the Trustees.**

To

The Board of Trustees

for the Port of Kolkata.

BANK GUARANTEE NO.....DATE.....

Name of issuing Bank.....

Name of Branch.....

Address.....

In consideration of the Board of Trustees of the Port Kolkata, a body corporate - duly constituted under the Major port Trust Act, 1963 ( Act 38 of 1963), having agreed to exempt Shri / Messrs

..... a proprietary / Partnership / Limited / Registered Company, having its Registered Office at ..... (hereinafter referred to as "The Contractor") from cash payment of Security Deposit / Payment of Security Deposit through deduction from the Contractors' bills under the terms and conditions of a contract made between the Trustees and the Contractor for ..... (write the name of the work as per Work Order) in terms of the Work order No ..... dated.....(hereinafter referred to as "the said contract"), for the due fulfillment by the contractor of all the terms and conditions contained in the said contract, on submission of a bank Guarantee for Rs ..... (Rupees ..... ) we,.....Branch, Kolkata...../ Haldia, do on the advise of the contractor, hereby undertake to indemnify and keep indemnified the Trustees to the extent of the said sum of Rs ..... (Rupees ..... ) We.....Branch, Kolkata ...../Haldia, further agree that if a written demand is made by the Trustees through any of its officials for honoring the Bank Guarantee constituted by these presents, We,..... Branch, Kolkata ..... /Haldia shall have no right to decline to cash the same for any reason whatsoever and shall cash the same and pay the sum so demanded to the Trustees within a week from the date of such demand by an A/c. Payee Banker's Cheque drawn in favour of "Kolkata Port Trust", without any demur. Even if there be any dispute between the contractor and the Trustees, this would be no ground for us,.....(Name of Bank), ..... Branch, Kolkata...../Haldia to decline to honour the Bank Guarantee in the manner aforesaid. The very fact that We, ..... Branch,Kolkata ..... /Haldia, decline or fail or neglect to honour the Bank Guaranteed in the manner aforesaid shall constitute sufficient reason for the Trustees to enforce the Bank Guarantee unconditionally without any reference, whatsoever, to the contractor.

2. We,.....Branch, Kolkata ..... / Haldia, further agree that a mere demand by the Trustees at any time and in the manner aforesaid, is sufficient for us, ..... Branch, Kolkata ..... / Haldia, to pay the amount covered by this Bank Guarantee in full and in the manner aforesaid and within the time aforesaid without reference to the contractor and no protest by the contractor, made either directly or indirectly or through Court , can be valid ground for us, ..... Branch, Kolkata ..... /Haldia, to decline or fail or neglect to make payment to the Trustees in, the manner and within the time aforesaid.

3. We, ..... Branch, Kolkata ..... /Haldia, further agree that the Bank Guaranteed herein contained shall remain in full force and effect, during the period that is taken for the due performance of the said contract by the contractor and that is shall continue to be enforceable till all the dues of the Trustees under and/or by virtue of the terms and conditions of the said contract have been fully paid and its claim satisfied and/or discharged in full and/or till the Trustees certify that the terms and conditions of the said contract have been fully and properly observed/fulfilled by the contractor and accordingly, the Trustees have discharged the Bank Guarantee, subject however, that this guarantee shall remain valid up to and inclusive of .....day of .....19.....and subject all so that the provision that the Trustees shall have no right to demand payment against this guarantee after the expiry of 6(six) calendar months from the expiry of the aforesaid validity period up to ..... Or any extension thereof made by us, .....Branch, Kolkata ...../Haldia, in further extending the said validity period of this Bank Guarantee on Non-Judicial Stamp Paper of appropriate value, as required / determined by the Trustees, only on a written request by the Trustees to the contractor for such extension of validity of this Bank Guarantee.

4. We, ..... Branch, Kolkata ...../Haldia, further agree that, without our consent and without affecting in any manner our obligations hereunder, the Trustees shall have the fullest liberty to vary from time to time any of the terms and conditions of the said contract or to extend the time for full performance of the said contract including fulfilling all obligations under the said contract by the contractor or to postpone for any time or from time to time any of the powers exercisable by the Trustees against the contractor and to forebear or enforce any of terms and conditions relating to the said contract and We, ..... Branch, Kolkata ...../Haldia, shall not be relieved from our liability by reason of any such variation or extension being granted to the contractor or for any fore-bearance, act or commission on the part of the Trustees or any indulgence by the Trustees to the contractor or by any such matter or thing of whatsoever nature, which under the law relating to sureties would, but for this provision, have effect of so relieving us,.....Branch, Kolkata...../Haldia.

5. We ..... Branch, Kolkata ...../Haldia, lastly undertake not to revoke this Bank Guarantee during its currency except with the previous consent of the Trustees in writing.

SIGNATURE.....

NAME.....

DESIGNATION.....

(Duly constituted attorney for and on behalf of)

BANK.....

BRANCH.....

Kolkata...../Haldia.

(OFFICIAL SEAL OF THE BANK)