

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
(पूर्व में कोलकाता पोर्ट ट्रस्ट)  
**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**  
(Formerly Kolkata Port Trust)  
हल्दिया गोदी परिसर  
**HALDIA DOCK COMPLEX**  
MM DIVISION  
BIDDING DOCUMENTS  
( e-Tender)  
[Tender No.: HDC/MM/OT-05/22/180]  
FOR

E-tender is invited from reliable, bonafied & experienced, reputed suppliers for supply of “Three Inches (3”) Gate Valve” to Haldia Dock Complex, Haldia.



2.

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3.

**SCHEDULE OF TENDER (SOT)**

E-Tender in **Single Cover system (Part I: Techno-Commercial Bid and Part II: Price Bid)** are invited from reliable, bonafied & experienced, reputed suppliers for supply of “Three Inches (3”) Gate Valve” as per Bill of Quantities to Haldia Dock Complex.

The Bid Document may be seen from the e-Nivida Portal. Corrigenda or clarifications, if any, shall be hoisted on the above mentioned website only. Bidders will have to participate in bidding process through website <https://kopt.enivida.in> only. The tender is also published on SMPK website (<https://smporkolkata.shipping.gov.in>).

**SCHEDULE OF TENDER (SOT)**  
**(Tender No. HDC/MM/OT-05/22/180)**

1.1	Work Title	::	Supply and delivery of “Three Inches (3”) Gate Valve” as per Bill of Quantities to Haldia Dock Complex.
1.2	Tender Authority	::	General Manager (Engg.), Haldia Dock Complex ; Syama Prasad Mookerjee Port, Kolkata,  <b>Address:</b> Office of the M.M. Division, Jawahar Tower (2 <sup>nd</sup> floor) ; P.O.:- Haldia Township; Dist.:- Purba Medinipur ; PIN:-721607 West Bengal, India.  <b>Telephone no. :</b> + 91-3224-26 3266 <b>Mobile no. :</b> +91-9434063649 <b>E. mail :</b> <a href="mailto:spb.hdc@kolkataporttrust.gov.in">spb.hdc@kolkataporttrust.gov.in</a>
1.3	Mode of Tender	::	<b>e-Procurement System</b>  (Online Single Cover System Techno-Commercial Bid and Price Bid through RailTel's e-Nivida Portal, <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> )  The intending bidders are required to submit their offers electronically through e-tendering portal.  <b>No physical tender is acceptable by Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.</b>
1.4	Date and time from which bidding documents are available for downloading by the intending bidders.	::	<b>05/07/2021</b>
1.5	i) Bid Document Fee (Cost of bidding document)	::	The intending bidders should deposit <b>Rs. 590.00</b> (Indian Rupees: five hundred ninety only) [including GST @ 18%], as Bid document Fee (non-refundable), to Haldia Dock Complex, through DD/Banker Cheque in favour of “ <b>Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex</b> ” on any Scheduled/Nationalized Bank payable at “ <b>Haldia</b> ”, otherwise their offer will be summarily rejected. Copy of the DD/Banker's

			Cheque should be uploaded. In case the aforesaid Bid Document fee [non-refundable] is not deposited by the Bidder, the respective bid will be summarily rejected, treating the same as non-responsive.
	<b>ii) Earnest Money Deposit (EMD)</b>	::	No EMD is required to be deposited by the participating bidders. However, they are required to submit declarations as per Annexure-V.
	<b>iii) RailTel Tender Processing Fee &amp; Registration Charges (Non refundable)</b>	::	<p>a) Mode of Payment: - E-payment only through Debit / Credit Card or Net Banking.</p> <p>b) Tender Processing Fee (TPF) - 0.1% of estimate cost (Minimum 750/- and Maximum 7,500/-) plus GST @ 18%.</p> <p>c) Registration Charges: Rs 2,000/- + Applicable GST per Year.</p> <p>Note:</p> <p>1. The bidders, who are not yet to be registered with RailTel, are advised to get themselves registered with RailTel, at least 72 (seventy-two) hours prior to bid submission.</p> <p>2. Bidders are required to ensure that their corporate email id provided is valid and updated at the stage of registration of vendor with RailTel's e-Nivida Portal (i.e. Service Provider).</p>
<b>1.6</b>	<b>Pre-Bid Meeting starting date &amp; Time.</b>	::	<b>NA</b>
<b>1.7</b>	<b>Pre-Bid Meeting closing date &amp; Time.</b>	::	<b>NA</b>
<b>1.8</b>	<b>Venue of Pre-Bid Meeting</b>	::	<b>NA</b>
<b>2.0</b>	Last date and time for deposition of Earnest Money and Bid Document Fee to the office of Tender Authority of Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex.	::	<b>27/07/2021, up to 15:00 Hrs. (IST).</b> (Copy of the DD/Banker's Cheque should be uploaded on line).
<b>2.2</b>	i) Starting date of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>	::	<b>05/07/2021</b>
	ii) Closing date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>	::	<b>27/07/2021, from 15:00 Hrs(IST)</b>
	<b>iii) Date &amp; time of opening of Techno-commercial Bid &amp; Price Bid of Tender.</b>	::	<b>27/07/2021, 15:30 Hrs. (IST) onwards.</b>

4.

**SHORT TENDER NOTICE**

E-Tender in **Single Cover system (Part I: Techno-Commercial Bid and Part II: Price Bid)** are invited from reliable, bonafied & experienced, reputed suppliers for supply of "Three Inches (3") Gate Valve" as per Bill of Quantities to Haldia Dock Complex, as per Prequalification criteria stipulated in Tender Document for the following work at Haldia Dock Complex.

➤ <b>Name of work</b>	::	Supply and delivery of various types of "Three Inches (3") Gate Valve" to Haldia Dock Complex.
➤ <b>Tender No</b>	::	<b>HDC/MM/OT-05/22/180</b>
➤ <b>Date and Time for pre-bid meeting &amp; site visit</b>	::	<b>NA</b>
➤ <b>Last date of submission of e-tender and opening of Bid</b>	::	<b>Submission Up to 15:00 hrs. on 27/07/2021 Opening After 15:30 hrs. on 27/07/2021</b>

Details of the Tender & Tender Documents are available in web site of RailTel's e-Nivida Portal and have to participate in bidding process through their website <https://kopt.enivida.in> only.

5.

## **NOTICE INVITING TENDER**

**WORK TITLE:** - Supply and delivery of "Three Inches (3") Gate Valve" (As per Bill Of Quantities) to Haldia Dock Complex.

### **3.1 TENDER NO: HDC/MM/OT-05/22/180**

E-Tender in **Single Cover system** (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafied & experienced, reputed suppliers with sound technical and financial capabilities on fulfilling the following Pre- qualification Criteria;

### **3.2 PRE-QUALIFICATION CRITERIA FOR BIDDERS: -**

- i) The prospective bidder(s) should submit credential for supply of various sizes of Gate Valve / any manufacturing items involving casting / forging / fabrication including machining work/Hardware material for a cumulative amount of ₹ 1,84,500.00 (Rupees Two lakh one thousand two hundred ten only) minimum in any number of orders, during last 7 (seven) years, to Govt., PSU or Public / Private organization which should be substantiated by producing PURCHASE ORDER copy along with any one or more of the following documents :
- Receipted Challan,
  - Certificate of Execution,
  - GRN,
  - Excise Invoice,
  - Tax Invoice,
  - Consignment Note. etc. as a proof of supply.

**Note : Above stated PRE-QUALIFICATION CRITERIA documents should be submitted along with offer otherwise the offer would be liable for rejection.**

- ii) Copy of GST Registration certificate should be submitted.
- iii) Copy of valid Professional Tax Payment Challan copy (PTPC)/up to dated Tax payment Challan copy, if applicable, should be submitted.

### **3.3 TENDER AUTHORITY**

General Manager (Engg.), Haldia Dock Complex, Jawahar Tower [2<sup>nd</sup> Floor], P.O.- Haldia, Dist. Purba Medinipur – 721 607, Tele-Fax: - [03224]-263266.

Due Date Of submission	27/07/2021	Time	UPTO 15:00 hrs.	Date of Opening of the Tender	27/07/2021	Time	15:30 hrs. onwards.
Bid document will be available on e-Nivida Portal.							
Bidders will have to participate in bidding process through website <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> only							
Date and Time for pre-bid meeting & site visit			NA				
Cost of Tender document (Non-refundable)		Rs. 590.00 (Indian Rupees Five hundred Ninety only) including 18% GST.					
Earnest Money Deposit		No EMD is required to be deposited by the participating bidders. However, they are required to submit declarations as per Annexure-V.					
Time Of Completion		60 (Sixty) days from the date of receipt of order by the successful bidder.					
Estimated Cost Of Work		Rs. 3,07,500.00 [Rupees Three lakh seven thousand five hundred only] plus GST.					

## **OTHER INSTRUCTIONS:-**

E-Tender in **Single Cover system (Part I: Techno-Commercial Bid and Part II: Price Bid)** are invited from reliable, bonafied & experienced, reputed suppliers for Supply and delivery of **“Three Inches (3”) Gate Valve”** (As per Bill Of Quantities) to Haldia Dock Complex.

Details of the Tender Documents and Notification of any Addendum / Corrigendum to the tender documents are available in web site of RailTel's e-Nivida Portal and have to participate in bidding process through their website <https://kopt.enivida.in> only.

E-Tenderers are not permitted to alter/change/delete/modify any clause of the tender document down loaded from the website. If any deviation / discrepancy is found after submission of tender, the submitted offer will be summarily rejected.

Bidders shall submit the Bid Document as stipulated in the “Instructions To Bidders” of the e-tender document. Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents.

E-Tenderers will be received through RailTel's e-Nivida Portal up to 15:00 hrs. on the last date of submission and opening of tender specified above.

Techno Commercial Part and Price Part of the e-Tender will be opened shortly after 3.30 p.m. on the stipulated date.

Price Part of only technically & commercially qualified bidders will only be considered for evaluation.

In case of unscheduled Holiday / Bandh on the date of opening of e-Tender, the same will be opened on the next working day.

It is stated here that the subject tender may not be extended further.

Syama Prasad Mookerjee Port, Kolkata reserves the right to reject any or all offers or to accept the offer in whole or in part without assigning any reason whatsoever thereof.

**For General Manager (Engineering)  
Haldia Dock Complex**

## 6. Important instructions for E-procurement

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

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

- Bidders Manual Kit
- Help for Contractors
- FAQ

Contact Persons (Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex):

1. S. P. Bhattacharjee, Sr. Dy. Manager(MM), Mob: 9434063649, mail: [spb.hdc@kolkataporttrust.gov.in](mailto:spb.hdc@kolkataporttrust.gov.in)
2. E. Singh, Asstt. Manager (MM), Mob: 9434031208, mail: [esingh.hdc@kolkataporttrust.gov.in](mailto:esingh.hdc@kolkataporttrust.gov.in)

### Contact persons (e-Nivida Portal):

(1) Shri Siddharth Ghosh  
Mobile No.: + 91 9355030604  
E-mail : [ewizardsiddharth@gmail.com](mailto:ewizardsiddharth@gmail.com)

(2) Shri Deepak Jha  
Mobile No.: +91 8448288981  
E-mail : [ewizarddipak@gmail.com](mailto:ewizarddipak@gmail.com)

**See e-Nivida Portal for contact details.**

1	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
2	E-tender cannot be accessed after the due date and time mentioned in NIT.
3	SMPK 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	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
5	No deviation to the technical and commercial terms & conditions are allowed.
6	The bidders must upload all the documents required as per terms of tender. Any other document uploaded which is not required as per the terms of the tender shall not be considered.
7	The bid will be evaluated based on the filled-in technical & commercial formats.
8	Bidder has fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda” . <b>A declaration in this regard is to be made by the bidder.</b>
9	(A) Tender will be opened electronically on specified date and time as mentioned in the NIT. Bidder's can witness electronic opening of Bid.  (B) Necessary addendum/corrigendum (if any) of the tender would only be hoisted in the e-Nivida Portal



**E-TENDER FOR SUPPLY AND DELIVERY OF “THREE INCHES (3”) GATE VALVE” (AS PER BILL OF QUANTITIES) TO HALDIA DOCK COMPLEX.****TENDER NO: HDC/MM/OT-05/22/180****PREFACE:**

The Supply and Delivery work as described in the tender shall be executed in Haldia and in accordance with the attached General Conditions of Contract, Special Conditions of Contract, Particular Specifications & detailed Bill of Quantities. Location Plan of the place of work might be inspected at the office of the Sr. Dy. Manager (MM) on any working day before quoting for the tender.

**COST OF TENDER DOCUMENT:**

**Cost of tender document are to be physically deposited at the office of Sr. Dy. Manager [Materials Management], 2<sup>nd</sup> floor Jawahar Tower, Haldia Dock Complex, Haldia, PIN 721607), separately in a single sealed envelope, mentioning Tender no. with proper marking. Demand Draft / Banker's Cheque /Pay Order etc.** against Cost of tender document, should be submitted/deposited on any scheduled/ nationalized Bank, by the bidder in favour of **“Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex”** payable at **“Haldia” before opening of the tender**, as specified in the Tender Document.

Details of cost of e-tender paper remitted should be entered by the participating bidder in the space provided in the e-tender as indicated hereunder:

- |    |                          |   |
|----|--------------------------|---|
| a) | Name of remitting bidder | : |
| b) | Tender No.               | : |
| c) | Amount remitted          | : |
| d) | Date of remittance       | : |
| e) | DD/BC No.                | : |

Tender submitted without requisite Cost of tender document will be liable for rejection.

**MODE OF SUBMISSION OF BID :**

All bidders must submit their offers through e- tendering in accordance with the terms and conditions set out in the bid documents and no deviation will be accepted.

Techno commercial part shall contain the following which are to be uploaded: -

- a) That the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.
- b) The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work.
- c) The un-priced bid “Abstract Form Of Tender” & “Form Of Tender” (without price quoted) shall not only be signed and stamped by the Bidder, but must also be duly witnessed and scan copy to be uploaded.
- d) Bidder's information to be submitted as per enclosed format marked as Annexure-II.
- e) A Declaration as per ‘**Annexure – I**’ that no conditions / deviations have been added in the price part of the Bid.

- f) Scan copy of the following documents to be uploaded:-
  - i) GSTIN / Provisional GST registration certificate.
  - ii) Valid Professional Tax Clearance Certificate / Up to date tax payment, if applicable.
- g) Credentials in the form of copies of Letters of Award of Works (supply) along with corresponding document to justify that the intending bidder satisfies the pre-qualification criteria, regarding completion of supply.
- h) Certified copies of audited balance sheet and Profit and Loss account / Trading account for the last 3 (three) financial years.
- i) Addendum/Corrigendum / Notice / Extension Notice issued and drawings (if any) duly signed by the Bidder under office seal. The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities.

All the bidders should submit the e-tender in accordance with the Mode of submission of Bid as aforesaid.

#### **OPENING OF BIDS:**

Techno Commercial Part (Part-I) and Price Bid (Part-II) as stated above will be opened on the date and time as fixed in the e-tender document online. However price bid of techno-commercially qualified bidder only be evaluated.

#### **SECURITY DEPOSIT:**

The successful Bidder shall deposit towards Security Deposit equal to 3% of the basic contract value.

Refund of S.D. and forfeiture S.D. shall be guided by Cl. 3.5 (i) & (ii) of the G.C.C.

#### **VALIDITY OF OFFER:**

The e-tender shall remain valid for a period of 120 [One Hundred Twenty] Days from the date of opening the same. If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his e-tender in such case the bidder will be suspended for participating in any tender of SMP, Kolkata, at the opinion of the Trustees/ Sanctioning Authority/Engineer

#### **DETAILED SCRUTINY OF E-TENDERERS:**

During the course of examination of Techno Commercial Part of the bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his / their bids. The price bids of those bidders who meet the qualifying criteria of NIT shall be opened.

During techno-Commercial Evaluation of tender, an offer shall be considered non-responsive in case :-

- (i) Requisite tender document cost is not deposited.
- (ii) validity of the offer is less than tender stipulation,
- (iii) It does not meet the Qualification Criteria as stipulated in the NIT.
- (iv) The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely.

In addition to above, a bidder may be disqualified if –

- a) The bidder provides misleading or false information in the statements and documents submitted.
- b) Record of unsatisfactory performance during the last five years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy etc.

The decision of Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex in this regard shall be final and binding on the bidder.

**For Micro & Small Enterprises (MSEs) registered with NSIC:-**

Micro & Small Enterprises (MSEs) shall submit the following documents for availing themselves waiver of Cost of tender documents :-

**Micro and Small Enterprise registered with NSIC along with registration with anyone of the authorities other than NSIC as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document for which copies of valid NSIC Certificate or the certificate of the anyone of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.**

Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs should have documentary evidences, to get benefit in this regard.

[Note:-Bidders shall upload scanned copy of necessary document in this regard]

**For Micro & Small Enterprises (MSEs) registered with NSIC:**

Micro and Small Enterprise registered with NSIC along with registration with anyone of the authorities other than NSIC as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document for which copies of valid NSIC Certificate along with the certificate of the anyone of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.

**ACCEPTANCE OF TENDER:**

Syama Prasad Mookerjee Port, Kolkata reserves the right to accept / reject any / all offer(s) without assigning any reason thereof and also reserve the right to accept the tender in part or as a whole.

Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his tender liable to rejection.

The successful Tenderer will be notified in writing of the acceptance of his tender.

Work experience, as a sub-supplier or supply contractor shall not be considered as the requisite qualification

**MISCELLANEOUS:**

(i) Bidder shall submit his offer for complete scope of work, strictly in accordance with the tender documents. Any deviation from the tender documents and / or any incomplete tender shall not be considered.

(ii) The bidder shall not impose his own terms & conditions in his offer or quote his rates based on his own terms and conditions, such E-Tenderers are liable to rejection at the option of the Trustees without further reference to the bidder.

(iii) All materials shall have to be procured by the successful Bidder and shall be of the best and approved quality conforming to relevant specifications. The successful Bidder shall also arrange for the supply of all labour, tools and plants as stipulated in the Special Conditions of Contract, required for efficient execution of the work.

(iv) All measuring units are in Metric System and rates and sums in the tender are in Indian Currency. The language used throughout shall be in English.

(v) The Tender Documents with all the enclosures, appendices, Abstract Form of Tender and Form of Tender shall be required to be completed, duly filled in and signed and uploaded.

(vi) The Bidder shall give a declaration about the names of their relations employed in Syama Prasad Mookerjee Port. It is not the intention to debar the Contractors from working if their relatives are working in SMP, Kolkata, but such a declaration is necessary in the interest of Trustees against any possible lapses.

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**8.****Commercial Terms & Conditions**

1.	Mere submission of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.
2.	Price Bids (Part-II) of only those eligible bidders whose Part-I Bids are complete and in order shall only be considered for evaluation.
3.	<b>Micro &amp; Small Enterprises (MSEs) registered with NSIC or MSME's (under single point registration scheme) are exempted from depositing Cost of Tender Document having valid NSIC Certificate or MSEs along with DIC's(DISTRICT INDUSTRIES CENTRE) / Udyog Aadhaar or UDYAM or UDYAM Certificate.</b>
4.	<p>i) Micro &amp; Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small &amp; Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.</p> <p>ii) When splitting of tender quantity is not possible purely on technical ground, trustees' reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non- MSE for consideration of award of order for 20% of tender quantity against any item, 4% sub-target for MSE owned by SC or ST Entrepreneurs as per new public procurement policy .</p> <p>iii) If Micro &amp; Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are registered with NSIC, then they will not have to deposit cost of Tender Document as per NIT.</p>
5.	Copy of valid NSIC Certificate or MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE)/Udyog Aadhaar Certificate or UDYAM has to be submitted along with the bid for seeking exemption from Tender Fee
6.	Due date of submission of tender will not be extended under any situation.
7.	Tenders without requisite Cost of Tender Document are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) or NSIC (under single point registration scheme) for the items for which the tender is invited.
8.	<p><b><u>SCOPE OF WORK:</u></b></p> <p>The work comprises of loading, supplying, delivery, unloading &amp; stacking of Three Inches (3") Gate Valve as specified in the Bill of Quantities to CJP, Central Store (MM) of HDC at their own cost, risk and responsibility.</p>
9.	<p><b><u>VALIDITY :</u></b></p> <p>The tender shall remain open for acceptance for a period of 120 days from the date of opening of techno-commercial bid.</p>
10.	<p><b><u>EVALUATION CRITERIA :-</u></b></p> <p>Evaluation would be made on the lowest (L1) rate basis against BoQ items among the techno-commercially qualified bids subject to the fulfillment of necessary Tender conditions. Rates to be quoted on F.O.R. delivery basis up to the CJP, Central Store (MM), HDC Site.</p>
11.	<p><b><u>DELIVERY :</u></b></p> <p>Delivery of the materials must be completed within 60 (Sixty) days from the date of receipt of order by the supplier.</p>
12.	<p><b><u>GST:</u></b></p> <p>Prevailing rate in % of GST to be mentioned clearly indicating whether exclusive or inclusive in their quoted rates. Please note that we do not issue any Declaration Form for concessional Sales Tax.</p>
13.	<p><b><u>PAYMENT TERMS:</u></b></p> <p>100% payment shall be made through Bank to your account within 30 days of delivery and acceptance of materials.</p>

Signature of Tenderer with Office Seal

14.	<b><u>LIQUIDATED DAMAGE CLAUSE:</u></b> For late delivery, LD clause would be applicable and it would be imposed on basic value of the rate @½% per week or part thereof of the basic value of the the order subject to a maximum of 10% of the basic value of the order. However, GST at the prevailing rates would be applicable on the LD amount, if any.
15.	<b><u>SECURITY DEPOSIT :</u></b> S.D. @ 3% of the total basic value will be deposited by DD or in the form of Bank Guarantee, which will remain valid till successful expiry of the Guarantee period of last supply.
16.	<b><u>GUARANTEE:</u></b> Three Inches (3") Gate Valve to be supplied must be guaranteed for a period of 12 months from the date of acceptance of the material by Haldia Dock Complex.
17.	<b><u>CERTIFICATES :-</u></b> 1) The successful Bidder should submit Guarantee Certificate 2) Test certificate from Government / Government approved test house or from Manufacture's Test Certificate along with supplies.
18.	<b><u>INSPECTION :-</u></b> Post-dispatch inspection of all items will be done by authorized representative of Sr. Dy. Manager (P&E) at CJP, Central Store (MM) HDC Site.
19.	<b><u>PACKING OF MATERIALS:</u></b> The Supplier shall be responsible for proper packing and delivery of Stores. The materials should be packed by the Supplier/Manufacturer at their own cost and arrangement for protection against any damage, loss, breakage or leakage etc.
20.	<b><u>WORKMEN COMPENSATION :</u></b> The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading & stacking job at HDC's site, under workmen compensation act, fatal accident act and personal injuries insurance act for protection against any injury / accident and shall have to bear all the consequences and cost as applicable as per relevant acts.
21.	<b><u>DOCK PERMITS :</u></b> The successful Bidder shall have to obtain permits from the office of the Sr. Dy. Manager(MM)/ Sr. Dy. Manager(P&E) or his authorised representative for delivery of materials and Dock Permit or as directed for entry of their vehicles and workers into the Trustees' Stores for unloading and stacking of the material. Such permits shall be issued to the Bidder against receipt of proper application with <b>payment of necessary charges (if any)</b> for the same during normal working hours on any working day.
22.	<b><u>PERSONAL PROTECTIVE EQUIPMENT(PPE):</u></b> Suppliers and their workmen including driver & helper must use PPE i.e. safety helmet etc. at the time of supply of materials inside the dock premises.
23	<b><u>REJECTION OF MATERIALS:</u></b> Notwithstanding the inspection and passing of materials by Trustees' authorized person, any material found to be defective in quality and not conforming to the relevant specification, shall liable to be rejected and the supplier shall replace the same at his cost and arrangement at the earliest. The supplier shall at his own arrangement and cost replace within a period of 1 (one) month of all such defective and rejected materials. Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Central Store/ site store, H.D.C. within a fortnight from the date of rejection on observing usual procedure on the matter. If the contractor fails to remove such materials, the Trustees shall have the right to dispose of the same and the supplier shall have no claim against the Trustees in respect of the said rejected materials.

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**PREAMBLE TO THE BILL OF QUANTITIES**

**E-TENDER FOR SUPPLY AND DELIVERY OF “THREE INCHES (3”) GATE VALVE” (AS PER BILL OF QUANTITIES) TO HALDIA DOCK COMPLEX.**

**TENDER NO : HDC/MM/OT-05/22/180**

The Bill of Quantities must be read with the General Conditions of Contract, the Special Conditions of Contract and the Particular Specifications of Work and the Bidder is deemed to have examined the above documents and to have thoroughly familiarise himself with the total scope of work and its mode of execution.

The quantities given in the Bill of Quantities are approximate only and are given to provide a common basis for tendering. Payment will be made according to the quantities of each item of work actually carried out at the accepted rates as per Order Letter.

This being an **item wise rate tender**, the Bidder shall quote his **rates against items as applicable on line based** on their own analysis.

**The Tender Price thus established would be taken for comparative evaluation, subject to the relevant provisions of the tender.**

\*\*\*\*\*

**10.**

**BILL OF QUANTITIES (UN-PRICED BID)**

(To be printed on the bidder's Letter Head dully filled scanned and uploaded after seal and signature)

[BIDDERS NOT TO QUOTE HERE]

Tender for supply & delivery of "Three Inches (3") Gate Valve" to Haldia Dock Complex

Tender No.: HDC/MM/OT-05/22/180

Sl. No.	Description Of Item	Unit	Quantity	If your offer exactly match to our specification, write 'YES', if No write No with other details given below (Please note that no other specification would be accepted)	
				Yes/ No	Make/Brand Name
1.	<b>3" (inches) Gate Valve of stainless Steel casted (grade-SS-304) of the following Specification:</b>  a) Bolted bonnet flange b) Distance between flanges (face to face)=6"/150 mm c) Nominal dia=3"/80 mm d) Operating wheel=Round  Flanges as per IS: 1538, Non-rising spindle	Nos	10		

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Signature of Tenderer with Office Seal

**DECLARATION OF THE BIDDER**

**FORMAT FOR SUBMITTING DECLARATION REGARDING BANNING / DELISTING, BIDDING DOCUMENTS DOWNLOADED FROM WEBSITE, PRICE SCHEDULE, ETC.**

**[To be printed on the bidder's Letter Head duly filled and uploaded after seal & signing]**

To,  
Sr. Dy. Manager (MM)  
Haldia Dock Complex ;  
Syama Prasad Mookerjee Port,  
Kolkata.

**Name of Work: Procurement of "Three Inches (3") Gate Valve" (as per the Bill of Quantities) to Haldia Dock Complex, SMP, Kolkata.**

**Tender No. : HDC/MM/OT-05/22/180**

I....., the authorized signatory of the  
.....(Name of the Company /Firm) do hereby declare/ confirm that  
:

**\* I / We have not been debarred or de-listed by any Government or Quasi-Government Agencies or Public Sector Undertaking in India.**

**I / We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. I / We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the Tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the Tender. In the event of our Tender being accepted in full or, in part, I / we also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the Tender together with the acceptance thereof in writing by or, on behalf of the Trustees' shall form the Contract. I / we have not made any addition / modification / alteration in the Bidding Documents hosted in the websites.**

**I / We have submitted documentary evidences for Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) as per tender condition. The offered prices would be given in the "Price Bid ( Part-II)" electronically, through the website of RailTel's e-Nivida Portal only. I / We agree that the period for which the Tender shall remain open for acceptance shall not be less than 120 days.**

**I/We have not made any addition/ modifications/alteration in the Bidding Documents hosted in the websites.**

**I/We have submitted all the information applicable as per Annexure-II.**

**The offered prices would be given in the "Price Bid (section)" electronically, through the Website of RailTel's e-Nivida Portal only.**

**Signature of authorized person of the bidder  
(With office seal)**

**\* In case the firm has been debarred or de-listed by any Government or Quasi-Government Agencies or Public Sector Undertaking in India, then the same should be declared properly, after modifying the sentence, suitably.**



**12. ANNEXURE-II****BIDDER'S INFORMATION**

(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature)

**GENERAL INFORMATION OF THE BIDDER**

The bidder must submit the information in this format.

1.	Information regarding bidder's authorized representative(s) / contact person(s)		
	a )	Name(s)	
	b )	Address(es)	
	c )	Telephone number(s)	
	d )	Facsimile number(s)	
	e )	Electronic mail address	
2.	a )	Address of the branch office, if any	
	b )	Name of the contact person at branch office	
	c )	Telephone number(s)	
	d )	Facsimile number(s)	
	e )	Electronic mail address	
3.	Whether the bidder is a Proprietorship Firm or Partnership Firm or Limited/ Pvt. Limited Company		
4.	Details of the Banker(s):		
	a )	Name of the Banker(s) in full.	
	b )	Address(es) of the Banker(s)	
	c )	Telephone number(s)	
	d )	Facsimile number(s)	
	e )	Electronic mail address	
	f )	Name(s) of the contact person(s)	

**Annexure-II**

5.	Bank details for ECS payment :	
	a ) Bank Account number.	
	b ) Name of the bank.	
	c ) Name of the branch.	
	d ) Address of the branch.	
	e ) IFSC code	
6.	Income Tax details (if applicable) :	
a )	Permanent Account Number (PAN)	
b )	GST Registration Number	
7.	Employees' Provident Fund (EPF) Code No., if applicable	
8.	Employees' State Insurance (ESI) Code No., if applicable	

**Signature of Tenderer with Office Seal**

**13.**

**ANNEXURE-III**

**TO INDICATE THE FOLLOWING DETAILS OF GST:**

**(To be printed on the bidder's Letter Head dulyfilled scanned and uploaded after seal and signature)**

Sl. No.	Item Description	HSN Code	GST Rate (In %)		
			CGST Rate	SGST Rate	IGST Rate
1.	<b>3" (inches) Gate Valve of stainless Steel casted (grade-SS-304) of the following Specification:</b>  <b>a) Bolted bonnet flange</b> <b>b) Distance between flanges (face to face)=6"/150 mm</b> <b>c) Nominal dia=3"/80 mm</b> <b>d) Operating wheel=Round</b>  <b>Flanges as per IS: 1538, Non-rising spindle</b>				

**Signature of Tenderer with Office Seal**

**14.**

**ANNEXURE-IV**

**Bidder's Bank Details**

(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature)

<b>A/c No.</b>	
<b>A/c holder Name:</b>	
<b>Bank Name &amp; Bank Address:</b>	
<b>Branch Name:</b>	
<b>IFSC:</b>	

**Signature of Tenderer with Office Seal**

## **15. ANNEXURE - V**

### **Bid Security Declaration [Tender No. HDC/MM/OT-05/22/180]**

**To,  
General Manager (Engg.) Haldia Dock Complex;  
Syama Prasads Mookerjee Port, Kolkata**

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be suspended for three years from bidding for any tender with you, if I am

/We are in a breach of any obligation under the bid conditions, as stated below:

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or refuse to execute the contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

**Signature of Tenderer with Office Seal**

**Note:** This Bid Security Declaration to be printed on the bidder's Letter Head dully filled scanned and uploaded after seal and signature.

**16. ANNEXURE - VI**

**LETTER OF AUTHORITY FOR BIDDING**

**To,**

**General Manager (Engineering),  
Materials Management Division  
Haldia Dock Complex  
Jawahar Tower, 2nd Floor, P.O: Haldia Township,  
Dist.-East Midnapore, PIN-721607**

**Sir,**

**Sub: Tender No. HDC/MM/OT-05/22/180**

We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorized to represent us to Bid, negotiate and conclude the agreement on our behalf with you against Bid Document No. HDC/MM/OT-05/22/180. His/Her signature is given below:

Signature of authorized representative: .....

We confirm that we shall be bound by all and whatsoever our said authorized representative shall commit under above signature.

Yours Faithfully,

**Authorized Person's Signature : \_\_\_\_\_  
(having Power of attorney)**

**Name: \_\_\_\_\_**

**Designation: \_\_\_\_\_**

**Authorized e-Mail id :**

**Authorized Mobile No :**

**Seal of the Bidder:**

**Note:** This letter of authority shall be on printed letter head of the Bidder and shall be signed & sealed by a person competent and having the power of attorney (power of attorney shall be annexed) to bind such Bidder. If signed by a consortium, it shall be signed by members of the consortium.

**17. ANNEXURE-VII**

**PART-II**

**PRICED BILL OF QUANTITIES**

**[BIDDERS NOT TO QUOTE HERE]**

<b>Sl. No.</b>	<b>Description Of Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Landed Price exclusive of GST On F.O.R. Upto Site/Store of Haldia Dock Complex, Haldia (Rs./Unit)</b>
1.	<p><b>3" (inches) Gate Valve of stainless Steel casted (grade-SS-304) of the following Specification:</b></p> <p><b>a) Bolted bonnet flange</b>  <b>b) Distance between flanges (face to face)=6"/150 mm</b>  <b>c) Nominal dia=3"/80 mm</b>  <b>d) Operating wheel=Round</b></p> <p><b>Flanges as per IS: 1538, Non-rising spindle.</b></p>	Nos.	10	