

SYAMA PRASAD MOOKERJEE PORT,KOLKATA

(Formerly Kolkata Port Trust)

HALDIA DOCK COMPLEX

MM DIVISION

BIDDING DOCUMENTS

(E-Tender)

[Tender No.: HDC/MM/OT-20/33/75]

FOR

SUPPLY AND DELIVERY OF " RATION AND PROVISION (DRY AND FRESH) "
(AS PER BILL OF QUANTITIES) TO HALDIA DOCK COMPLEX ON ANNUAL
RATE CONTRACT BASIS

April-2022

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3. SCHEDULE OF TENDER (SOT)

e-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from suppliers on fulfilling the following Pre-Qualification Criteria as per Prequalification criteria stipulated in Tender Document for **SUPPLY AND DELIVERY OF "RATION AND PROVISION" (DRY AND FRESH)** (as per Bill of Quantities) to Haldia Dock Complex on **Annual Rate Contract** Basis.

The Bid Document may be seen from the Railtel e-Portal. Corrigenda or clarifications, if any, shall be hosted 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/index.php>).

SCHEDULE OF TENDER (SOT) **(Tender No. HDC/MM/OT-20/33/75)**

1.1	Work Title	::	Supply and Delivery of " <u>RATION AND PROVISION (DRY AND FRESH)</u> " (as per Bill of Quantities) to Haldia Dock Complex on Annual Rate Contract Basis.
1.2	Tender No.	::	HDC/MM/OT-20/33/75
1.3	Tender Authority	::	General Manager(Engineering), Haldia Dock Complex; Syama Prasad Mookerjee Port, Kolkata, Haldia dock Complex. <u>Address:</u> Jawahar Tower (2 nd floor) ; P.O.: Haldia Township; Dist.: - Purba Medinipur ; PIN: -721607 West Bengal, India. e-mail : aganesan.hdc@kolkataporttrust.gov.in
1.4	Mode of Tender	::	e-Procurement System (Online single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) through Railtel Portal https://kopt.enivida.in) The intending bidders are required to submit their offers electronically through e-tendering portal. No physical tender is acceptable by Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.
1.5	Date from which bidding, Documents are available for downloading by the intending bidders.	::	28.04.2022

1.6	Pre-Bid Meeting starting date & Time.	::	NA
1.7	Pre-Bid Meeting closing date & Time.	::	NA
1.8	Venue of Pre-Bid Meeting	::	NA
	i) Bid Document Fee (Cost of bidding document)	::	The intending bidders should deposit Rs. 1770.00 (Indian Rupees: One Thousand Seven Hundred Seventy only) [including GST @ 18%], as Bid Document Fee (non-refundable), 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. 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.
	ii) Earnest Money Deposit (EMD)	::	The intending bidders must deposit Rs. 10,000.00 (Indian 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. Copy of the DD/Banker's Cheque should be uploaded. 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.
	iii) RailTel Tender Processing Fee (Nonrefundable)	::	<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 7500/-) plus GST @ 18%.</p> <p>c) Registration Charges: Rs. 2000/- + Applicable GST Per Year.</p> <p>Note:</p> <p>i) 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>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 RailTel's eNivida Portal (i.e. Service Provider).</p>

1.9	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.	::	19.05.2022 from 15:00 Hrs.(IST)
2.0	i) Starting date of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at https://kopt.enivida.in	::	28.04.2022
	ii) Closing date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at https://kopt.enivida.in	::	19.05.2022, 15:00 Hrs.
	iii) Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	::	19.05.2022, 15:30 Hrs. (IST) onwards.
	Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately		'Price Bids' of those tenderers who are only techno-commercially & whose sample(s) is/are acceptable will be opened electronically on a later date, for which date & time will be intimated separately.

4. SHORT TENDER NOTICE

E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafied & experienced suppliers for Supply and delivery of **"RATION AND PROVISION (DRY AND FRESH)"** to Haldia Dock Complex, as per Prequalification criteria stipulated in Tender Document for the following work at Haldia Dock Complex.

Name of work	::	Supply and delivery of <u>"RATION AND PROVISION (DRY AND FRESH)"</u> to Haldia Dock Complex, on Annual Rate Contract (ARC) Basis.
Tender No	::	HDC/MM/OT-20/33/75
Date and Time for pre-bid meeting & site visit	::	NA
Last date of submission of e- tender and opening of Techno Commercial Part	::	Submission Up to 15:00 hrs. on 19.05.2022 Opening After 15:30 hrs. on 19.05.2022

Details of the Tender & Tender Documents are available in web site of e-Nivida 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 "**RATION AND PROVISION**" (**DRY AND FRESH**)" (As per Bill of Quantities) on **Annual Rate Contract (ARC)** basis to Haldia Dock Complex.

3.1 TENDER NO: HDC/MM/OT-20/33/75

E-Tender in single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafied & experienced suppliers with sound technical and financial capabilities on fulfilling the following Pre-Qualification Criteria;

3.2 PRE-QUALIFICATION CRITERIA FOR BIDDERS:**i) Estimated Cost of each items :**

Group	Group Name	Estimated Value (In Rs.)
A	Grocery	33,15,788.00
B	Vegetable	9,03,249.00
C	Rice/Wheat	17,38,586.00

ii) Average Annual Financial Turnover during the last three years, ending on **31-03-2022**, should be **30%** of above noted estimated cost.

iii) Experience of having successfully completed similar works (supply) during last 7 years ending on 31.03.2022 should be **60%** of above noted estimated cost.

iii) Similar works means: Supply and delivery of various types of Ration and provision/vegetable etc. to State Govt./Central 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:

Certificate of execution / Goods Receipt Note / Excise Invoice / Tax Invoice / Receipted challan copy / Payment receipted documents or any other documents substantiating the proof of supply of materials to the satisfaction of the tender issuing authority.

3.3 TENDER AUTHORITY:

General Manager (Engg.), Haldia Dock Complex, Jawahar Tower [2nd Floor], P.O.- Haldia Township, Dist.: Purba Medinipur – 721 607.

Due Date Of submission	19.05.2022	Time	UPTO 15:00 hrs.	Date of Opening of Bid of the Tender	19.05.2022	Time	15:30 hrs. Onwards.
Bid document will be available on Railtel portal. Bidders will have to participate in bidding process through website https://kopt.enivida.in only.							
Date and Time for pre-bid meeting & site visit			NA				

Cost of Tender document (Non-refundable)	Rs. 1770.00 (Rupees One thousand Seven hundred Seventy only) including 18% GST.
Earnest Money Deposit	Rs.10,000.00 (Rupees Ten Thousand only)
Time of Completion	05 (Five) days from the date of receipt of Part order by the successful bidder.
Total Estimated Cost Of Work	Rs. 60,00,000.00 [Rupees Sixty Lakhs only] plus GST.

3.4 OTHER INSTRUCTIONS:

3.4.1 E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) from resourceful, experienced and bonafide suppliers with financial capabilities for the above mentioned work (supply) at Haldia Dock Complex.

3.4.2 Details of the Tender Documents and Notification of any Addendum / Corrigendum to the tender documents are available in web site of CPPP and have to participate in bidding process through their website <https://kopt.enivida.in> only.

3.4.3 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.

3.4.4 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.

3.4.5 E-Tenderers will be received through CPPP up to 15:00 hrs. on the last date of submission and opening of tender specified above.

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

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

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

3.4.9 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.

**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 Java 8 Update 151 or 161.

Further, bidders are requested to go through the following information and instructions available on the RAILTEL 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,
email: spb.hdc@kolkataporttrust.gov.in
2. D. Tudu, Dy. Manager (MM), Mob: 9434015761,
email: dtudu.hdc@kolkataporttrust.gov.in

Contact persons (RailTel Portal):

1. Shri Deepak Jha, Mobile No.: +91 8448288981, E-mail : ewizarddipak@gmail.com

See Syama Prasad Mookerjee Port, Kolkata, e-Procurement 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".
A declaration in this regard is to be made by the bidder.
- 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 RAILTEL portal

SMPK eNivida Special Instruction to Bidders

E-Procurement is the complete process of e-Tendering from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://kopt.enivida.in>. The link of e-procurement portal is also given on our official portal i. e. <https://smpportkolkata.shipping.gov.in/index.php> under TENDER TAB.

These will invite for online Bids. Bidder Enrolment can be done using **"Online Bidder Enrolment"**. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on the e-tendering portal as per uploaded bid.

More information useful for submitting online bids on the eNivida Portal may be obtained at: <https://kopt.enivida.in>

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enroll on the e-Procurement Portal (<https://kopt.enivida.in/bidderRegistration/newRegistration>) or click on the link **"Bidder Enrolment"** available on the home page of e-tender Portal by paying the Registration fee of Rs.2000/- +Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id enividahelpdesk@gmail.com/for activation of account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by SMPK.
3. Bidder has to select the payment option as "e-payment" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using eNivida Portal:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Helpdesk (as given below) for any query related to e-tendering.

Phone No. 011-49606060/7278929467/8448288981

Mail id: - enividahelpdesk@gmail.com/ ewizardkumar@gmail.com/

7. INSTRUCTION TO BIDDER

E-TENDER FOR SUPPLY AND DELIVERY OF “RATION AND PROVISION (DRY AND FRESH)” on Annual Rate Contract basis (AS PER BILL OF QUANTITIES) TO Haldia Dock Complex.

TENDER NO:

5.0 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.

5.1 EARNEST MONEY:

Earnest money and cost of tender document are to be physically deposited at the office of Tendering Authority (Sr. Dy. Manager [Materials Management], 2nd 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 Earnest money and 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.

5.1.1 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. :

5.1.2 Details of Earnest money remitted should be entered by the participating vendor/contractor 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 Earnest Money and tender paper will be liable for rejection.

5.2 **MODE OF SUBMISSION OF BID:**

5.2.1 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.

5.2.2 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 "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) Copies of audited balance sheet and Profit and Loss account / Trading account for the last 3 (three) financial years (**i.e. 2019-20, 2020-21, 2021-22**).

If due date (scheduled opening date of tender) falling within three months (April to June) of the closing of the latest financial year, the latest financial year may be ignored and financial turnover of the three years, year previous to the latest financial year may be considered.

In case of the bidder is unable to submit audited accounts of last financial year (in case of tender opening date falling after June), due to non – completion of audit or for any other reason, he may be allowed to submit a certificate of turnover issued by the statutory auditor of the company / firm for the previous year.

- 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.

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

5.3 **OPENING OF BIDS:**

Techno Commercial Part along with Price Bid as stated above will be opened on the date and time as fixed in the e-tender document on line.

5.4 SECURITY DEPOSIT:

5.4.1 For the successful Bidder, the **Security Deposit** shall be converted from the Earnest Money deposit in accordance with clause 3.4 (f) and (g) of the General Conditions of Contract.

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

5.5 REFUND OF EARNEST MONEY:

The Earnest Money received, will be refunded or released as the case may be to the unsuccessful Bidders without any interest after finalization of the e-Tender.

5.6 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, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees/ Sanctioning Authority/Engineer.

5.7 DETAILED SCRUTINY OF E-TENDERERS:

5.7.1 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.

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

- (i) Requisite earnest money is not deposited.
- (ii) Requisite tender paper cost is not deposited.
- (iii) Validity of the offer is less than tender stipulation,
- (iv) It does not meet the Qualification Criteria as stipulated in the NIT.
- (v) 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 in this regard shall be final and binding on the Bidder.

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

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

5.8.2 Micro and Small Enterprise registered with the authorities as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document and depositing Earnest Money for which copies of valid MSE's Certificate along with the certificate of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.

5.8.3 **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]

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

If eligible for this kind of job, the benefits as per prevailing norms will be extended to MSEs registered with Authorities 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. It is not obligatory on the part of the Trustees to accept of 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.

5.10 ACCEPTANCE OF TENDER:

5.10.1 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.

5.10.2 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.

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

5.10.4 Work experience, as a sub-supplier shall not be considered as the requisite qualification

5.11 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-Tenderer 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 complete, 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, Kolkata. It is not the intention to debar the Contractors from working if their relatives are working in Syama Prasad Mookerjee Port, Kolkata, but such a declaration is necessary in the interest of Trustees against any possible lapses.

8. COMMERCIAL TERMS & CONDITIONS:

- | | |
|------------|-------------------------------|
| Sl.
No. | Terms & Conditions |
|------------|-------------------------------|
1. Mere submission of Tender Document will not mean that a particular bidder will be automatically be considered qualified and their bids will be Considered after evaluation of bids.
 2. Price Part of only those bidders will be considered for evaluation who qualifies techno commercially.
 3. 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)/Udyog Aadhaar Certificate.
 4. i) Micro and Small Enterprise registered with the authorities as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document and depositing Earnest Money for which copies of valid MSE's Certificate along with the certificate of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.
 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.
 iii) If Micro & 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 and Earnest Money as per NIT.
 5. Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE)/Udyog Aadhaar Certificate has to be submitted along with the bid.
 6. 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.
 7. Due date of submission of tender will not be extended under any situation.
 8. **SCOPE OF WORK: -**
 The supply comprises of supply and delivery of Ration and Provision (Dry & Fresh) as mentioned in the Bill of Quantities to HDC's Store at Haldia or any other point of delivery, as per Part Orders to be placed during the contract period.
 9. 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.
 10. 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 Engineer/ Engineer's Representative of HDC thereon shall be final.
 11. The Engineer/ Engineer's Representative also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.

12. The Engineer/Engineer's Representative 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.
13. The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.
14. 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.
15. Bidders are advised to visit the site of Haldia Dock Complex prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, for carrying materials etc. before submission of the tender.
16. **NON- RESPONSIVE BIDDER:** - The
bid is non-responsive, if:
 - i) Non acceptance of **120 days'** validity from the date of opening of techno-Commercial bid.
 - ii) Any deviation from the tender terms & conditions.
17. **EARNEST MONEY AND SECURITY DEPOSIT:** -
 - i) The Earnest Money Deposit shall be released to the unsuccessful Bidder without any interest after finalization of Successful bidder.
 - ii) The EMD shall be adjusted towards Security Deposit equal to 3% of the basic contract value. The successful bidder shall pay Balance Security Deposit by Banker's Cheque or by Demand Draft of any Scheduled/ Nationalized Bank of India drawn in favour of Haldia Dock Complex and payable at Haldia, within 30 days from the date of placement of contract or Security Deposit money may be deducted from the bills against each Part Order on pro-data basis. Failing which, the HDC reserves the right to cancel the acceptance and forfeit the Earnest Money.
The Security Deposit shall be refunded without interest after the successful execution of the contract and completion of guarantee period.
 - iii) If the contract value is Rs. One Lac and above, the supplier may offer Bank Guarantee in the form of Security Deposit. The Bank Guarantee shall be submitted as per HDC's format.
 - iv) In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled at the option of the Trustees'.
18. **PRICING OF BIDS:** -
 - i) Price should be quoted on F.O.R. (including charges for packing, forwarding, loading, transportation, unloading, stacking, transit risk etc.) HDC's site/store at Haldia, excluding of GST as applicable.
 - ii) The Bidder shall state clearly the percentage of GST as applicable quoted in the price BOQ in Annexure-III.
 - iii) Each bidder shall keep in mind while quoting his rate, in the event of part order being placed, his quoted rate shall remain firm of the subject order till the entire supply of goods is completed.
 - iv) No Price escalation is admissible other than statutory taxes as applicable and vice – versa.

19. GST:-

The supplier shall comply with all requirements to avail full credit of GST as applicable.

20. PAYMENT: -

i) Payment will be made on the basis of actual supply and delivery of materials in good condition and acceptance of the same at designated points and on submission of GST Tax Invoice(s) (wherever applicable) accompanied with Challan duly signed and tamped by consignee or his authorized representative. The GST Tax Invoice(s) should be submitted in quadruplicate to Sr. Dy. Manager (MM)'s Office with necessary documents e.g., receipted GST Tax Invoice in duplicate.

ii) Payment will be made against supplier's clear GST Tax Invoice(s) within 30(thirty) days of receipt of satisfactory acceptance of materials at site. Payments shall be credited to supplier's bank account through NEFT/RTGS mechanism at all centers where such facilities are available in the bank. Accordingly, bidders are requested to submit their Bank Account No. with the name and address of the bank along with the branch name, account no. and IFS code number in the bill.

iii) All the payment will be through NEFT/ RTGS through Bank.

21. TIME OF DELIVERY AND CONTRACT PERIOD: -

The material shall be delivered at designated points of supply at Haldia and Kolkata within **05 (Five) days** from the date of receipt of part order(s).

The successful Bidder must make their own arrangements for delivery of all materials, as well as for careful and proper unloading and stacking at designated point of supply at Haldia and Kolkata. The responsibility for preventing damage / deterioration to the materials during transit, delivery, unloading and stacking at the designated point shall rest with the Supplier. All transit risk will be to supplier's account. The Bidder must send advance intimation to the concerned Officer as to the proposed dates of delivery of each and every installment of supply together with a list showing quantity and particulars of the material in the consignment. Materials will not be accepted if not accompanied by the authorized representative along with proper Tax Invoice, Inspection/Test Certificate and other related documents. Delivery of materials will not be accepted on Sundays and Holidays. No lorry shall be permitted into the protected area during nighttime. Detention of lorries, if any, will be on supplier's account. The authorized representative of the Bidder should be present at the time of delivery

The Contract would normally be for a period of 01 (one) year and shall be valid for all part orders to be placed by us within this period and the same will be extended for the period of 03 (three) Months with same rate and terms and conditions as per discretion of Trustees'.

22. DESPATCH ARRANGEMENTS: -

Supplier can deliver the materials from Monday to Friday except on Port Holidays and during nighttime. During the delivery time Authorized Representative of supplier must be present along with the HDC's Representative for carrying out joint inspection based on relevant document.

In case **e-way bill** is required to deliver the materials, suppliers need to arrange themselves for the same through latest online portal.

23. INSPECTION: -

i) Inspection of materials will be done as per approved sample (wherever applicable), if required, by our authorised person at delivery point. If necessary, samples from the supplies may be drawn and the same will be tested by SMPK's own arrangement or by Government Test House and if found to be inferior to the specifications laid down, the materials will be rejected in whole or in part and the supplier will be debited with the cost of test. The supplier will have to replace the rejected stores at his own cost.

ii) The items may be inspected by the consuming Crew at supplier's premises.

iii) Supply of Ration and Provision (Dry & Fresh) must always be fresh. Each kind of Ration and Provision (Dry & Fresh) must be free from dust or dry foreign impurities. Quality if found bad or unsuitable will be rejected and arrangement must be made to replace them immediately.

24. REJECTION OF MATERIALS :-

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 all such dispatched materials that have either been rejected by Trustees' authorized person, or have been found in defective/broken/damaged condition after unloading.

Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Stores, 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 within a reasonable time, 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.

25. TRANSIT RISK: -

Transit risk will be on supplier's account since the delivery is to be made on **F. O. R.** Destination basis.

26. PERMITS: -

The Supplier shall take necessary pass to allow the man, material and vehicle to HDC's Site store/Central store through Main Gate which requires necessary RFID pass issued by Shipping office/ Administration/ CISF with necessary charges as applicable.

27. LIQUIDATED DAMAGES: -

If the successful bidder (supplier) fails to supply materials during the delivery period, the supplier shall be imposed liquidated damage @ ½ percent of the total landed cost excluding GST as applicable for every week delay on materials, (part of the week being treated as a full week), out of schedule of delivery which should not exceed 10 per cent of the total basic cost. GST on L.D. amount as per law time being in force shall be levied.

28. PACKING: -

Supplier(s) shall be responsible for proper packing and delivery of materials in good condition. Materials shall be packed in proper way by the supplier at his own cost for protection against damage, loss, leakage etc.

29. PACKSIZE: -

Group –“A” (except items Sl. Nos.--10 & 11) items are to be packed in new Gunny Bags (Non-returnable).

Group – “B” (items Sl. Nos.—12, 13 & 14) items are to be packed in new Gunny Bags (Non-returnable) & items sl. No. are to be marked and packed in baskets with the top enclosed with Gunny Bags.

30. QUANTITY: -

The quantity as mentioned in the Bill Of Quantities is only indicative. The total quantities to be purchased under the rate contract cannot be guaranteed as the purchases are to be made according to our actual requirement against part orders placed from time to time. The Trustees reserve themselves the right to place no orders in case of no requirements during the period of contract including extended period.

Supplier(s) shall be responsible for proper packing and delivery of materials in good condition. Materials shall be packed in proper way by the supplier at his own cost for protection against damage, loss, leakage etc.

31. RISK PURCHASE: -

In case of supplier's failure and at the absolute discretion of the Sr. Dy. Manager (MM), the work may be ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the Sr. Dy. Manager (MM) or his representative. In case of risk purchase extra cost will be borne by the supplier (successful tenderer).

32. BANNED OR DE-LISTED CONTRACTORS: -

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-Government Agency or PSU, the details of any such ban must be clearly stated along with relevant documents which the Bidder is to enclose together with Techno-Commercial Bid. Incorrect declaration or suppression of facts will lead to rejection of the Offer.

33. FORCE MAJEURE: -

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 respective parties. The Term 'FORCE MAJEURE' as employed herein shall mean acts of God, Earthquake, Floods and Hurricane / Cyclone, War, Revolution, Riot, Fire, Strike excluding strike by the employees of the Supplier or their Sub-contractors. Upon the occurrence of such cause the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing immediately but not later than 7 (seven) days of the alleged beginning thereof giving full particulars and the satisfactory evidence in support of its claim.

34. SAMPLE(S): -

Samples as called for shall be submitted free of charges by the tenderer along with the tender. The Trustees will not be answerable for loss or damage thereof due to any reason whatever nor will pay for samples damaged or destroyed in test. All samples should be sealed and affixed with label showing tender no., item no., description, name and address of the firm for proper identification.

Following samples have to be submitted : -

- i) All items of **Group - A** except Salt, Ghee & Mustard Oil, (BOQ sl. No. 2, 10 & 11)
- ii) All items of **Group – C** (BOQ Sl. Nos. 17 & 18).

35 PROCEDURE OF SAMPLE(S) SELECTION: -

- i) Sample selection will be carried out by a committee of HDC. Bidders may like to witness samples selection on scheduled date and time.
- ii) Bidders are advised to submit their sample(s) before opening of Techno-commercial bids, failing which HDC will not be held responsible for non selection of Sample(s) and no plea will be entertained afterward in this regards.
- iii) Sample(s) will be put into uniform size/ shape of transparent packet/ Containers without disclosing bidder's identity. Each and every packet/ Containers will be put a unique code number.
- iv) HDC's committee will select sample(s) upon completion of sample(s) selection, code will be de-codified in present of bidders.

36 EVALUATION CRITERIA:

i) Evaluation will be made on the lowest (L1) landed price exclusive of GST quoted against individual items 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.

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.

ii) 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 BOQ no plea for subsequent withdrawal or the amendment will be entertained.

37 SCHEDULE OF FRESH VEGETABLES :-

Fresh Vegetables (Sl. No.15 of PART-"B" of Bill of Quantity) have to be supplied as per availability in the market. The type of vegetables to be varied frequently so that no similar type of vegetables are supplied regularly. 3 - 5 varieties of vegetables have to be supplied alternatively. The list of vegetables to be supplied as shown below is indicative only.

Bringal, Tomato, Guard, Papaya, Cabbage throughout the year.

DECEMBER to FEBRUARY = Cauliflower, Radish, PALANG SHAK, Beans, BARBATTI, Bit – Root, Carrot, METHI SHAK.

MARCH to MAY = Green Jack Fruit, PATAL, Ladies Finger, PUIN SAG / DATA SHAK / NOTAI SHAK, Cabbages, Tomato, CHICHINGA, OAL, JHINGA.

JUNE to AUGUST = PATAL, Ladies Finger, PUIN SHAK, OAL, CHALKUMKRA, JHINGA, CHICHINGA.

SEPTEMBER to NOVEMBER = JHINGA, PATAL, Ladies Finger, OAL, CHALKUMBRA, PUIN SHAK / DATA SAG, CHICHINGA.

38. JURISDICTION OF COURT: -

The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Calcutta.

39. WORKMEN COMPENSATION: -

The successful bidders 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.

40. PERSONAL PROTECTIVE EQUIPMENT (PPE): -

Suppliers and his workmen including driver & helper must use PPE i.e. Safety Helmet etc. at the time of supply of materials inside the Dock premises.

41. DEFAULT CRITERIA : -

HDC may serve a written notice of default to the Supplier in case of following situations

- i) If supplier fails to deliver any or all of the materials within the Time period(s) specified in the contract or any extension thereof granted by HDC.
- ii) Delivery is unsatisfactory as per Tender Terms.
- iii) If supplier fails/ delays to perform any other obligation(s) under the Contract.
- iv) In either of the above circumstances, does not remedy his failure within a period as specified in contract or such period as HDC may authorize in writing after serving default notice to the supplier.
- v) In the event of failing the clause (iv) the EMD and Security Money of the supplier will be forfeited along with banning/ Blacklisting as deemed appropriate by HDC.

42. TERMINATION: -

Either party may terminate the Agreement before the end of the validity of the Agreement as stated aforesaid by serving **3 months'** notice in writing to the other party. In such a case, neither party shall be to claim any compensation from the other party for the premature termination of the Agreement. All the pending jobs as on date of termination of Agreement shall be continued and completed even after termination of Agreement in the same manner as would be done during the validity of the Agreement.

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9. PREAMBLE TO THE BILL OF QUANTITIES

E-TENDER FOR SUPPLY AND DELIVERY OF "VARIOUS GRADES OF LUBRICANT AND GREASE" (AS PER BILL OF QUANTITIES) TO HALDIA DOCK COMPLEX ON ANNUAL RATE CONTRACT BASIS.

TENDER NO: HDC/MM/OT-20/33/75

1. The Bill of Quantities must be read with the General Conditions of Contract and the Particular Specifications of supply and the Bidder is deemed to have examined the above documents and to have thoroughly familiarize himself with the total scope of work and its mode of execution.
2. 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 supply actually executed at the accepted rates as per Order Letter.
3. This being an **Annual Rate Contract**, the Bidder shall quote his **rates against all items on line** based on his 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]

GROUP: - "A"

Sl. No.	Description	Unit	Quantity (approx.)	Whether Quoted /or Not	Sample submitted/ Not submitted
1.	SUGAR	Kg.	3772.932		
2.	IODIZED SALT (Make: -Tata / Captain Cook Salt /Aashirvad Salt / Surya Salt)	Kg.	932.575		
3.	DAL ARHAR (Genuine Patna)	Kg.	2264.825		
4.	DAL KHARI MUSURI	Kg.	2264.825		
5.	TURMARIC (Good Quality) Whole	Kg.	621.894		
6.	CHILLIES (Good Quality) Whole	Kg.	414.596		
7.	PEPPER (Good quality) Whole	Kg.	206.232		
8.	JEERAH (Good Quality) Whole	Kg.	206.232		
9.	TEA (Leaf & Dust with flavor) (To be packed in no returnable packet)	Kg.	562.500		
10.	GHEE (SURAVI Make) (To be supplied in new non-returnable Tin)	Kg.	763.645		
11.	MUSTARD OIL (Ag-mark Gr. I) (To be supplied in new non-returnable tin)	Kg.	2179.600		

Packing: - 1) **Group –“A”** (except items Sl. Nos.--10 & 11) items are to be packed in new Gunny Bags (Non-returnable) arranged in quantities and marked according to name of vessel / delivery point.

2) Against item sl. No-**10 & 11** materials are to be supplied in manufacture's original packing.

Signature of Tenderer with Office Seal

Cont...Page-26

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]**GROUP: - "B"**

Sl. No.	Item description	Unit	Quantity (Approx.)	Whether Quoted / Not Quoted	Sample Submitted/ Not Submitted
12.	POTATOES (Best picked quality)	Kg.	6039.355		
13.	PUMPKINS (Best quality red)	Kg.	5329.000		
14.	ONION (Best Quality)	Kg.	1776.155		
15.	FRESH VEGETABLE	Kg.	3730.300		
16.	LIMES (Picked Quality)	No.	26645		

Packing: - Group –“B” items are to be packed in new Gunny Bags (Non-returnable) arranged in quantities and marked according to name of vessel / delivery point.

Signature of Tenderer with Office Seal

Cont...Page-27

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]**GROUP "C"**

Sl. No.	Item description	Unit	Quantity (Approx.)	Whether Quoted / Not Quoted	Sample Submitted/ Not Submitted
17.	RICE	Kg.	23980.500		
18.	WHEAT	Kg.	11990.250		

Packing: - **Group – "C"** items are to be packed in new Gunny Bags (Non-returnable) arranged in quantities and marked according to name of vessel / delivery point.

Signature of Tenderer with Office Seal

11. ANNEXURE-I

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 " **RATION AND PROVISION (DRY AND FRESH)**" (as per the Bill of Quantities) to Haldia Dock Complex, Haldia on Annual Rate Contract Basis.

Tender No.: HDC/MM/OT-20/33/75

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 deposited Requisite Earnest Money.

OR

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 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 documents applicable as per Annexure-II.

The offered prices would be given in the "Price Bid (section)" electronically, through the Website of Railtel only.

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

(To be printed on the bidder's Letter Head dully 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)	Mobile number(s)	
	d)	Facsimile number(s)	
	e)	Electronic mail address (e-mail)	
3.	Whether the bidder is a Proprietorship Firm or Partnership Firm or 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	
6.	GST Registration No.		

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 duly filled scanned and uploaded after seal and signature)

Sl. No.	Item Description	HSN Code	GST Rate (In %)		
			CGST Rate	SGST Rate	IGST Rate
1.	SUGAR				
2.	IODIZED SALT (Make: -Tata / Captain Cook Salt /Aashirvad Salt / Surya Salt)				
3.	DAL ARHAR (Genuine Patna)				
4.	DAL KHARI MUSURI				
5.	TURMERIC (Good Quality) Whole				
6.	CHILLIES (Good Quality) Whole				
7.	PEPPER (Good quality) Whole				
8.	JEERAH (Good Quality) Whole				
9.	TEA (Leaf & Dust with flavour) (To be packed in no returnable packet)				
10.	GHEE (SURAVI Make) (To be supplied in new non-returnable Tin)				
11.	MUSTARD OIL (Ag-mark Gr. I) (To be supplied in new non-returnable tin)				
12.	POTATOES				
13.	PUMPKINS (Best quality red)				
14.	ONION (Best Quality)				
15.	FRESH VEGETABLE				
16.	LIMES (Picked Quality)				
12.	POTATOES				
13.	PUMPKINS (Best quality red)				
14.	ONION (Best Quality)				
15.	FRESH VEGETABLE				
17.	RICE				
18.	WHEAT				

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)

A/c No.	
A/c holder Name:	
Bank Name & Bank Address:	
Branch Name:	
IFSC:	

.....
Signature of Tenderer with Office Seal

13. ANNEXURE-V**PRICED BILL OF QUANTITIES**

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

GROUP:- "A"

Sl. No.	Item description	Unit	Quantity	Unit Rate excluding of GST on F.O.R. up to HDC's Store /Site at Haldia Basis (Rs/unit)
			(a)	(b)
1.	SUGAR	Kg.	3772.932	
2.	IODIZED SALT (Make: -Tata / Captain Cook Salt /Aashirvad Salt / Surya Salt)	Kg.	932.575	
3.	DAL ARHAR (Genuine Patna)	Kg.	2264.825	
4.	DAL KHARI MUSURI	Kg.	2264.825	
5.	TURMARIC (Good Quality) Whole	Kg.	621.8943	
6.	CHILLIES (Good Quality) Whole	Kg.	414.596	
7.	PEPPER (Good quality) Whole	Kg.	206.232	
8.	JEERAH (Good Quality) Whole	Kg.	206.232	
9.	TEA (Leaf & Dust with flavour) (To be packed in no returnable packet)	Kg.	562.500	
10.	GHEE (SURAVI Make) (To be supplied in new non-returnable Tin)	Kg.	763.645	
11.	MUSTARD OIL (Ag-mark Gr. I) (To be supplied in new non-returnable tin)	Kg.	2179.600	

Signature of Tenderer with Office Seal

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PRICED BILL OF QUANTITIES

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GROUP- "B"

Sl. No.	Item description	Unit	Quantity	Unit Rate excluding of GST on F.O.R. upto HDC's Store/Site at Haldia Basis (Rs/ unit)
			(a)	(b)
12.	POTATOES (Best picked quality)	Kg.	6039.355	
13.	PUMPKINS (Best quality red)	Kg.	5329.000	
14.	ONION (Best Quality)	Kg.	1776.155	
15.	FRESH VEGETABLE	Kg.	3730.300	
16.	LIMES (Picked Quality)	No.	26645	

Signature of Tenderer with Office Seal

PRICED BILL OF QUANTITIES

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

GROUP: - "C"

Sl. No.	Item description	Unit	Quantity	Unit Rate excluding of GST on F.O.R. up to HDC's Store/Site at Haldia Basis (Rs/ unit)
			(a)	(b)
17.	RICE	Kg.	23980.500	
18.	WHEAT	Kg.	11990.250	

Signature of Tenderer with Office Seal

16. ANNEXURE-VI

CHECKLIST

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

SI No.	DOCUMENTS TO BE UPLOADED (IF APPLICABLE)		YES /NO/NA (as the case may be)
1.	Details of Bid Document Fee submission	::	
2.	Details of Earnest Money Deposit (EMD) submission	::	
3.	Goods and services tax registration certificate	::	
4.	Certificate for allotment of Employees Provident Fund (EPF) code no.	::	
5.	Registration certificate of Employees State Insurance (ESI)	::	
6.	PAN card	::	
7.	Valid Trade license or Trade certificate of enlistment or certificate of incorporation or certificate of registration or certificate of proof nationality of any country.	::	
8.	Valid NSIC certificate and DIC certificate	::	
9.	Audited balance sheet and profit and loss accounts for the last three financial years.	::	
10.	Credential for supply of similar items to Government /PSU/ Public or Private organization for the last five years along with any one or more of the documents. A) Receipted challans. B) Certificate of execution goods receipt note, excise invoice, tax invoice, consignment note or any other document as a proof of supply	::	
11.	Certificate of Equivalence of Grade and Technical Literature.	::	
12.	Any Other Document(s) Deemed Necessary as per Tender.	::	