

KOLKATA PORT TRUST
सिविल इंजीनियरिंग विभाग / Civil Engineering Department
अधीक्षण अभियंता (कोलकाता) का कार्यालय /
Office of the Superintending Engineer , Kolkata
15, स्ट्रैंड रोड, कोलकाता - 700 001/ 15, Strand Road, Kolkata – 700 001
दुरभाष/ Phone: 2230-3451, विस्तार/ Extension: 388, 392

FAX No.033-2230-0413
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EPBX No.033-2230-3451
Website- www.kolkataporttrust.gov.in

No: CT//53/2015-16/718

Dated: 10.03.2016.

Tender Notice No.(Divisional) CT/53/2015-16/718 . Dated:10.03.2016.

Name of Work : REPLACEMENT OF THE EXISTING FLOOR CARPET WITH NEW MATERIALS OF THE CHAIRMAN'S CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3RD FLOOR OF HEAD OFFICE BUILDING OF KOLKATA PORT TRUST.

Estimated Cost put to Tender : ₹ 1,58,600.00

Earnest Money : ₹ 3200.00

(Not required for enlisted contractors under CE Department of KOPT.)

Cost of Tender Papers : ₹ 300.00 per set (non-refundable)

Time of Completion : (02) Two Months.

Last date of download of Tender documents: 28.03.2016.

Last date of submission : 29.03.2016 up to 3 P.M.

Kolkata Port Trust Website www.kolkataporttrust.gov.in, & Govt.of India website www.eprocure.gov.in.

Date of opening of Tender : 29.03.2016 shortly after 3.30 P.M.

Tender Authority : Superintending Engineer(Kol), Kolkata Port Trust
15, Strand Road, Kolkata-700001.

अधीक्षण अभियंता / Superintending Engineer (Kolkata)

कोलकाता पत्तन न्यास

KOLKATA PORT TRUST

सिविल इंजीनियरिंग विभाग / Civil Engineering Department

अधीक्षण अभियंता (कोलकाता) का कार्यालय /

Office of the Superintending Engineer, Kolkata

15, स्ट्रैंड रोड, कोलकाता – 700 001/ 15, Strand Road, Kolkata – 700 001

दुरभाष/ Phone: 2230-3451, विस्तार/ Extension: 388, 392

No.: NIT/53/2015-16/718

Dated: 10.03.2016

NOTICE INVITING TENDER

Messrs/ Shri

SUB : TENDER FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3rd FLOOR OF HEAD OFFICE BUILDING OF KOLKATA PORT TRUST.

Sealed tenders (single part) are invited from Enlisted Contractors of Civil Engineering Department as well as from outside bonafide agencies who have experience of execution of similar works during last 07(seven) years as per following Prequalification Criteria in accordance with this Notice Inviting Quotation, Special Conditions of Contract, Specifications for materials and workmanship and Bill of Quantities for the subject work.

(i) Pre-qualification Criteria:-

The intending bidder must be :-

- (a) An enlisted contractor of Civil Engineering Department
OR
(b) Outside bonafide agencies who have experience in Civil Engineering works with or without interior decoration works/ furnishing works etc during last 07(seven) years ending on March 2015, which should be substantiated by producing copy of order and completion certificate.
- (i) At least one work of value not less than 80% of the estimated amount, (at least one work of value not less than the estimated cost).
- (ii) At least two work value not less the 50% estimated amount for each work.
- (iii) At least three works of value not less then 40% of the estimated amount for each work.

Estimated amount :-	` 1,58,600.00 { Rupees One Lakh Fifty Eight Thousand Six Hundred Only}
Earnest Money Deposit :-	` 3200.00 { Rupees Three Thousand Two Hundred only} [Not required for enlisted contractor's under CE Department of Ko.P.T]
Cost of tender document:-	` 300.00 { Rupees Three Hundred Only} Payable through cash from 11:00 Am to 3:00 PM from Monday to Friday or through A/c Payee Demand Draft / Pay Order in favour of Kolkata Port Trust payable at Kolkata.
Time Of Completion :-	02 (Two) months from the date of placement of order.
Period of sale of tender documents:-	On any working day from 10.03.2016 To 28.03.2016 upto 12.00 P.M on application from SE (Kol)'s office. OR From website www.kolkataporttrust.gov.in before 12.00 P.M on 28.03.2016.
Date of submission & opening :-	29.03.2016 Submission :- upto 3.00 P.M Opening :- Shortly after 3.30 P.M

- B. The average Annual Financial turnover of the intending tenderer during the last 3 years ending 31st March of the last financial year should be at least 30% of the estimated amount put to tender.
1. The Trustees' General Conditions of Contract, Schedules of Rates may be seen at this office during office hours on any working day. The GCC is also available on Ko.P.T's website. Rest of the tender documents like Special Conditions of Contract, B.O.Q. etc. are attached herewith.
 2. In case of a tenderer who has already deposited a Permanent Security with the KoPT under the new rules, he shall be bound by the Clauses of the General Conditions of the Contract pertaining to Earnest Money and Security Deposits for Registered Contractors.
 3. The tenderer who is tendering beyond his financial limit as per class of enlistment with KoPT, is required to deposit the Earnest Money Deposit in the form of Bankers' cheque / Demand Draft / Pay order in favour of "KOLKATA PORT TRUST" on any Schedule Bank payable at Kolkata before submission of the tender. The original Bankers' cheque / Demand Draft / Pay order must be attached with the tender without which the tender may be disqualified. The tenderer in such a case may also submit the EMD in cash with Trustees' Treasurer and submit the treasury receipt thereof in original with his offer.
 4. The EMD amount will be refunded to the unsuccessful tenderer without any interest. In case of being the successful tenderer, this amount will be adjusted against the Security Deposit as per the relevant clause of the G.C.C. Tender offer without EMD will be rejected.
 5. In case a bidder submits his offer after downloading the tender documents from Ko.P.T website, he shall have to pay the cost of tender document by draft or by banker's cheque drawn in favour of 'Kolkata Port Trust' at the time of submission of tender offer.
 6. The rate quoted by the tenderer should be complete in all respect and should include all duties, taxes, octroi, royalty, surcharge etc except Service Tax. Reimbursement of service tax will be made to the contractor by Ko.P.T on submission of actual payment of Service Tax at full rate for the work as per Finance Act, 1994.
 7. The rate quoted by the Contractor must be valid up to four months after opening of tender.
 8. While quoting the rate it should be noted that the tenderer should on no account overwrite the figures. Any correction necessary, should be made by cancelling the original figures and writing the corrected figures on the top. All such corrections should be initialled by the tenderer. If the figures are tampered with, the tender shall be liable to be rejected. Bidders shall not use white ink for correction in any place of the tender. Non conformation to this instruction shall be treated as non responsive and hence may disqualify the tender.
 9. The tender duly filled in, totalled and signed along with the following documents shall be submitted in sealed cover super scribing the above name of work so as to reach this office within 3:00 P.M. on 29.03.2016. The tender will be opened shortly after 3:00 P.M, on the same day and intending bidders or their authorised representatives may attend the same. In the event of any unforeseen circumstances such as holidays, bandhs, strikes etc., on that day, the tenders may be submitted by 3:00 P.M. on the next working day, and will be opened shortly after 3 P.M. on the same day. All other conditions shall remain the same. Except this, the notice inviting tender shall not be extended under any situation.
 - i. Cost of tender documents (if downloaded from website).
 - ii. Earnest Money Deposit in requisite form (if required).
 - iii. Copy of the documents in support of pre-qualification criteria as mentioned above.
 - iv. Copy of valid Trade Licence.
 - v. Copy of VAT registration certificate.
 - vi. Copy of IT registration certificate / PAN card.
 - vii. Copy of professional tax clearance certificate / upto date challan.
 - viii. Copy of ESI registration certificate.
 - ix. Copy of EPF Registration certificate.
 10. All the tenderers should submit the above documents along with proforma of checklist attached with the tender documents in a sealed cover. If the tenderer fails to submit such check list duly filled up, the tender would not be

considered for opening. If contents of check list turn out to be misrepresentation of facts, then such bids would be rejected even after opening of Price bid with a recorded warning for the bidder.

11. The tenderer must return the tender document duly filled in and signed in all pages over his office seal. The tenderer shall not impose his own terms and conditions. Such a tender is liable for rejection at the option of the tender inviting authority without further reference to the tenderer.
12. Micro and Small Enterprises firms registered with National Small Industries Corporation (under single point registration scheme) shall be exempted from payment of cost of Tender Document and depositing Earnest Money, for which copy of valid National Small Industries Corporation certificate is to be attached.
13. The undersigned does not bind him to accept the lowest or any tender or to assign any reason there for and also reserve the right to accept or reject any or all the tenders in part or whole.
14. All intending tenderer at the time of tender have to enclose all necessary documents relating to their valid ESI Registration, Otherwise their offer would be liable to be rejected.
15. All intending tenderers shall furnish the details of P.F. Registration failing which their tender would be liable to be cancelled.

Superintending Engineer (Kolkata)

TENDER FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S
CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3rd FLOOR OF HEAD
OFFICE BUILDING OF KOLKATA PORT TRUST.

NIT NO. CT/53/2015-16/718 Dated:10.03.2016.

INSTRUCTION TO TENDERER

- 1) The successful tenderer will be required to comply with the relevant provisions of building and other construction workers (Regulation of Employment and Conditions of Service) Act, 1996 and West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 2004 as well as Building and Other Construction Workers' Welfare Cess Act, 1996 and the rules framed there-under.
- 2) An amount of Labour Welfare cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the contractor for onward transmission of the same to the appropriate authority.

2/A) *Wages to be paid to the workers on the basis of relevant M.W. Act circular of W.B. Govt. & Central Govt., whichever is higher for the respective category.*
- 3) Submission of required documents with tender offer :-
 - (i) The bidders should furnish documents regarding experience criteria and turnover criteria as per clause 1 of NIT along with the tender offer.
 - (ii) When the tender is opened between April to June of any year and the bidder is unable to submit audited accounts of the previous year i.e latest financial year, the bidder may submit audited accounts of the financial year previous to the latest financial year.
 - (iii) In case tender is opened after June of any year and the bidder is unable to submit audited accounts of the previous year i.e latest financial year, the bidder may submit a certificate of turnover issued by the statutory auditor of the company / firm for the latest financial year.
 - (iv) In case a bidder is unable to submit documents required as per NIT along with the tender offer, the bidder should state it clearly on the checklist and submit the same and the Indemnity Bond (if required) within 15(fifteen) days from the date of communication in the matter, failing which the offer shall be evaluated based on the submitted documents.
 - (v) In case a bidder submits valid Professional tax Clearance Certificate / Challan valid for the last completed financial year and not the current one and if he is awarded the contract then it will be the contractor's responsibility to comply with the requirements of the concerned authority during the entire tenure of the contract.
- 4) While quoting the rate it should be noted that the tenderer should on no account overwrite the figures. Any necessary correction should be made by cancelling the original figures and writing the corrected figures on the top. All such corrections should be initialled by the tenderer. If the figures are tampered with, the tender shall be rejected.
- 5) Bidder shall not use 'White Ink' for correction at any place of the tender paper. Non-conformation to the instruction shall be treated as non-responsive and hence, may disqualify the tender.
- 6) The tender shall be evaluated on lowest offer basis.

TENDER FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S
CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3rd FLOOR OF HEAD
OFFICE BUILDING OF KOLKATA PORT TRUST.

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NIT NO. CT/53/2015-16/718 Dated:10.03.2016.

SCOPE OF THE WORK & SPECIFICATIONS FOR MATERIALS & WORKMANSHIP

The successful Bidder, whose offer is accepted and order placed , shall be required to supply carpets of quality as specified in the "Bill of Quantities" as per specification and as duly approved by the Engineer's representative . The work shall be carried out by ensuring quality practices followed for such type of works. The successful bidder shall arrange for skilled personals with required tools and plants, accessories, consumables all complete required for successful execution of the work. The work includes taking out old carpets and placing the new carpets including cutting, laying all complete of colours and designs as selected and approved by the authority of Kolkata Port Trust.

The work shall be carried out properly and if any material is found damaged at the time of work, the same shall not be accepted. The successful bidder shall be required to take all precautions so that no damage is caused to the Trustees properties during execution of the work

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TENDER FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE
CHAIRMAN'S CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3rd
FLOOR OF HEAD OFFICE BUILDING OF KOLKATA PORT TRUST.

NIT NO. CT/53/2015-16/718 Dated:10.03.2016.

SPECIAL CONDITIONS OF CONTRACT

1. **General:-** These conditions are part of the tender documents, which must be read as a whole, the various sections being complimentary to one another, and are to be taken as mutually explanatory. Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Instructions to Bidders, Bill of Quantities and other documents forming part of this Contract.

Unless otherwise specified the work to be provided for by the contractor shall include but not be limited to the following:

- a) Provide all materials, supervision, testing, services, scaffolding, temporary drainage, temporary fencing and temporary lighting as required for safety and work purposes etc. for the execution of the work.
 - b) To take all the safety measures etc. required for such type of work and if required, to insure the labourers against any accident, which may occur in the course of execution of the job.
 - c) Making good any damage done to any property during execution of work.
2. **Work Site:** The work site is at VIP floor (3rd floor) of Annex Building of Ko.P.T Head office premises at 15, Strand Road, Kolkata – 70001. A bidder must visit the work site and its surrounding before submission of the offer, so that due consideration is given to the conditions at site. No claims for any extra payment will be entertained under any circumstances after opening of the quotation on this account.
3. **Working Period:** Normally the work will be carried out between 8 A.M. to 5 P.M. on the Trustees' working days only. In case of any deviation from this the contractor shall have to take prior permission from the Engineer. However, the tenderer should note that he might be required to carry out the job on Sundays, holidays and after normal working hours and at night in addition to the normal working hours to expedite the progress of the work for which no additional payment shall be made beyond the quoted rate.
4. **Time of Completion:** The work is urgent in nature and is required to be executed within 02 (two) months from the date of placement of Work Order.
5. **Site Godown and Watching:** The contractor shall have to make his own arrangements for construction of site godown (if any) for storage of materials and security thereof during day and night at his own cost. The godown and other temporary structures, if erected, are to be dismantled by the contractor before leaving the site after completion of the work at his own cost to leave the site at its initial condition. The Trustees' will, however, allow the construction of godown on the Trustees' land free of rent during execution of the work.
6. **Materials and Transport:** All materials required for successful completion of work shall have to be procured and supplied by the successful tenderer at his own cost.
7. **Testing of materials:** - Testing of any material if required, shall have to be carried out at the authorised /renowned testing facilities acceptable to the Engineer's representative. No additional payment will however be made to the contractor towards charges for testing which are not mentioned in the BOQ but to be done as per the codes and specifications.
8. **Supervision:** The contractor shall have to engage sufficient number of qualified and skilled persons to supervise and execute the work. The contractor shall solely be responsible for any defective construction/ rectification as a result of poor supervision.
9. **Escalation/ variation in Prices:** No escalation/ variation on prices of labour as well as materials will be considered for payment.

10. Errors in the B.O.Q: In case rate of particular item is printed erroneously in BOQ, the rate stated in the Schedule of rates will prevail over the rate misprinted in BOQ.
11. Security Restrictions :- Keeping in mind the security rules and regulations applicable at Trustees' offices / other premises regarding entry and exit, the successful tenderer shall arrange for necessary permit / ensuring identity of workmen as and when required for men , material and vehicle at no extra cost to the Trustees.
12. Compliance to the Labour Laws and Contract Labour Regulation and Abolition Act, 1970: The contractor shall be required to comply with the Minimum Wages Acts 1948, Employees Liability Act, 1938, Industrial Dispute Act, 1940 and the Contract Labour (Regulation and Abolition) Act 1970, or statutory amendments and the modifications thereof, any other laws relating thereto and the rules made there under from time to time. The successful bidder i.e. the contractor shall be required to pay the labourers the daily Minimum Wage applicable to Kolkata [i.e. area A] as notified through relevant circular of CLC (Central), Govt. Of India issued from time to time in this regard.

It will be the duty of the contractor to abide by the provisions of the Act. Ordinances, Rules, Regulations, Byelaws and Procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible for any delay / damage etc. and keep the Engineer indemnified against all penalties and liabilities of any kind for noncompliance or infringement of such Acts, Ordinances, Rules, Regulations Bye-laws and Procedures.

The contractor shall indemnify the KoPT against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his sub contractor.

The aforesaid regulations shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a Breach of Contract. It will be obligatory on the part of contractor to obtain necessary Labour Licence from the Competent Authority for deploying requisite nos. of labours in the work and submit to the Engineer-in-Charge prior to commencement of the work.

13. Regarding extra, excess / delay / extension of time/ Liquidated damages for delay / Termination of Contract, necessary action shall be taken as per relevant provisions of the Trustees' General Conditions of Contract.
14. Service Tax: - As Ko.P.T. is not a registered body corporate, it is not liable to pay service tax under "Reverse Charge Mechanism" as per service tax law. The service provider is liable to recover service tax as applicable. Reimbursement of Service tax will be made to the contractor by Ko.P.T on submission of actual payment of Service Tax at full rate for the work as per Finance Act, 1994.
However the Service tax will be deducted at applicable rate fixed by the government time to time on the amount of recoveries like L.D, damage, penalty, land rent, electricity charges etc. from the contractor's bill.
15. Maintenance period : The contractor shall have to maintain the finished work at his own expenses for a period of one year from the date of completion of the work to the full satisfaction of the Engineer or his representative as certified by him to Form G.C.-1 . Any defects developed (relating to workmanship) to the finished works during the maintenance period shall be repaired / rectified and replacement of materials (if found defective in quality) to be done by the contractor at his own expenses after the notice from the Engineer or his representative, failing which cost of repairing/replacing shall be recovered from the contractor.

TENDER FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S
CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3rd FLOOR OF HEAD
OFFICE BUILDING OF KOLKATA PORT TRUST.

NIT NO. CT/53/2015-16/718 Dated: 10.03.2016
PREAMBLE TO THE BILL OF QUANTITIES

1. The Bill of Quantities must be read along with the General Conditions of Contract, the Special Conditions of Contract and the Bidder is deemed to have examined the above documents and to have thoroughly familiarise himself with the total scope of work and its mode of execution.
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 work actually carried out at the accepted rates as per Order Letter. The Engineer or his Representative shall measure the measurements of each item of work jointly.
3. This being a percentage rate tender, the Bidder shall quote his rates as percentage above / below / at par with the estimated amount put to tender properly based on his own analysis in the 'ABSTRACT FORM OF TENDER' both in words and in figures.
4. In such cases, if arithmetical error is committed by the tenderer in working out the amount, the tendered percentage shall be taken into account and the amount corrected and the corrections authenticated by the tenderer.
5. When there is a difference between the percentage quoted in words and in figures, the percentage rate which complies with the amount worked out by the tenderer for this amount shall be taken as correct.

TENDER FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S
CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3rd FLOOR OF HEAD
OFFICE BUILDING OF KOLKATA PORT TRUST.

No.: NIT/53/2015-16/718

Dated:10.03.2016

Sl. No	Description of Item	Quantity	Rate (` P)	Unit	Amount (` P)
1	Supplying and laying of "Wool flex" or approved brand Acrylic Carpet of about 1200 Gms/ Sq.Mtr including laying of 12 mm thick carpet underlay foam including all laying and fitting charges , taking out and lifting of old carpet and existing backing material , cleaning of floor before laying new carpet , all complete as required.	200	793.00	Sq.M	1,58,600.00
TOTAL					1,58,600.00

1)% above par (+) `

(in figures)

.....
(in words)

2) At par

3)% below par (-) `

(in figures)

.....
(in words)

Total amount in words : Rupees

Note: - The rate quoted shall include all taxes and duties as applicable excluding Service tax. Service Tax will be reimbursed by Ko.P.T on submission of actual payment of Service Tax at full rate for the work as per Finance Act 1994.]

Time of Completion : 02(Two) months

Signature of the Tenderer(s) :

Name and address of the Tenderer(s) :

Class of registration at Ko.P.T & details
of Standing Security Deposit.

Permanent Income Tax A/C.No. :

Valid E.S.I. Registration No. :

Valid E.P.F. Registration No. :

Tender opening officer : i).....

ii).....

Whether the tenderer is covered under E.S.I. Act or not : YES / NO

List of documents submitted in connection with E.S.I. Act : i)

ii)

iii)

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

FORM OF TENDER

No.: NIT/53/2015-16/718

Dated:10.03.2016

To
.....
.....
.....

I/We
of.....

having examined the site of works, read the Specifications, Conditions of Contract and Conditions of Quotation, hereby quote and undertake to execute and complete all the works required to be performed in accordance with the Specification, Bill of Quantities, Conditions of Contract by the Trustees and at the rates & prices set out in the annexed Bill of Quantities within 60 (Sixty) days from the date of order to commence the work and in the event of our quotation being accepted. I/We hereby agree that the said Specifications, Bill of Quantities, Conditions of Contract and the Quotation, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the contract.

THE TOTAL AMOUNT OF TENDER `.....`

(Rupees in words)

.....

I/We agree that the period for which the quotation shall remain open for acceptance shall not be less than four months.

Signature of Bidder
(Seal of the Bidder)

Witness :
signature _____

Name _____
(In Block Letters)

Name of the Bidder : _____

Address: _____

Dated: _____

Address: _____

Occupation: _____

To

Reg: NIT No:- CT/53/2015-16/718 Dated:10.03.2016.

The following documents are enclosed in the sealed envelope containing our tender in connection with the above NIT. The original of the documents would be shown for verification as and when requested.

1. Cost of tender document (if required).
 2. Treasury Receipt, Bankers cheque in original for Earnest money / Copy of Treasury receipt issued against Permanent Security Deposit.
 3. Proof of experience and tum over as per pre-qualification criteria.
 4. ESI Registration certificate, if applicable
- OR
5. An Affidavit in original affirmed before a First Class Magistrate indicating that ESI Act is not applicable on non-judicial stamp paper worth Rs.10/- and Indemnity Bond in original in favour of KoPT drawn on a non-judicial stamp worth of Rs.50/- both as per your given proforma.
 6. EPF Registration certificate.
 7. The VAT Registration certificate.
 8. PAN Certificate.
 9. Copy of Labour Licence (if applicable).
 10. Copy of Trade Licence.
 11. Copy of Professional tax clearance certificate / upto date challan.

Enclo : As above.

Yours faithfully,

(Signature of the Tenderer).