

**HALDIA DOCK COMPLEX
SYAMA PRASAD MOOKERJEE PORT, KOLKATA**

P&IR Division, Jawahar Tower Complex,



TENDER FOR

**SUPPLY AND DELIVERY OF GROCERY ITEMS TO CANTEENS,
HALDIA DOCK COMPLEX, SYAMA PRASAD MOOKERJEE PORT,
KOLKATA**

TENDER

SMP/HDC/P&IR Div/Canteen/2022/40

P&IR DIVISION

P.O.: Haldia Township, Dist.:Purba Medinipur,
PIN : 721607, West Bengal

DISCLAIMER

The information contained in this Notice Inviting Tender and Tender Document or subsequently provided to bidder(s), whether verbally or in Documentary or any other form by or on behalf of Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port (SMP), Kolkata or any of its employees or advisers, is provided to bidder(s) on the terms and conditions set out in this Notice Inviting Tender and Tender Document and such other terms and conditions subject to which such information is provided.

This Notice Inviting Tender and Tender Document is not an agreement and is neither an offer nor invitation by HDC, SMP to the prospective bidder(s) or any other person. The purpose of this Notice Inviting Tender and Tender Document is to provide interested parties with information that may be useful to them in the formulation of their Bids / Tenders pursuant to this Notice Inviting Tender and Tender Document. This Notice Inviting Tender and Tender Document include statements, which reflect various assumptions and assessments arrived at by HDC, SMP in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require. This Notice Inviting Tender and Tender Document may not be appropriate for all persons, and it is not possible for HDC, SMP, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this Notice Inviting Tender and Tender Document. The assumptions, assessments, statements and information contained in this Notice Inviting Tender and Tender Document may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct own investigation and analysis and check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Notice Inviting Tender and Tender Document and obtain independent advice from appropriate sources, for which HDC, SMP shall neither be responsible nor incur any financial cost or expense.

Information provided in this Notice Inviting Tender and Tender Document to the bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. HDC, SMP accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

HDC, SMP, its employees and advisers make no representation or warranty and shall have no liability to any person including any Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Notice Inviting Tender and Tender Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Notice Inviting Tender and Tender Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Notice Inviting Tender and Tender Document or arising in any way in this Selection Process.

NOTICE INVITING TENDER (NIT)

E-Tenders under single stage two-part system (Part – I: Techno-Commercial Bid and Part – II: Price Bid) are invited from reliable, bonafide, resourceful & experienced eligible contractors / suppliers fulfilling the pre-qualification criteria given below, for supply and delivery of Grocery items on regular basis for a period of one year, as per requirement, to the Canteens of Haldia Dock Complex located at Jawahar Tower, Haldia Township, Chiranjibpur, General Cargo Berth, Ore & Coal Berth and Lock & Marine, as detailed in the enclosed Bill of Quantities. The suppliers / contractors bidding for the said tender must have a liaison office / establishment within Haldia Sub-division, having telephone connectivity.

The Tender document, Corrigendum / Addendum / Clarification may be downloaded from website of SMP, Kolkata i.e. <https://smportkolkata.shipping.gov.in> and the e-NIVIDA link provided in the website of SMP, Kolkata i.e. <https://kopt.enivida.in> as per the schedule given below. Bidder should visit the website frequently for detailed and updated information.

Pre-Qualification Criteria of Tenderers:

1. Credential Criteria:

Credential should be for sale or supply of items or group of items to Government / PSU / Private Sector Organization of minimum cumulative value (mentioned below in the unpriced Bill of Quantities at Annexure-III) during the last 07 years against each item / group of items by producing order copies alongwith certificate of Execution / Receipt Challan / GRN / any other relevant document. Any intending bidder may participate in one or more items/group of items if the party fulfils the credentials criteria for that particular item / group(s).

A bidder fulfilling the 'sum total' credential mentioned in the unpriced Bill of Quantities under the pre-qualification criteria, for supply of any or all items included in the group can participate for all the items of the group. However, if a bidder does not fulfil the 'sum total' credential as mentioned above, the bidder shall be allowed to participate for the items against which the party fulfils the credential for individual item.

2. Copy of up-to-date Professional Tax Payment Challan.
3. Copy of GST Registration Certificate.
4. Copy of Valid Trade Licence (Certificate of Enlistment for Profession of Trade and Calling under Sec. 118 of West Bengal Municipal Act –1993 / Certificate of Enlistment under Section 199 of CMC Act, 1980 / Certificate of Enlistment issued by any statutory Authority).
5. Copy of Audited balance sheet and Profit & Loss account for the last 3 (three) financial years.

a.	TENDER NO.		SMP/HDC/P&IR Div/Canteen/2022/40 dated January 18, 2022
b.	MODE OF TENDER		e-tendering System
d.	Date of NIT available to parties to download		January 18, 2022
e.	Pre-Bid Meeting date, time & venue		NA
f.	i)	Earnest Money	The intending bidders should submit Earnest Money of Rs.10,000/- (Rupees ten thousand only) as Earnest Money, to Haldia Dock Complex, through DD / Banker Cheque in favour of "Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex" on any Scheduled/ Nationalized Bank payable at Haldia, otherwise their offer will be summarily rejected. In case the said Earnest Money is not deposited by the bidder, the respective bid will be summarily rejected, treating the same as non-responsive.
	ii)	Bid Document fee	The intending bidders should submit non-refundable bid document fee of ₹1770/- (Rupees one thousand seven hundred seventy only) which includes GST @ 18%, to Haldia Dock Complex, through DD / Banker Cheque in favour of Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex on any Scheduled / Nationalized Bank payable at Haldia , otherwise their offer will be summarily rejected. Copy of the DD / Banker's Cheque should be uploaded while submitting the bid.
	e-NIVIDA Tender Processing Fee (Nonrefundable)		<p>a) Mode of Payment: - E-payment Only through Debit / Credit Card or Net Banking.</p> <p>b) Rs. 6736.00 (Rupees six thousand three hundred thirty six only) (Including GST) (nonrefundable) by net- banking / Debit / Credit card at SMP, Kolkata's e-Nivida Portal only.</p> <p>c) Registration Charges: Rs. 2000/- + Applicable GST PerYear.</p> <p>Note:</p> <p>i) The bidders, who are not yet to be registered with e-NIVIDA, are advised to get themselves registered with e- NIVIDA, at least 72 (seventy-two)</p>

		hours prior to bid submission. ii) Bidders are required to ensure that their corporate e- mail Id provided is valid and updated at the stage of registration of vendor with e-Nivida Portal (i.e., Service Provider).
	Last date of submission of original copy of DD/Banker's Cheque as EMD & Bid Document fees.	February 09, 2022, 1400 hrs. Earnest money and cost of tender Document fees [original copy of DD/Banker's Cheque] are to be physically deposited at the office of Sr. Dy. Manager, P&IR Division, 7th floor Jawahar Tower main Building, Township, Haldia Dock Complex, Haldia, PIN- 721607, separately in a single sealed envelope, mentioning Tender no. with proper marking.
g.	Date of Starting of e-Tender for submission of on-line Techno-Commercial Bid and price Bid at e-NIVIDA	February 09, 2022
h.	Date & Time of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	February 09, 2022, 1400 hrs.
i.	Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Date & time of opening of Part-II (i.e. Price Bid)	February 09, 2022, 1430 hrs. To be announced subsequently

[N.B.-* In case there is an unscheduled holiday / bandh / strike on the prescribed last date of submission and opening of bid, the next working day will be treated as the scheduled prescribed day for the same.]

Further, intending bidders shall submit their bid electronically only through e-NIVIDA website <https://kopt.enivida.in>. Tenderers should visit the websites frequently. Any clarification on technicality of submission of bid for tendering, queries shall be uploaded on e-NIVIDA website.

ANNEXURE – I

IMPORTANT INSTRUCTIONS TO BIDDERS FOR E-PROCUREMENT

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 e-NIVIDA Portal (<https://kopt.enivida.in>) before responding to this e-tender:

- Bidders Manual Kit
- Help for Contractors
- FAQ

Contact Persons (Haldia Dock Complex, SMP, Kolkata):

Mr. A. K. Nag
Dy. Manager (P&IR)
Phone No.- 03224-263837
Mobile No. 9434031386

Mr. N.Mandal
Asstt. Manager (P&IR)
Phone No.:03224 265907
Mobile No.: 9434031370

Contact persons (e-Nivida Portal):

1. Mr Deepak Jha – Mob: 8448288981, email: ewizarddipak@gmail.com
2. Mr Siddharth Ghosh – Mob: 9355030604, email: ewizardsiddharth@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	(A) Part – I: Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid. (B) Part – II: Price bid of only those bidder(s) whose Part – I Techno-Commercial Bid is found to be Techno-Commercially acceptable by HDC will only be opened electronically. Such bidder(s) will be intimated date of opening of Part – II Price bid, through valid email submitted by them.
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
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". A declaration in this regard is to be made by the bidder.
9	Tender will be opened electronically on specified date and time as mentioned in the NIT. Bidders can witness electronic opening of Bid. Necessary addendum/corrigendum (if any) of the tender would only be hosted in the e-NIVIDA portal
10	HDC has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of E-NIVIDA.
12	Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document having valid NSIC Certificate for MSEs along with DIC's (District Industries Centre) Certificate or / Udyog Aadhar Certificate.
13	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 as per NIT. Otherwise their offer for those items will not be considered.
14	Copy of valid NSIC Certificate for MSEs along with DIC's (District Industries Centre) Certificate or / Udyog Aadhar Certificate has to be submitted along with the bid.
15	Due date of submission of tender will not be extended under any situation.

<u>List of Annexures</u>		
Important Instructions to Bidders for E-procurement	:	Annexure – I
Commercial Terms & Conditions	:	Annexure – II
Un-priced bill of quantity	:	Annexure – III
Documents to be uploaded by the Bidder	:	Annexure – IV
Declaration of the Bidder	:	Annexure – V
Bidder's Information	:	Annexure – VI
Details of statutory levies		Annexure – VII
Priced Bill of Quantity	:	Annexure – VIII
General Conditions of Contract	:	Annexure - IX



SYAMA PRASAD MOOKERJEE PORT, KOLKATA
(Formerly known as KOLKATA PORT TRUST)
HALDIA DOCK COMPLEX
An ISO 9001:2015 Organisation
P&IR DIVISION



COMMERCIAL TERMS & CONDITIONS

Sl. No.	Terms
1	Mere submission of online 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 Techno-Commercial Bids (Part – I) are complete in all respects and in order, and for whom the samples for the specified sample items to be submitted by the bidders are accepted by the Tender Committee and HDC Authorities, shall be opened on time and date to be intimated to the bidders separately.
3	<p>Amongst the 26 items tendered for supply, 12 items are non-branded items and the remaining 14 are branded grocery items. The non-branded items are detailed in Group – I and the branded items are detailed in the Group – II of the Bill of Quantities. For the non-branded items, samples (approximate 500 g each) have to be submitted by the intending bidders, free of charges (only for those items for which they wish to participate in the tender). Each bidder may submit multiple separate samples of the same item as per their choice, and bid for the same. The samples have to be physically submitted at the office of the P&IR Division, Jawahar Tower (9th Floor), Haldia Township, Purba Medinipur – 721607 during 09:30 am to 05:30 pm, Monday to Friday, except on Trustees Holidays, beginning from the date and time of submission of online bid till the closing date and time of the same.</p> <p>All samples should be sealed and affixed with label showing tender no., item no., description, name and address of the firm. The Trustees will not be answerable for loss or damage of the samples thereof, due to any reason whatever, nor will pay for samples damaged or destroyed during handling / test. The samples submitted by the successful bidder(s) will be retained for future reference. The samples submitted by the unsuccessful bidders will be returned back within the specified date to be intimated subsequently. If any of the unsuccessful bidders fail to collect the samples submitted by them previously, within the scheduled date and time of returning the samples, the same shall be forfeited without any further intimation to them.</p>

Signature of Bidder with Office Seal

4	<p><u>SAMPLE SELECTION PROCEDURE:</u></p> <p>Sample selection will be carried out by a committee of HDC officials. All participating bidders will be intimated in writing / through email to be present in such sample selection process. However, the sample selection process will continue on schedule, even if any of the bidders fail to attend such sample selection process.</p> <p>A small portion of the samples submitted by all the bidders will be transferred in separate transparent packets or small containers having uniform look without giving any visible identification mark on the exterior surface of such packets / containers to conceal the identity of each of the bidders. The samples submitted by the bidders will be transferred to such transparent packets or small containers in presence of the Committee Members and the bidders who would attend the said process. However, a concealed folded label will be placed inside each of the packets / containers with the name of the concerned bidder supplying the sample written on it.</p> <p>The samples, re-packed with concealed labels, will be displayed before the Sample Selection Committee in presence of the attending bidders. The Sample Selection Committee will select the acceptable samples, from the lot, through verification process.</p> <p>The packets containing acceptable samples will be selected and retained by the Committee for future reference and the Price Bid of only those bidders whose samples have been selected will be opened subsequently.</p> <p>The successful bidder(s) may be subsequently advised to provide sufficient quantity of the acceptable selected samples of the concerned item(s) during the tenure of the contract, as per necessity.</p> <p>The bidders will not be required to provide samples for the branded items.</p>
5	<p>Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with DIC's (District Industries Centre) Certificate or / Udyog Adhar Certificate.</p>
6	<p>i) Micro & 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 & 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 as per new public procurement policy.</p> <p>iii) 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 for those items will not be considered.</p>

Signature of Bidder with Office Seal

7	Copy of valid NSIC Certificate for MSEs along with DIC's (District Industries Centre) Certificate or / Udyog Adhar Certificate has to be submitted along with the bid.
8	Tenders without requisite Earnest Money are liable to be rejected, excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme), for items for which the tender is invited.
9	Due date of submission of tender will not be extended under any situation. [N.B.-* In case there is an unscheduled holiday / bandh / strike on the prescribed last date of submission and opening of bid, the next working date will be treated as the scheduled prescribed day for the same.]
10	<u>SCOPE OF WORK:</u> The work comprises of supply & delivery of Grocery items as specified in the Bill of Quantities at the various canteens of Haldia Dock Complex located at Jawahar Tower, Haldia Township, Chiranjibpur, General Cargo Berth, Ore & Coal Berth and Lock & Marine and also at other sites, as per direction from the office of the P&IR Division, Haldia Dock Complex.
11	The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.
12	The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract. In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Sr. Dy. Manager (P&IR), Haldia Dock Complex, thereon shall be final and binding upon all parties.
13	The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any. Trustees' General Conditions of contract are the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the Sr. Dy. Manager (P&IR) on any working day before quoting for the Tender. General Conditions of Contract are also available at SMP, Kolkata website (www.kolkataporttrust.gov.in).
14	The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.
15	The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.
16	The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.

Signature of Bidder with Office Seal

17	Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and delivery of their bids or for any other expenses incurred in connection with such bidding.
18	Bidders may visit the office of P&IR Division, Haldia Dock Complex at Jawahar Tower, Haldia Township, PIN – 721607, and also the canteens of Haldia Dock Complex, prior to submission of their bid and get themselves thoroughly familiarized with the site conditions, existing road facilities for carrying materials, etc., before submission of the tender. Non-compliance of the same will in no way relieve the successful bidder of any of his obligations in performing the work in accordance with this Bid Document within the quoted price.
19	<p><u>PERIOD OF CONTRACT:</u></p> <p>The rate contract would normally be for a period of one year, subject to actual requirement. It may extend another 3 months. The Trustees reserves the right to foreclose / terminate the contract at any time without assigning any reasons thereof.</p>
20	<p><u>QUANTITY AND PERIODICITY OF DELIVERY:</u></p> <p>The approximate yearly requirement is mentioned in Bill of Quantities. The total quantities to be purchased under the rate contract cannot be guaranteed as the purchases are to be made according to our requirement against purchase order to be placed from time to time. The Trustees’ representatives reserve themselves the right to place no order during the period of contract when there is no requirement.</p>
21	<p><u>DELIVERY:</u></p> <p>i) Delivery of Grocery items will have to be made within 24 hours from the time of placing the requisition for the same at the various Canteens of HDC located at Jawahar Tower, Haldia Township, G. C. Berth, Lock & Marine, Ore & Coal Berth and Chiranjibpur, and other sites of HDC, as per requirement, at the cost and risk of the supplier and he should also weigh the materials at the respective canteens at the time of delivery in presence of officials of HDC. Sr. Dy. Manager (P&IR) or his representative reserves the right to suitably amend / modify this condition in course of the contract, if required.</p> <p>ii) The Supplier must make his own arrangement for careful and proper delivery of all materials packed and sealed in new packets / bags / tins / containers to the HDC’s Canteens / Sites. The packing materials are not refundable. The responsibility for preventing damage / deterioration to the materials during transit & delivery at the designated points shall rest with the Supplier. All transit risk will be on supplier’s account. Detention of transportation vehicle, if any, will be on supplier’s account. The authorized representative of the Supplier must be present at the time of delivery. Inspection of the materials shall be done by HDC’s representatives together with the Supplier’s representatives.</p> <p>iii) The delivery of all items may be taken either in one or multiple installments in a month, as per requisition.</p> <p>iv) A Supplier may be asked to supply even one item at a time, to which he should abide by.</p> <p>iv) The Grocery items supplied must always be fresh. Every item supplied must be</p>

	<p>of good quality and/or similar to the accepted / selected samples (in case of sample items), and free from dust or other foreign impurities. Otherwise, the Risk Purchase Clause will be applicable and appropriate deduction will be made from the party's bill on account of that particular supply.</p> <p>v) Delivery period shall be binding on the supplier. If delivery of materials is not made within the scheduled time, liquidated damage shall be imposed on the Supplier and the Risk Purchase Clause may also be invoked.</p>
22	<p><u>VALIDITY OF THE SUBMITTED BID:</u></p> <p>The tender shall remain open for acceptance for a period of 90 days from the date of opening of the same.</p> <p>If before expiry of this validity period, the Bidder requests for amendment of his quoted rates, making them unacceptable to the Trustees and / or withdraws his tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees / sanctioning Authority.</p>
23	<p><u>NON-RESPONSIVE BIDDER:</u></p> <p>The offer / tender shall be treated as non-responsive, if:</p> <p>i) All the terms and conditions of the tender are not accepted and agreed to by the bidder.</p> <p>ii) Offer / tender is submitted with any deviation from the tender terms & conditions.</p> <p>iii) Bidders quoting for the sample items do not submit the requisite sample.</p> <p>iv) In addition to above, a bidder may be disqualified if the bidder provides misleading or false information in the statements and documents submitted.</p>
24	<p><u>EARNEST MONEY AND SECURITY DEPOSIT:</u></p> <p>i) The Earnest Money received (@ Rs. 10,000/-) will be refunded, to the unsuccessful Bidder without any interest, subject to the provisions made in the clause above. The Earnest Money of the successful Bidder will be retained and converted to be a part of the Security Deposit.</p> <p>ii) The Security Deposit shall be equal to 3% of the basic total contract value. After conversion of the Earnest Money, the balance Security Deposit shall have to be deposited by the successful Bidder within 30 days from the date of placement of order by Demand Draft of any Scheduled / Nationalised Bank of India, or through ECS, drawn in favour of Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex and payable at Haldia, else the remaining Security Deposit amount will be deducted from the progressive monthly bills of the party @ 3% of the monthly bill amount on pro-rata basis. The Security Deposit shall be refunded without interest after the successful execution of the order / completion of the contract.</p>

	<p>iii) In the event of the successful bidder failing to execute the order during the period of contract, as per the terms & conditions of the tender, without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order may be cancelled at the option of the Trustees.</p> <p>iv) Request of the Bidder for conversion / transfer of dues, if any, as Earnest Money shall not be considered.</p> <p>v) Tenders, which are submitted without requisite Earnest Money, are liable to be rejected.</p> <p>vi) Earnest Money will be forfeited in the event of refusal of supply by the successful bidder or in case of submission of misleading / false information in the statement / document submitted by the bidder or for withdrawal / amendment of offer within validity period.</p>
25	<p><u>PRICES:</u></p> <p>Price should be quoted on F. O. R. at HDC's different sites at Haldia, i.e. on free delivery basis with loading and unloading upto the various canteens / sites of HDC at Haldia, including charges for packing, forwarding, loading, stacking, transportation, unloading, and transit risk, necessary for the complete services as described in the tender documents, but excluding GST. However, the rate of GST applicable for the respective items may also be specified.</p> <p>i) The bidder shall quote his price as per the Bill of Quantities. Price(s) must include, others charges for packing, forwarding, loading, handling, unloading, transportation, permits, overheads and profit etc. necessary for the complete services as described in the tender.</p> <p>The estimated rates in the Bill of Quantities are inclusive of charges etc., as applicable.</p> <p>ii) The bidder shall state clearly the percentage of GST as applicable quoted in Annexure-VII.</p> <p>iii) Orders may be placed in parts, subject to fulfillment of the other necessary Tender conditions. Each bidder shall keep in mind while quoting his rate, against any item that in the event of Part Order being placed, his quoted rate against the ordered item, shall form the basis of the subject order. Price(s) to be quoted remain firm till the entire supply of goods is completed.</p> <p>iv) Price(s) to be remain firm till the goods are delivered. No price escalation is admissible other than statutory increase in Taxes. In case of decrease in rates of statutory taxes & duties, the price would be correspondingly decreased</p>

Signature of Bidder with Office Seal

26	<p><u>EVALUATION CRITERIA:</u></p> <p>i) Evaluation will be made on the lowest (L1) landed price quoted against individual item / sample among the techno-commercially qualified bids subject to the fulfilment of necessary Tender conditions and benefits will be extended to MSEs registered with NSIC as per New Public Procurement Policy as notified by the Government of India, Ministry of Micro, Small & Medium Enterprises (MSME) in the Gazette of India vide No. 503, dated 26.03.2012. 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 as per new public procurement policy. It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.</p> <p>ii) In case of the sample items, prices of the concerned samples which have been selected by a Committee of HDC during the Sample Selection Process would only be considered and evaluation made thereon.</p> <p>iii) In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid. Tender terms and conditions shall also remain unaltered, irrespective of whether Order is placed on part or, on the whole of the B. O. Q. No plea for subsequent withdrawal or request for price amendment will be entertained.</p> <p>iv) The suppliers shall comply with all requirements of the GST, if any, to enable SMP, Kolkata to avail full credit on buyer's GST. The payment of GST element shall be subject to compliance of the same.</p>
27	<p><u>PAYMENT:</u></p> <p>Payment will be made on the basis of actual supply of the Grocery items against orders, as per specifications, at the quoted rate, and upon satisfactory acceptance of the same by the concerned authority.</p> <p>Partial payment amounting to approximately 75% of the monthly bill value will be made to the Supplier within 15 days from the date of submission of clear bills in triplicate, complete in all respects, upon successful delivery of the goods at the HDC Canteens / Sites. The remaining amount would be released after thorough scrutiny and audit of the total monthly bill and after making appropriate deductions, if any, within 30 days after payment of the first installment. Since payment is intended to be made by ECS, the supplier must give his Bank A/c No., Name of Bank and Address, IFSC Code and other relevant details in the bills</p> <p>Suppliers are required to submit the invoice as per provision of GST Invoice Rules, wherever applicable.</p> <p>Moreover, the bill details should be uploaded properly in GSTN Network so as to enable SMP, Kolkata, HDC to avail the benefit of Input Tax Credit.</p>

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28	<p><u>INSPECTION AND TESTING:</u></p> <p>Inspection of the Grocery items shall be done randomly by HDC's representatives at the canteens / sites of delivery. The materials supplied by the Supplier should strictly conform to the laid down specifications of the tender / order. If required, samples from the supply may be drawn and the same will be tested by the Trustee's own arrangement or by the Government Test House or by Government registered / approved / recognized Test House. If found not conforming to the laid down specifications of tender / order w.r.t. weight, quality, etc., the materials will be rejected in whole or in part. The supplier will have to replace the rejected materials at his own cost, risk and arrangement within 24 hours from the time of such rejection; otherwise the risk purchase clause will be applicable. The Supplier shall be debited with the cost of the test and also the rejected materials, if not replaced, in whole or in part.</p> <p>The supplier will have to maintain acceptable hygienic condition in the packaging, storage area and also during transportation of Grocery items. The representatives of the Trustees may visit the places where the Grocery items of the Supplier are packed and stored, at random, in order to assess the hygiene standard, failing which Security Deposit may be forfeited and order may be canceled at the option of the Trustees.</p>
29	<p><u>GUARANTEE:</u></p> <p>The Grocery items, along with all accessories and attachments, shall have to be guaranteed by the supplier against the manufacturing defects or poor quality and should have a minimum residual 'shelf-life' of at least two months. The branded items should be supplied at least two months ahead of the 'best-before' date at the time of delivery at the respective canteens / sites of HDC, depending upon the requisition. If any defect whatsoever, develops during the Guarantee Period, the defective items will have to be replaced immediately by the Supplier at his own cost, risk and arrangement, failing which, proportionate deduction shall be made for the defective items from the dues to the Supplier and the Risk Purchase Clause will be imposed on.</p>
30	<p><u>PACKING OF MATERIALS:</u></p> <p>a) The Supplier shall be responsible for proper packing and delivery of materials. The materials should be packed in proper way by the Supplier at his own cost to avoid any loss, damage, breakage or leakage, etc.</p> <p>b) All the items are to be packed suitably and marked according to the name of the canteen to be supplied to, at the time of supply.</p> <p>c) The supply of items must be packed in new bags / containers / cartons / tins.</p> <p>d) The packing materials are not refundable.</p>
31	<p><u>TRANSIT RISK:</u></p> <p>Transit risk will be on supplier's account since the delivery is to be made on F. O. R. destination basis.</p>

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32	<p><u>DOCK PERMIT:</u></p> <p>Dock Permit will be issued for personnel and vehicle engaged for delivery of materials to the respective canteens / sites on payment of requisite charges, against receipt of proper application addressed to the Sr. Dy. Manager (P&IR) for the same during normal working hours on any working day, at least one working day ahead of the requirement, alongwith the details of the personnel, submitting therewith their valid photo identity card viz. Voter's Identity Card, Adhaar, PAN, Driving License, etc., as well as valid documents for the vehicle used for delivery.</p>
33	<p><u>PENAL CHARGES FOR NON-SUPPLY AND / OR REJECTION OF GROCERY ITEMS:</u></p> <p>i) In the event of failure to supply Grocery items as per requisition or for failure to replace the rejected Grocery items, as specified in the contract within the stipulated time, as detailed in the Schedule of Delivery above, the Supplier shall pay Penal Charges for non-supply and / or rejection to the Trustees @ 5% of the basic value of the undelivered / rejected items.</p> <p style="text-align: center;">Applicable taxes will be levied on the Penal Charges.</p> <p>ii) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of Penal Charges / damage from money due or, likely to become due to the Supplier. The payment or, deduction of such damages shall not relieve the Supplier from his obligations to complete any other liabilities and obligations under the contract.</p>
34	<p><u>RISK PURCHASE:</u></p> <p>In case of default in supply or failure to deliver fresh Grocery items as per correct specification or the approved quality / quantity within the time stipulated, Trustees are entitled to purchase such items from any other source at the risk, cost and expense of the supplier. In case of Risk Purchase, the difference in cost with the agreed contract rate will have to be borne by the supplier and it will be deducted from the monthly bill(s) of the supplier. Such purchase may comprise the whole or any portion of the supply remaining undelivered or not accepted.</p>
35	<p><u>BANNED OR DE-LISTED CONTRACTORS:</u></p> <p>Bidders must give a declaration to the effect that they have not been banned or, de-listed by any Government or, quasi-Government agency or, PSU. If a bidder has been banned / de-listed by any Government or, quasi-Govt. agency or a PSU, the details of any such ban must be clearly stated along with the relevant documents which the Bidder is to enclose together with the Techno-Commercial Bid. Incorrect declaration or, suppression of facts will lead to rejection of the Offer.</p>

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36	<p><u>FORCE MAJEURE:</u></p> <p>In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them 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 event lasts. The cost and loss sustained by either party shall be borne by the respective parties. The term "FORCE MAJEURE" as employed herein shall mean acts of God, Earth-quake, War, Revolts, Riots, Fire, Floods, Sabotage, Hurricanes / Cyclones and Strikes, excluding strikes by the employees of the Supplier or, their sub-Contractors. Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing immediately but not later 7 (seven) days after the alleged beginning thereof, giving full particulars and satisfactory evidence in support of its claim.</p>
37	<p><u>JURISDICTION OF COURT:</u></p> <p>The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.</p>
38	<p><u>WORKMEN COMPENSATION:</u></p> <p>The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading & stacking job at HDC's site, under Employees' Compensation Act, 1923 (erstwhile 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.</p>
39	<p><u>PERSONAL PROTECTIVE EQUIPMENT (PPE):</u></p> <p>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.</p>

Signature of Bidder with Office Seal

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA
HALDIA DOCK COMPLEX**

**SPECIFICATIONS, APPROXIMATE YEARLY REQUIREMENT AND
UN-PRICED BILL OF QUANTITIES**

**Group – I
Sample Items**

Sl. No.	Item Description	Approximate annual requirement		Whether quoted / not quoted	Sample submitted /not submitted	Credential criteria (in ₹)
(1)	(2)	(3)		(4)	(5)	(6)
1	Parboiled Rice (Churna Kathi / Super Sankar)	33000	kg.			887700
2	Mug Dal	1800	kg.			188500
3	Musur Dal	3100	kg.			259000
4	Cholar Dal	630	kg.			40900
5	Sugar (Medium)	2500	kg.			71800
6	Chola (Whole)	80	kg.			4300
7	Motor (Whole)	700	kg.			40300
8	Tejpata	30	kg.			2700
9	Phoron (Methi, Chandani, Panmouri & Kalojeera)	170	kg.			26500
10	Washing Soda	250	kg.			13000
11	Dal Bari	170	kg.			27200
12	Mustard Seed (White)	100	kg.			10600
Overall credential of Group-I						Rs.1575000

1. Evaluation of offers will be made item wise.
2. The cumulative value of the credential for each item / group of items during the last seven years, as submitted by the bidder, shall be considered.
3. A bidder fulfilling the 'Overall credential of Group-I' credential mentioned at Column – 6 for supply of any or all of the above items can participate for all the items. However, if a bidder does not fulfill the 'Sum total' credential as stated above, the bidder shall be allowed to participate for the items against which he fulfills the credential as mentioned at Column – 6 for individual items.
4. The bidder should submit samples of the above 12 items.

Signature of the Bidder with Office Seal_____

**SPECIFICATIONS, APPROXIMATE YEARLY REQUIREMENT AND
UN-PRICED BILL OF QUANTITIES**

**Group – II
BRANDED ITEMS**

Sl. No.	Item Description	Approximate annual requirement		Whether quoted / not quoted	Credential criteria (in ₹)
(1)	(2)	(3)		(4)	(5)
1	Atta (Ganesh / Ashirbad / Patanjali) (unit pack weight not exceeding 50 kg.)	1000	kg.		24200
2	Flour (Ganesh / J. P. / Haldia Agro) (unit pack weight not exceeding 50 kg.)	6000	kg.		14300
3	Table Salt (Iodized) (Tata /Annapurna / Patanjali / Tata I-Shakti) (unit pack weight not exceeding 1 kg.)	1600	kg.		21900
4	Poppy seeds(Posto) (Kohinoor / JK) (unit pack weight not exceeding 100 gms.)	35	kg.		53300
5	Hand Washing Soap (Life Buoy) (unit pack weight not exceeding 125 gms.)	100	kg.		15900
6	Milk Powder (Amulya / Everyday) (unit pack weight not exceeding 10 kg.)	1000	kg.		246200
7	Soyabeen (Nutrela / Ruchi)	50	kg.		5100
8	Thin Arrowroot / Marie Biscuits (Britannia / Biskfarm / Sunfeast / Priya) (unit pack weight not exceeding 500 gms.)	300	kg.		23600
9	Jam / Jelly (Kissan / Sera / Druk / Patanjali) (unit pack weight not less than 4 kg.)	420	kg.		76100

Signature of the Bidder with Office Seal _____

Group – II
(Continued from pre-page)

Sl. No.	Item Description	Approximate annual requirement		Whether quoted / not quoted	Credential criteria (in ₹)
(1)	(2)	(3)		(4)	(5)
10	Washing Powder (Vim / Odopic / Wheel/ Patangali) (unit pack weight not exceeding 1 kg.)	600	kg.		29300
11	Butter (Amul) (unit pack weight not exceeding 500 gms.)	400	kg.		128300
12	CTC Tea (Tata Premium/ Agni)	700	kg.		122400
13	Refined Cooking Oil (Sunflower / Vegetable / Soyabean / Rice bran) (Sathi / Platinum / Ruchi Gold / Suman / Mahakosh / Fortune) (Unit pack weight not exceeding 15 kg.)	2625	kg.		232800
14	Mustard Oil (Saloni / Swarnadhara/ Emami (Healthy & Tasty) / Fortune / Engine / Patanjali) (Unit pack weight not exceeding 15 kg.)	6300	kg.		73300
Overall credential of Group-II					Rs. 18,54,000

1. Evaluation of offers will be made item wise.
2. The cumulative value of the credential for each item / group of items during the last seven years, as submitted by the bidder, shall be considered.
3. A bidder fulfilling the 'Overall credential of Group-II' credential mentioned at Column – 5 for supply of any or all of the above items can participate for all the items. However, if a bidder does not fulfill the 'Sum total' credential as stated above, the bidder shall be allowed to participate for the items against which he fulfills the credential as mentioned at Column – 5 for individual items.

Signature of the Bidder with office seal_____

(To be downloaded, filled up, signed, scanned and uploaded)**DOCUMENTS TO BE UPLOADED BY THE BIDDER**

The following documents should be downloaded, filled up, signed, scanned and uploaded by the bidder along with the offer, otherwise the offer may be rejected:-

1. Pre-Qualification Criteria of Tenderers:a) **Credential Criteria:**

Self-certified photocopy of either of the documents, viz. Certificate of Execution / Receipt Challan / GRN / any other relevant document in support of fulfilling the credential criteria, alongwith the following statements.

Sl. No.	Order No(s). with date (either of purchase orders or certificates of execution or document related to receipt of payment or document related to supply of materials or consignment note, as a proof of supply, with copies of the same)	Item description with specification	Quantity / value of materials supplied
1			
2			
3			
4			
5			

b) Copy of up-to-date Professional Tax payment Challan.

c) Copy of GST Registration (wherever applicable).

d) Copy of Valid Trade Licence (Certificate of Enlistment for Profession Trade and Calling under Sec. 118 of West Bengal Municipal Act – 1993 / Certificate of Enlistment under Section 199 of CMC Act, 1980 / Certificate of Enlistment issued by any statutory Authority).

e) Copy of Audited balance sheet and Profit & Loss account for the last 3 (three) financial years.

2. Specifications, approximate yearly requirement - Annexure-III.

3. This document-Annexure-IV

4. Declaration of the bidder-Annexure-V.

5. Bidder's information- Annexure-VI .

6. Information on Statutory Levies – Annexure-VII

7. Price bid format - Annexure-VIII.

Date :

Signature of Bidder with Office Seal

Place :

Name :

(To be downloaded, filled up, signed, scanned and uploaded)

DECLARATION OF THE BIDDER

Sr. Dy. Manager (P&IR),
Haldia Dock Complex

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 submitted the Demand Draft / Banker's Cheque of requisite amount of Earnest Money for the tender.

I / We agree that the period for which the Tender shall remain open for acceptance shall not be **less than 120 days**.

[Please strike out the alternative which is not applicable in your case out of the following two and initial the same.]

(a) I / We hereby declare that I / We have not been banned or, de-listed by any Government or Quasi-Government Agency or Public Sector Unit.

(b) I / We hereby enclose the details of any banned / de-listed imposed on my / our agency by any Govt. / Quasi - Govt. Agency or PSU.

Date : _____

Signature of Bidder with Office Seal

Place : _____

Name :

Address :

Phone :

Fax :

E-mail :

(To be downloaded, filled up, signed, scanned and uploaded)

BIDDER'S INFORMATION

**Sr. Dy. Manager (P&IR),
Haldia Dock Complex**

Tender No. SMP/HDC/P&IR Div/Canteen/2022/40
Name of work / Item Description: **date January 18, 2022**
Supply and delivery of various types of
Grocery items to the Canteens of Haldia
Dock Complex.

Name of the Company:

Address:

Contact Person Name:

Phone:

Fax:

E-Mail Address:

Have you studied the Pre-Qualification requirement of
the selected tender? Yes / No

Is the company having Copy of Valid Trade Licence? Yes / No

Is the company having Current Valid Professional Tax
Payment Challan (PTPC)? Yes / No

Is the company having Current Valid GST registration? Yes / No

Is the Company meeting the pre-qualifying criteria
mentioned in the NIT? Yes / No

Confirm that you will furnish the documentary evidence
against pre-qualification criteria along with your offer. Yes / No

Are you a supplier of Grocery items? Yes / No

I / We agree to upload the copies of pre-qualification documents as per the Notice Inviting Tender along with our offer. I / We undertake and confirm that in case we do not submit these Pre-qualifying documents with our offer or the documents are not found in order by HDC / not acceptable to HDC, our tender shall be liable for rejection.

Date :

Place :

Signature of Bidder with Office Seal

Name :

To be downloaded ,filled up, signed, scanned and uploaded

TO INDICATE THE FOLLOWING DETAILS OF GST:-

Sl No	Item Description	HSN Code	GST Rate in %		
			CGST Rate	SGST Rate	IGST Rate
1	Parboiled Rice				
2	Mug Dal				
3	Musur Dal				
4	Cholar Dal				
5	Sugar (Medium)				
6	Chola (Whole)				
7	Motor (Whole)				
8	Tejpata				
9	Phoron (Methi, Chandani, Panmouri & Kalojeera)				
10	Washing Soda				
11	Dal Bari				
12	Mustard Seed (White)				
13	Atta				
14	Flour				
15	Table Salt (Iodized)				
16	Poppy seeds(Posto)				
17	Hand Washing Soap (Life Buoy)				
18	Milk Powder				
19	Soyabean				
20	Thin Arrowroot / Marie Biscuits				
21	Jam / Jelly				
22	Washing Powder				
23	Butter				
24	CTC Tea				
25	Refined Cooking Oil				
26	Mustard Oil				

Signature of Tenderer with Office Seal

[BIDDERS NOT TO QUOTE HERE, BID QUOTE ONLINE ONLY]
(To be downloaded, filled up, signed, scanned and uploaded)

PRICE BID FORMAT

SCHEDULE OF QUANTITIES

Group – I SAMPLE ITEMS

Sl. No.	Item Description (Submission of sample is compulsory)	Quantity (approx.)		QUOTED RATE Per Unit (excluding GST on FOR basis) (in ₹)	Calculation of Landed Cost
				1	2
1	Parboiled Rice (a. Churna Kathi / b. Super Sankar)	33000	kg	1 (a) 1 (b)	1 (a) 1 (b)
2	Mug Dal	1800	kg		
3	Musur Dal	3100	kg		
4	Cholar Dal	630	kg		
5	Sugar (Medium)	2500	kg		
6	Chola (Whole)	80	kg		
7	Motor (Whole)	700	kg		
8	Tejpata	30	kg		
9	Phoron (Methi, Chandani, Panmouri & Kalojeera)	170	kg		
10	Washing Soda	250	kg		
11	Dal Bari	170	kg		
12	Mustard Seed (White)	100	kg		

- The above items must be free from dust/stone or other impurities and should be supplied in appropriate sealed packages in New Gunny Bags/Polythene Bag/Tin pack (non-returnable) on monthly basis or as per the requirement of the canteens. However, general schedule of supply including frequency & quantity thereof is subject to modification during the period of the contract as per the Sr. Dy. Manager (P&IR)'s requirement to which the supplier must agree.
- Before submitting quotation, specifications, delivery and other terms and conditions etc. as mentioned in the Tender Document should be carefully noted. Rate for the above should be quoted as per the guidelines given under conditions stated above and in earlier pages.
- The bidder should submit samples for all the above items.

Signature of Bidder with Office Seal

[BIDDERS NOT TO QUOTE HERE, BID QUOTE ONLINE ONLY]

(To be downloaded, filled up, signed, scanned and uploaded)

SCHEDULE OF QUANTITIES

Group – II BRANDED ITEMS

Sl. No.	Item Description	Quantity (approx.)		QUOTED RATE Per Unit (excluding GST on FOR basis) (₹.)	Calculation of Landed Cost
				a	
1	Atta (a. Ganesh / b. Ashirbad c. Patanjali) (unit pack weight not exceeding 50 kg.)	1000	kg	(a)	(a)
				(b)	(b)
				(c)	(c)
2	Flour (a. Ganesh / b. JP / c. Haldia Agro) (unit pack weight not exceeding 50 kg.)	6000	kg	(a)	(a)
				(b)	(b)
				(c)	(c)
3	Table Salt (Iodized) (a. Tata / b. Annapurna / c. Patanjali / d. Tata I-Shakti) (unit pack weight not exceeding 1 kg.)	1600	kg	(a)	(a)
				(b)	(b)
				(c)	(c)
				(d)	(d)
4	Poppy Seeds(Posto) (a. Kohinoor / b. JK) (unit pack weight not exceeding 100 gms.)	35	kg	(a)	(a)
				(b)	(b)
5	Hand Washing Soap (a. Life Buoy) (unit pack weight not exceeding 125 gms.)	100	kg	(a)	(a)

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6	Milk Powder (a. Amulya / b. Everyday) (unit pack weight not exceeding 10 kg.)	1000	kg	(a) (b)	(a) (b)
7	Soyabeen (a. Nutrela / b. Ruchi)	50	kg	(a) (b)	(a) (b)
8	Thin Arrowroot / Marie Biscuits (a. Britannia / b. Biskfarm / c. Sunfeast / d. Priya) (unit pack weight not exceeding 500 gms.)	300	kg	(a) (b) (c) (d)	(a) (b) (c) (d)
9	Jam / Jelly (a. Kissan / b. Sera / c. Druk / d. Patanjali)	420	kg	(a) (b) (c) (d)	(a) (b) (c) (d)
10	Washing Powder (a. Vim / b. Odopic / c. Wheel / d. Patanjali) (unit pack weight not exceeding 1 kg.)	600	kg	(a) (b) (c) (d)	(a) (b) (c) (d)
11	Butter a. (Amul) (unit pack weight not exceeding 500 gms.)	400	kg	(a)	(a)
12	CTC Tea (a. Tata Premium / b. Agni)	700	kg	(a) (b)	(a) (b)

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13	Refined Cooking Oil (Sunflower / Vegetable / Soyabean / Rice bran) (a. Sathi / b. Platinum / c. Ruchi Gold / d. Suman / e. Mahakosh / f. Fortune) (Unit pack weight not exceeding 15kg.)	2625	kg	(a) (b) (c) (d) (e) (f)	(a) (b) (c) (d) (e) (f)
14	Mustard Oil [a. Saloni / b. Swarnadhara / c. Emami (Healthy & Tasty)/ d Fortune / e. Engine / f. Patanjali] (Unit pack weight not exceeding 15 kg.)	6300	kg	(a) (b) (c) (d) (e) (f)	(a) (b) (c) (d) (e) (f)

1. The above items must be supplied in appropriate sealed packages of Gunny Bags/ Polythene Bags / Tin pack / containers (**non-returnable**) on monthly basis or as per the requirement of the canteens. However, general schedule of supply including frequency and quantity thereof is subject to modification during the period of the contract as per the Sr. Dy. Manager (P&IR)'s requirement to which the supplier must agree.
2. Before submitting quotation, specifications, delivery and other terms and conditions etc. as mentioned in the Tender Document should be carefully noted. Rate for the above should be quoted as per the guidelines given under conditions stated above and in earlier pages.

Signature of Bidder with Office Seal

GENERAL CONDITIONS OF CONTRACT

‘General Conditions of Contract, Forms and Agreements’ as sanctioned by the Board of Trustees of SMP, Kolkata for the Port of Syama Prasad Mookerjee is hosted at www.smpportkolkata.shipping.gov.in.

(<https://smpportkolkata.shipping.gov.in/showfile.php?layout=1&lang=1&lid=2531>). Only those Clauses, Forms or Formats, which are not covered elsewhere in this Tender Document, shall be applicable. Also, for the sake of interpretation of the contents of the Annexures, the terms contained in the main tender document (other than Annexures) including the ‘General Conditions of Contract, Forms and Agreements’ shall prevail.