



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata
15, स्ट्रैंड रोड/15, Strand Road,
कोलकाता Kolkata – 700 001
दूरभाष/Phone : 2230-3451
फैक्स/Fax : 033-2230-4901



NOTICE OF LIMITED ENQUIRY

No. :- Lab/Misc/Infectious Diseases/122A (DUP)

Date :- 30.07.2020

Dear Sir,

Sub :- **Procurement of Gift coupons for Covid warriors of Syama Prasad Mookerjee Port, Kolkata (formerly Kolkata Port Trust) – Letter of Enquiry**

Syama Prasad Mookerjee Port, Kolkata (formerly Kolkata Port Trust) is planning to recognize its Covid warriors by presenting gift coupons of Rs. 150 denomination each from one or more supermarket chains having widespread networks, especially, across Kolkata. Through the gift coupons, the card holders would be empowered to purchase grocery, household provisions, apparels, food and beverages (excluding liquor and tobacco based products), etc. of his/her choice from the supermarket chain, for six months from the date of issuance of such coupon (tentatively 6 months from 01.09.2020)

2. **The tentative total value of the Gift coupons planned to be procured is Rs. 1.90 crores approximately.** Each gift coupon will be of Rs. 150 denomination. Figures are indicative and may increase or decrease.

3. Party offering the maximum possible percentage of discount on the face value of the Gift coupons will be selected provided that the time frame for supply of coupons will not be more than one month from placement of order, and their retail outlets/stores/shops where the coupons can be utilized/redeemed should be spread across Kolkata.

4. Syama Prasad Mookerjee Port, Kolkata (SMP, Kolkata) would pay 100% of the discounted amount to the selected supermarket chain at the time of receipt of all the gift coupons, against submission of a Bank Guarantee (format attached)(BG) by the selected supermarket chain of equal amount, and the said BG will be valid for 10 months plus claim period of 2

months. In case, SMP, Kolkata so desires, it shall be the duty of the selected supermarket chain to further extend the Bank Guarantee immediately and not later than 15 days from the date of communication of SMP, Kolkata in this regard.

5. The Bank Guarantee is to be executed from a Kolkata Branch of any Scheduled Indian Bank. In the event of issuing Bank Guarantee by any branch outside Kolkata, any Kolkata Branch of such Bank 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 adjudicated under the jurisdiction of The Calcutta High Court.

6. Within 1 month after the stipulated period of 6 months, the selected chain would submit all the redeemed coupons to SMP, Kolkata. However, SMP, Kolkata will not consider any redeemed coupon which is declared to be lost/defaced by the selected chain during such submission.

7. The selected chain would refund the cost of coupons which have not been redeemed [Rs. 150 minus discount offered multiplied by number of such unused coupons] to SMP, Kolkata within 45 days after the stipulated period of 6 months, subsequent to which the BG will be refunded. The BG will be returned only after receipt of the cost of coupons which have not been redeemed.

8. SMP, Kolkata requests you to give your offer with the following –
- a) Maximum discount on the value of gift coupons having denomination of Rs. 150
 - b) Acceptance of the time-frame of supply of the entire lot of coupons within one month from date of placement of order.
 - c) Details of retail outlets/stores/shops (especially across the city of Kolkata) where the coupons can be utilized/redeemed with address, phone no. (if any)
 - d) Confirmation that all such retail outlets/stores/shops can cater to grocery, household provisions, apparels, food and beverages (excluding liquor and tobacco based products) items.
 - e) Acceptance to the terms and conditions of SMP, Kolkata as contained in this Letter of Enquiry

9. **The offer should be in letterhead of the bidder, duly signed by the authorized person of the bidder, placed in a sealed envelope, superscribed with “Offer for Gift coupons” and dropped in the tender box superscribed with “Offer for Gift coupons”, kept in Central Dispatch and Receipt Section; SMP, Kolkata, 15 Strand Road; Kolkata –**

700 001, latest by 14:00 hrs on 13.08.2020 (Thursday), subsequent to which SMP, Kolkata will open such offers received within the above stipulated time at 15:00 hrs on 13.08.2020 (Thursday), by an appropriate Committee of SMP, Kolkata officials.

10. SMP, Kolkata reserves the right to reject or to accept the offer in whole or in part without assigning any reason whatsoever thereof.

11. Offers sent through Telex, Fax, e-mail or any other mode apart from that mentioned hereinabove at para 9 of this letter of Enquiry, and late offers shall not be acceptable.

Thanking you

Yours faithfully

Encl. :- BG format

J. Ghosh Dastidar
Sr.Personnel officer (I/c)

**Proforma of Bank Guarantee (Performance Guarantee) to be issued by any
Scheduled Bank of India on Non-Judicial Stamp Paper worth Rs.100/-**

To
The Board of Trustees
Syama Prasad Mookerjee Port, Kolkata
(formerly Kolkata Port Trust)

BANK GUARANTEE NO.....DATE.....
Name of issuing Bank.....
Name of Branch.....
Address.....

Whereas in terms of the (Tender/Enquiry particulars)
in respect of (subject of the
Tender/Enquiry), M/s.....
..... (hereinafter referred as the
Supermarket chain) having its Registered Office at
....., for
due performance of its obligations under the aforesaid Tender/Enquiry is required to
provide an "irrevocable-encashable-at-call" Bank Guarantee for a sum of Rs.
..... (in figures and in words) to the Board of Trustees Syama
Prasad Mookerjee Port, Kolkata (formerly Kolkata Port Trust) (hereinafter referred as
the Trustees), a body corporate, duly constituted under the Major port Trust Act,
1963 (Act 38 of 1963).

And whereas the(the Supermarket chain) has
requested(Bank name/ branch/
Address) (hereinafter referred as the Bank) to furnish an unconditional, irrevocable-
encashable-at-call Bank Guarantee in favour of the Trustees for the said sum of Rs.
..... (in figures and in words) on behalf of M/s
.....(the Supermarket chain).

We,..... (Bank name/branch/Address), do on the
advise of the the Supermarket chain, hereby undertake to indemnify and keep
indemnified the Trustees to the extent of the said sum of Rs.
(in figures and in words)

We,..... (Bank name/branch/Address), 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,..... (Bank name/branch/Address) 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 immediately within the same date of such demand, failing which by next working date, in favour of the Trustees, without any demur. Even if there be any dispute between the Supermarket chain and the Trustees, this would be no ground for us, (Bank name/branch/Address) to decline to honour the Bank Guarantee in the manner aforesaid.

We,..... (Bank name/branch/Address), further agree that a mere demand by the Trustees at any time and in the manner aforesaid, is sufficient for us, (Bank name/branch/Address), 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 Supermarket chain and no protest by the Supermarket chain, made either directly or indirectly or through Court , can be valid ground for us, (Bank name/branch/Address), to decline or fail or neglect to make payment to the Trustees in the manner and within the time aforesaid.

We,..... (Bank name/branch/Address), further agree that the Bank Guarantee herein contained shall remain in full force and effect, up to and inclusive of (dd/mm/yyyy) with a further claim period of two months thereafter, i.e upto (dd/mm/yyyy).

We,..... (Bank name/branch/Address), 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 arrangement or to extend any time for performance of any/all obligations under the said arrangement by the Supermarket chain or to postpone for any time or from time to time any of the powers exercisable by the Trustees against the Supermarket chain and to forebear or enforce any of terms and conditions relating to the said permission and We,..... (Bank name/branch/Address), shall not be relieved from our liability by reason of any such variation or extension being granted to the Supermarket chain or for any fore-bearance, act or commission on

the part of the Trustees or any indulgence by the Trustees to the Supermarket chain.

We,..... (Bank name/branch/Address), further agree that any dispute regarding this Bank Guarantee will be adjudicated only under the jurisdiction of the Calcutta High Court.

This guarantee will not be discharged due to change in the constitution of the Bank or the Supermarket chain.

We, (Bank name/branch/Address), lastly undertake not to revoke this Bank Guarantee during its currency except with the previous consent of the Trustees in writing.

Notwithstanding anything contained herein :-

1. Our liability under this bank guarantee shall not exceed Rs. (in figures and in words)
2. This Bank Guarantee shall be valid upto(mm/dd/yyyy) and
3. We are liable to pay immediately without making any further reference, the guaranteed amount of Rs. (in figures and in words) or any part thereof under this Bank Guarantee so demanded by the authorized officer of the Trustees serving upon us written claim or demand on or before(mm/dd/yyyy)
4. At the end of the claim period all your rights under this guarantee shall stand extinguished and we shall be discharged from all our liabilities under this guarantee.

SIGNATURE.....

NAME.....

DESIGNATION.....

BANK.....

BRANCH.....

(OFFICIAL SEAL OF THE BANK)