

TENDER No. 47/19-20/01/III

Date 06/05/2021

TENDER FOR THE SUPPLY OF GENERAL STORES

(COTTON DUSTER AND SWEAT RAG)**Opening at 2.00 P.M. on 03/06/2021****Date & time of Starting of submission of Bid : 10.05.2021 at 11.00 AM****Date & time of closing for submission of Bid: 31.05.2021 at 03.00 PM****Date & time of opening of Bid: 03.06.2021 at 02.00 PM**

To,

**The Materials Manager
Syama Prasad Mookerjee Port, Kolkata
(Formerly Kolkata Port Trust)
6, Garden Reach Road, Kolkata – 700023**

I / We hereby tender to supply and deliver the articles noted below to your General Stores at Kidderpore on a one delivery contract basis unless otherwise stated at the rate quoted herein & subject to the condition on reverse.

Sl.No.	Unit	Approx. Quantity required	Description of Articles and specification	Rate at which Articles will be supplied including GST all charges (see condition 6)		
				Per	In figures	
			MATERIALS AND TERMS AS PER ANNEXURE ENCLOSED	Rs.	P.	

Table-1

Ref .INDENT NO.STOCK, B/S Nos.13385/01 DT.06.11.19 & 13388/01 Dt.11.11.19

* List of Materials and Conditions of the Tender as per Annexure – A, B, C, D

N.B. THE Rates Quoted in thisTender must hold good for 90 days from date of opening.

GST DECLARATION	Current Rate of GST as	Date by which delivery will be
	Chargeable	completed
GST Regd. No	SGST.....%	
	CGSTdays
	IGST.....%	

Table-2

HSN CODE OF ITEMS:

Stores Ref.:

Dated:

Signature of Tenderer with

Seal

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
(FORMERLY KOLKATA PORT TRUST)

CONDITIONS OF TENDER No 47/19-20/01/III Dt. 25/11/19. Opened On 03/06/2021

1. The tender is to be filled in and returned in a sealed cover super scribed with the tender no. and opening date so as to reach the Materials Manager's Office by 2-00 P. M. on the date specified.
2. If condition No.1 above is not strictly complied with, the tender may not be considered.
3. Samples, if required are to be marked and labeled so as to correspond with the items in the tender and to be submitted to the sample section of MM Division before/within the closing date of the tender.
4. Full particulars as to specification, brand and maker's name and delivery should be stated, failing which the tender may not be considered.
5. If an alternative size or specification is offered, this should be clearly stated, separately, underneath the item concerned. Under no circumstances should the size and/or specification mentioned in tender be scored out or overwritten.
6. Quotations (which must be in ink) as entered in column 5 must include all charges, such as, CGST/SGST & IGST if applicable, packing, cartage, delivery charges etc.
7. When the price is ruled by weight or measurements that for, net weight and net measurement should be quoted.
8. Notwithstanding anything herein contained it is expressly agreed that the price/prices quoted in this tender is/are based on the tariff value / values and the rate / rates of Customs / GST, on the opening date of tender and that if any increase in either tariff value or rates of Customs/GST shall be in force on the due date for delivery and shall effect any increase or decrease in the total amount of Customs/GST payable on any goods to be supplied hereunder on the said date for delivery, then the price of the said goods shall be increased or decreased by the increased or decreased amount of Duty so payable.
9. The attention of tenderers is drawn to the rule that the rate unit must not under any circumstances be altered and quotation must be entered in ink for both in figures and in words.
10. The Materials Manager does not bind himself to accept lowest of any tender or assign any reason for non-acceptance. He also reserves to himself the right to accept any tender in part or in whole.
11. The Trustees will not recognize any assignment or endorsement in favour of third parties of any order arising out of this tender other than the authorized dealer/distributor/accredited agents in respect of any payment due by the Trustees against any such order.
12. If delivery of material is not made within the time undertaken, the order may be cancelled without notice. Two consecutive failures to supply within time may entail removal of the tenderer's name from approved list of suppliers.
13. Unaccepted samples should be collected back from this office within 5 weeks from the due date of tender, failing which it will be deemed that they have been abandoned and will be disposed of. The representative who is deputed to collect samples must bring with him a letter of authority.
14. When tenders are invited to a specification (as per IS. No.) samples from supplies made may be drawn and tested at the Government Test House and if found to be inferior to the specification laid down, the suppliers will be debited with the cost of test and materials will be rejected in whole or in part in the event, any quantity is consumed from such supply due to urgency and fails subsequently in NTH/other test, the pricing will be fixed by the Price Reduction Committee and the decision of the committee will be binding on the suppliers.
15. Unless otherwise mentioned all offers will be considered for immediate delivery ex-stock, time being the essence of the contract in this respect.
16. Unit of price must be as specified in the tender, but if it becomes necessary to quote by weight instead of number approximate weight per no. must be quoted.
17. All tenders must be returned in original and any quotation not accompanied by this tender form may be liable for rejection.
18. Any default in the supply or failure to deliver an approved quality within the time stipulated may involve purchase of the whole or any portion of the supply remaining undelivered or unapproved from another source at the risk and expenses of the supplier.
19. Name of the firm quoting against any particular tender should also be printed or rubber-stamped on the envelope.
20. All parties quoting should state clearly in bold letters the % of GST that will be charged against any item as guidance at the time of placing order.
21. If any Non-Registered dealer desired to quote against any particular tender exhibit, in the Notice Board, he may approach the purchase officer concerned and obtain the relevant tender form and submit his quotation.
22. L. D. Clause – If the supplier fails to complete the supply within the scheduled delivery period or such extension thereof, the supplier shall pay, as compensation and not as a penalty, Liquidated Damages to the Trustees @ ½% of the basic value of the delayed portion of supply, for every week or part thereof, (part of the week being treated as a full week) provided always that the amount of such compensation shall not exceed 5% of the basic value of contract. GST on L.D. amount at the prevailing rate (presently @18%) will be levied.

Materials Manager(I/C)

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
(FORMERLY KOLKATA PORT TRUST)

MATERIALS MANAGEMENT DIVISION 6, GARDEN REACH ROAD KOLKATA – 700023

Tele fax no. (033) 24594126

Phone No. (033)2409-3001(Ext. 310)

Terms & Conditions:

1. WILLING TENDERERS MAY LIKE TO SEND THEIR AUTHORISED REPRESENTATIVE TO ATTEND OPENING OF THE ABOVE TENDER.
2. L. D. CLAUSE – IF THE SUPPLIER FAILS TO COMPLETE THE SUPPLY WITHIN THE SCHEDULED DELIVERY PERIOD OR SUCH EXTENSION THEREOF, THE SUPPLIER SHALL PAY, AS COMPENSATION AND NOT AS A PENALTY, LIQUIDATED DAMAGES TO THE TRUSTEES @ ½% OF THE BASIC VALUE OF THE DELAYED PORTION OF SUPPLY, FOR EVERY WEEK OR PART THEREOF, (PART OF THE WEEK BEING TREATED AS A FULL WEEK) PROVIDED ALWAYS THAT THE AMOUNT OF SUCH COMPENSATION SHALL NOT EXCEED 5% OF THE BASIC VALUE OF CONTRACT. GST ON L.D. AMOUNT AT THE PREVAILING RATE (PRESENTLY @18%) WILL BE LEVIED.
3. PAYMENT WITHIN 30 DAYS IN GENERAL FROM THE DATE OF SUBMISSION OF CLEAR BILL SUPPORTED BY GRN OR RECEIPT CHALLAN AND OR OTHER DOCUMENTS REQUIRED FOR PROCESSING THE BILL.
4. TENDERERS MUST FURNISH THEIR PERMANENT I/T A/C NO AND SUBMIT THE COPIES OF THEIR CURRENT GST TAX CLEARANCE CERTIFICATE/GST REGISTRATION CERTIFICATE IF ANY FAILING WHICH THE TENDER MAY BE LIABLE FOR REJECTION.
5. RATE /RATES OF GST/OTHER STATUTORY TAXES OR DUTIES ALONGWITH THEIR INDIVIDUAL HSN CODES SHOULD BE CLEARLY STATED BOTH IN FIGURES AND IN WORDS (IN BLOCK CAPITAL LETTERS) FAILING WHICH THE TENDER MAY BE LIABLE FOR OUTRIGHT REJECTION.
6. RATES QUOTED SHOULD BE FREE DELIVERY AT SMP,KOLKATA STORES 6, GARDEN REACH ROAD, KOLKATA – 700 023.
7. THIS TENDER FORM MUST BE RETURNED DULY SIGNED EVEN IF YOU ARE NOT INTERESTED IN QUOTING.
8. B.I.S. CERTIFIED PRODUCTS SHALL BE PREFERRED. INSERT B.I.S. SPECIFICATION NO. WHEREVER THE MATERIALS ARE OF B.I.S. STANDARD.
9. SUPPLY TO BE COMPLETED WITHIN 45 DAYS FROM THE DATE OF PLACEMENT OF ORDER.
10. VALIDITY OF OFFER SHALL BE 90 DAYS FROM THE DATE OF OPENING OF THE TENDER.
11. BRAND AND MAKER'S NAME MUST BE STATED IN YOUR OFFER.
12. ANY DEFAULT IN THE SUPPLY OR FAILURE TO DELIVERY AN APPROVED QUALITY WITHIN THE TIME STIPULATED MAY INVOLVE PURCHASE OF THE WHOLE OR ANY PORTION OF THE SUPPLY REMAINING UNDELIVERED OR UNAPPROVED FROM ANOTHER SOURCE AT THE RISK AND EXPENSES OF THE SUPPLIER.
13. SEALED OFFERS ARE INVITED FROM THE FOLLOWING SUPPLIERS ENLISTED WITH M.M.DIVISION, KOPT:
(1) M/s. HIND HARDWARE & TOOLS AGENCY. & (2) M/s. RUMPA ENGINEERING WORKS. (3) M/s. I.N. GANGOOLY & CO.

OFFER NO:

DATED

SIGNATURE OF TENDERER

ADDRESS:

CONTACT NO:

14. PERFORMANCE SECURITY @ 3% OF THE CONTRACT VALUE HAS TO BE DEPOSITED BY THE SUCCESSFUL BIDDER AND THE SAME WILL BE RETURNED THE FIRM WITHOUT ANY INTEREST ONLY AFTER SUCCESSFUL COMPLETION OF THE CONTRACT. FAILING TO EXECUTE THE CONTRACT WILL RESULT IN FORFEITURE OF THE PERFORMANCE SECURITY. NO EXEMPTION FROM DEPOSITION OF PERFORMANCE SECURITY IS ALLOWABLE EVEN IF THE FIRM IS REGISTERED WITH DGS&D/NSIC/ DIC (DISTRICT INDUSTRIES CENTRE)/ UDYAM REGISTRATION CERTIFICATE OR M.M. DEPT. SMP, KOLKATA
15. IN THE EVENT OF ANY UNFORSEEN CLOSURE OF WORK/HOLIDAY ON THE DATE OF OPENING OF THE TENDER. THE SAME WILL BE OPENED/ HELD ON THE NEXT WORKING DAY WITHOUT ANY FURTHER NOTICE.
16. BIDDERS MAY BE ALLOWED TO SUBMIT SHORTFALL/ DOCUMENTS (RELATING TO CAPACITY OR OTHERWISE) WITHIN A TIME PERIOD AS INTIMATED BY SMP,KOLKATA.
17. BIDDER SHALL NOT USE WHITE INK FOR CORRECTION AT ANY PLACE OF THE TENDER PAPER. NON CONFORMATION TO THE INSTRUCTION SHALL BE TREATED AS NON RESPONSIVE AND HENCE MAY DISQUALIFY THE TENDERER.
18. NON COMPLIANCE OF ANY OR ALL OF THE CONDITIONS WILL RENDER THE TENDER LIABLE FOR OUTRIGHT REJECTION.
19. THE TENDER WILL NOT BE EXTENDED UNDER ANY SITUATION AFTER DUE DATE.
20. THE SINGLE QUALIFIED BIDDER AGAINST THE FIRST INVITATION OF TENDER, IF PARTICIPATES IN THE SECOND OR SUBSEQUENT INVITATION, WILL HAVE THE OPTION TO HAVE THE EMD ALREADY FURNISHED TO COUNT FOR THE SECOND OR SUBSEQUENT INVITATION, PROVIDED THE VALIDITY OF THE BANKER'S CHEQUE / DEMAND DRAFT / PAY ORDER IS SUITABLY EXTENDED BY THE PARTY, WHERE APPLICABLE. HOWEVER, IN CASE OF UPWARD REVISION OF THE ESTIMATED COST IN THE SECOND OR SUBSEQUENT INVITATIONS OF BIDS, THE PARTY WILL BE REQUIRED TO SUBMIT THE DIFFERENCE OF EMD.
21. **HSN CODE MUST BE MENTIONED IN YOUR OFFER.**

Offer No:

Dated

Signature of Tenderer with Seal

Address:

Contact NO:

THE VENDORS WHO ARE NOT REGISTERED WITH MATERIALS MANAGEMENT DIVISION OF KOLKATA DOCK SYSTEM MAY ALSO QUOTE FOR THE ITEMS TENDERED OUT SUBJECT TO FULFILLMENT OF THE FOLLOWING CONDITIONS:

- i. TENDERERS WILL BE REQUIRED TO DOWNLOAD TENDER DOCUMENTS FROM SMP, KOLKATA'S WEB SITE I.E. [HTTPS://SMPORKOLKATA.SHIPPING.GOV.IN/](https://smporkolkata.shipping.gov.in/) OR CPP PORTAL I.E. EPROCURE.GOV.IN
- ii. TENDERERS OTHER THAN THE REGISTERED VENDOR UNDER MM DIVISION, SMP KOLKATA ARE REQUIRED TO SUBMIT BID SECURITY DECLARATION FORM ENCLOSED AT ANNEXURE-E INSTEAD OF SUBMISSION OF BID SECURITY (EARNEST MONEY) FOR PARTICIPATION IN THIS TENDER AND THE SAME IS TO BE SUBMITTED ALONG WITH THEIR OFFER.
- iii. THE BID SECURITY DECLARATION FORM SUBMITTED BY TENDERERS MUST REMAIN VALID FOR A PERIOD OF 45 DAYS BEYOND THE FINAL BID VALIDITY PERIOD.
- iv. BID SECURITY SHALL BE FORFEITED IF A TENDERER WITHDRAWS HIS OFFER DURING THE PERIODS OF TENDER VALIDITY SPECIFIED IN THE TENDER OR IF THE SUCCESSFUL TENDERER FAILS TO FURNISH THE PERFORMANCE SECURITY DEPOSIT ON BEING ADVISED TO DEPOSIT THE SAME WITHIN A SPECIFIED TIME FRAME.
- v. EXEMPTION: THE FIRMS REGISTERED WITH DGS&D/NSIC LTD. / DIC (DISTRICT INDUSTRIES CENTRE) CERTIFICATE/ UDYAM REGISTRATION CERTIFICATE OR MM DIVISION FOR THE ITEMS TENDERED FOR ARE EXEMPTED FROM SUBMISSION OF BID SECURITY (EARNEST MONEY).(CERTIFICATE TO BE SUBMITTED WITH THE TENDER DOCUMENTS).
- vi. TENDER WITHOUT BID SECURITY (EARNEST MONEY) FROM FIRMS OTHER THAN THOSE REGISTERED WITH DGS&D/NSIC LTD./DIC (DISTRICT INDUSTRIES CENTRE) CERTIFICATE/ UDYAM REGISTRATION CERTIFICATE OR MM DIVISION FOR THE ITEMS TENDERED FOR WOULD BE TREATED AS UNRESPONSIVE AND REJECTED BY SMP,KOLKATA

GST DECLARATION	Current Rate of GST as completed	Date by which delivery will be chargeable is
GST Regd. No	SGST.....%days
	CGST	
	IGST.....%	

Table-3

Offer No: _____ Dated _____ Signature of Tenderer _____ Address: _____
 Contact No: _____

Tax Clause

For Tax inclusive contracts

- Prices or fees quoted in the offer by the bidder shall be inclusive of GST and/or other statutory Levies, taxes, cess imposed by Competent Authorities unless otherwise provided.

For Tax exclusive contracts

- The prices quoted above shall be exclusive of any statutory levies and or other charges levied by any Central/State/local authorities, which shall be paid extra at applicable rates at the time of supply of goods / services.

Change in law clause

- Any new statutory levies, taxes, duties, cess, etc. imposed by the Central / State / local authorities by way of fresh notification subsequent to the issue of work Order / Purchase Order, but within the stipulated delivery period shall be paid extra.
- Any additional cost or benefit impacting the contract price resulting from introduction of any new law, towards liveable taxes, including eligible credits, in respect of goods and services to be supplied under the Contract then the Parties agree to an adjustment to the contract price to reflect the financial impact of such “Change in law”.

General Terms & Conditions

- Supplier/service provider 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 there under 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 Provider and details available with SMP,KOLKATA, then payments to Supplier/Service Provider to the extent of GST relating to the invoice/s under mismatch may be retained from due payments till such time SMP,KOLKATA is not sure that accurate tax amount is finally reflected in the GSTN to KoPT’s Account and is finally available to SMP,KOLKATA in terms of GST laws and that the credit of GST so taken by SMP,KOLKATA is not required to be reversed at a later date along with applicable interest.
- SMP,KOLKATA 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 SMP,KOLKATA for the fault of supplier shall be recovered by SMP,KOLKATA by way of adjustment in the consideration payable.
- Supplementary invoices/Debit note/credit note for price revisions to enable SMP,KOLKATA 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 be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

Signature of Tenderer with seal

BID SECURITY/EARNEST MONEY DECLARATION FORM

The Materials Manager (I/C)
Materials Management Division
Kolkata Dock System
SMP, Kolkata

Ref: TENDER No: 47/19-20/01/III Dt. 25/11/19

Sir,

I/We, ----- (Name of the bidder) understand that, according to your conditions, bids must be supported by a Bid-Security /Earnest Money Declaration.

I/We do hereby declare that I/We shall not withdraw or modify bids during period of validity etc., in case, any withdrawn / modification of the bids is done during validity period, I/We will be suspended for three years from participation of any tender with entity that invited the bids.

Name and Signature of Tenderer with official seal



KOLKATA PORT TRUST

MATERIAL MANAGEMENT DIVISION

TELE FAX NO:(033)-24594126

6, GARDENREACH ROAD.
KOLKATA - 700 023

PHONE NO: 24093001
(Extn-304,308 to 312)

TENDER

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Tender No 47/19-20/01/III **Opening Time** 14.00
Tender Date 25-NOV-19 **Opening Date** 03-JUN-21
Tender Category LIMITED

I/We hereby tender to supply and deliver the articles noted below to your General Stores at Kidderpore on a one delivery contract basis unless otherwise stated at the rate quoted herein & Subject to the conditions on reverse.

Sub Group: MIXED ITEMS

Srl	Unit	Qty	Item No	Item Description	Per	Rs.(Figures)Rs.(Words)
1	0014	500	1012460	SWEAT RAG , SIZE 450 MM X 450 MM (APPROX.) GOOD QUALITY. SAMPLE MUST BE SUBMITTED BEFORE OPENING OF THE TENDER. (GUIDE SAMPLE TO BE SEEN IN THIS OFFICE AT 'A' GROUP).	NO	
2	0014	1000	1012390	COTTON DUSTER (GOOD QUALITY) (SIZE - 18" X 18") APPROX (GUIDE SAMPLE TO BE SEEN IN THIS OFFICE AT 'A' GROUP) (SAMPLE MUST BE SUBMITTED BEFORE OPENING OF THE TENDER)	NO	

SR. No Term

Offer No : Dated..... Signature of Tenderer
Address :
Contact No :



KOLKATA PORT TRUST

MATERIAL MANAGEMENT DIVISION

TELE FAX NO:(033)-24594126

6, GARDENREACH ROAD.
KOLKATA - 700 023

PHONE NO: 24093001
(Extn-304,308 to 312)

TENDER

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Term

1 NON COMPLIANCE OF ANY OR ALL OF THE CONDITIONS WILL RENDER THE TENDER LIABLE FOR OUTRIGHT REJECTION.

GST DECLARATION	GST Regd. No. With effect from	In the state of Current Rate of GST as chargeable is	Valid Dated by which delivery will be completed
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Offer No :
Address :

Dated.....

Signature of Tenderer

Contact No :