



E-TENDER DOCUMENT FOR CIVIL WORKS

e-Tender

for

“Providing & supplying different category of labourers with necessary tools & tackles as and when required for miscellaneous works at various sites under the jurisdiction of Superintending Engineer (Civil), South Section For a period of one year from the date of placement of work order. ”

NOTICE INVITING e-TENDER No.

CE/South/163/ 2016/T-12 dated 28/12/2016.

अधीक्षण अभियंता(सिविल), साऊत का कार्यालय/
Office of the Superintending Engineer (Civil),South
सिविल इंजीनियारिंग बिभाग / Civil Engineering Department
KOLKATA PORT TRUST
कोलकाता पत्तन न्यास

51,सि.जि.आर.रोड, कोलकाता – 700 043/
51, C G R Road, Kolkata – 700 043
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Superintending Engineer (Civil), South Section under Civil Engineering Department of Kolkata Port Trust invites E-Tender under **single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid - to be opened on same day)** for **“Providing & supplying different category of labourers with necessary tools & tackles as and when required for miscellaneous works at various sites under the jurisdiction of Superintending Engineer (Civil), South Section For a period of one year from the date of placement of work order.”** with a **completion time / period of execution of 12(Twelve) months** as per the details specified in the following tender document. Bid / Tender Document may be seen from MSTC website or Kolkata Port Trust website. Corrigenda or clarifications, notices if any, shall be hosted on the above mentioned websites only.

This being an e-tender, bidders / tenderers shall have to participate in bidding process through the website www.mstcecommerce.com only.

SCHEDULE OF TENDER (SOT)

1 NOTICE INVITING TENDER No:-	CE/South/163/2016/T-12 dated 28/12/2016.
2 MODE OF TENDER	Single stage e-procurement i.e e-tender system ONLY. (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com /eprochome/kopt of MSTC Ltd. The intending bidders are required to submit their offer electronically through e-tendering portal. Against this NIT, no physical tender is acceptable by Kolkata Port Trust.
3 E-Tender No.	KoPT/Kolkata Dock System/CE/190/16-17/ET/440
4 Date of NIT available to parties to download	30/12/2016 to 11/01/2017
5 Pre-Bid Meeting starting date & Time	N.A
6 Pre -Bid Meeting closing date & Time	N.A
7 Estimated amount put to tender	₹ 2,91,596.50 (Rupees Two Lakh Ninety One Thousand Five Hundred Ninety Six & Fifty Paise only)
8 Earnest Money Deposit	Not required in this particular tender.
(i)	
(ii) Contractor's eligible :-	ONLY ENLISTED CONTRACTORS of Civil Engineering Department ARE ELIGIBLE to participate in this tender.

(iii)	Tender Cost [Non-Refundable]	In the form of a Banker's cheque / Pay Order/ Demand Draft from any of the Nationalized/Scheduled Banks in India having branch in Kolkata drawn in favour of " Kolkata Port Trust " of ₹ 300(Rupees Three Hundred only) as the cost towards purchase of tender document (applicable for downloaded NIT only) or Treasury Receipt of the deposit issued by the Treasurer, Kolkata Port Trust, as the case may be.
(iv)	Transaction Fee [Non-Refundable]	₹ 170/- [Rupees One hundred seventy only] (Including Service Tax & other charges @15% on Service Charge) Payment of Transaction fee by NEFT/RTGS in favour of MSTC LIMITED (refer clause. No. 4 of Annexure -A)
9 (i)	Last date of submission of EMD & Bid Document fee at KDS	12-01-2017 up to 14.00 hrs.
(ii)	Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.	Three working (banking) days before the last date of closing of online bidding for the e-tender.
10(i)	Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprocho me/kopt	30-12-016 at 12:00 P.M
(ii)	Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	12-01-2017 at 3:00 P.M
(iii)	Date & time of opening of Part-I & Part-II (i.e. Techno-Commercial Bid & Price Bid)	12-01-2017 shortly after 3:30 P.M.

List of Annexure to this SOT

- | | | |
|-------|---|----------------------|
| (i) | Important Instructions for E- procurement | :- Annexure-A |
| (ii) | Commercial Terms & Conditions | :- Annexure-B |
| (iii) | Techno Commercial Bid | :- Annexure-C |
| (iv) | List of Scanned Documents required to be uploaded | :- Annexure-D |
| (v) | Price Bid | :- Annexure-E |

Important instructions for E-procurement

Ref:-e-Tender for "Providing & supplying different category of labourers with necessary tools & tackles as and when required for miscellaneous works at various sites under the jurisdiction of Superintending Engineer (Civil), South Section For a period of one year from the date of placement of work order."

[NleT No:-CE/South/163/ 2016/T-12 dated 28/12/2016]

This is an e-procurement event of Kolkata Port Trust. The e-procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020.

The bidders / tenderers are requested to read the terms & conditions (Annexure-B) of this tender before submitting their online tender / offer. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1. Process of E-tender :-

- (A) Registration:** The process involves bidder's / tenderer's (i.e vendor's) registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNO COMMERCIAL BID [**except Banker's Cheque / Demand Draft towards Cost Of Tender / Earnest Money Deposit in physical form**] HAS TO BE SUBMITTED ON-LINE ONLY AT www.mstcecommerce.com/eprochome/kopt.

- (i)** Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt depts → Register as Vendor under KOPT- Filling up details and creating own user id and password → Submit.
- (ii)** Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact KoPT/MSTC, (before the scheduled time of the e- tender).

Contact person (KoPT):

- | | |
|--|---|
| 1. A.Bagchi
Executive Engineer (South)
Mobile No. 9674720079 | 2. K.Ghosh
Superintending Engineer (South)
Mobile No.9674720068 |
|--|---|

Contact person (MSTC Ltd):

- | | |
|---|--|
| 1. Mr. Arindam Bhattacharjee
Deputy. Manager (E-commerce)
MobileNo:09330102643
Email-arindam@mstcindia.co.in | 2) Mr. Sabyasachi Mukherjee
Junior Manager (E-commerce)
Mobile- 07278030407
Email: smukherjee@mstcindia.co.in |
|---|--|
- Landline:03322901004
- 3.Ms Sumona Maity
Management Trainee(E-Commerce)
Mobile-0983155225
Email-smaity@mstcindia.co.in

(B) System Requirements:

- (i) Windows 98 /XP-SP3 & above/Windows 7 Operating System
- (ii) IE-7 and above Internet browser.
- (iii) Signing type digital signature
- (iv) JRE 7 update 79 software to be downloaded and installed in the system. Security level should be medium
To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)

2 OPENING OF TENDER :-

Part I Techno-Commercial bid & Part II Price bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.

- 3 All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

4 Special Note towards Transaction fee:-

PAYMENT OF Transaction fee BY RTGS in favour of MSTC Limited .The Bank details, format etc for sending Transaction fee by RTGS to MSTC is detailed below.

Bank Details : Axis Bank ,Shakespeare Sarani Branch
Account Details : Axis Bank A/c.No.005010200057840
IFSC Code No. : UTIB0000005.

The bidders / vendors shall enter the transaction fee details by using the "Transaction Fee Entry" Link under "My Menu" in the vendor login. The vendors have to select the particular tender in which they want to participate against the transaction fee by clicking on the tick box at the right and then Clicking on the "Submit" Button at the bottom of the page. Then the page appears where the vendors are required to fill up the transaction details, namely the UTR No, Date Of Transaction, and the Remitting Bank in the given fields and then click on the "Confirm" Button".

NOTE : The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.

Contact Details :

Fax No. : 033- 22831002

Email ids: sanjibpoddar@mstcindia.co.in, arindam@mstcindia.co.in,
rpradhan@mstcindia.co.in, smukherjee@mstcindia.co.in.

Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party's account will not be accepted. **Transaction fee is non-refundable.**

In case of failure to access the payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.

- 5** In case of failure to submit / access the payment towards cost of tender document & EMD for any reason, the vender, in term, will not have the access to on line e-tender and no correspondence in this respect will be entertained and Kolkata Port Trust (Ko.P.T) will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of tender fee and EMD through Bank Draft/Banker's Cheque/pay Order etc. well in advance and upload the scanned copy of the same.

Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.

Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. For further assistance please follow instructions of vendor guide.

- 6** All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by Ko.P.T Hence the bidders are required to ensure that their **contact email I.D** provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

- 7(i)** Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.
- (ii)** No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website www.mstcecommerce.com/eprochome/KoPT of MSTC Ltd.

- 8** E-tender cannot be accessed after the due date and time mentioned in NIT.

9 **Bidding in e-tender:**

- (i)** Bidder(s) need to submit necessary EMD, Cost of Tender documents and Transaction fees to be eligible to bid online in the e-tender. Cost of Tender documents and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by Ko.P.T.
- (ii)** The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
- (iii)** The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →Psu/ Govt depts→ Login →My menu→ Auction Floor Manager→ live event →Selection of the live event→ Techno Commercial Bid.
- (iv)** The bidder should allow to run an application namely en Apple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application is not run then the bidder will not be able to save/submit his bid.

(v)	After filling the Techno-Commercial Bid, bidder should click „save“ for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on “save” to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the “Submit” button to register their bid NOTE: - The Techno-Commercial Bid & price bid cannot be revised once the submit button has been clicked by the bidder.
(vi)	In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
(vii)	During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
(viii)	The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
(ix)	All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter CONTRACTOR.
(x)	It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
(xi)	Ko.P.T reserves the right to cancel or reject or accept or withdraw or re-invite the tender in full or part as the case may be without assigning any reason thereof.
(xii)	No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
(xiii)	Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
10	Any order resulting from this open e-tender shall be governed by the commercial terms and conditions mentioned in this tender document.
11	No deviation to the technical and commercial terms & conditions are allowed.
12	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
13	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/mstc of MSTC Ltd.
14	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15	The bid will be evaluated based on the filled-in technical & commercial formats.
16	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false subsequently, EMD of such bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against such bidders.

17	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of M.S.T.C/ Ko.P.T website.
18	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.
19	If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for which 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 will not be considered.
20	Copy of valid NSIC Certificate for MSEs along with DIC's(DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
21	Due date of submission of tender will not be extended under any situation.
22	Mere participation in e-tender will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be scrutinised at the time of evaluation of bids.
23	Bidders are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.

Commercial Terms & Conditions

Ref:- e-Tender for "Providing & supplying different category of labourers with necessary tools & tackles as and when required for miscellaneous works at various sites under the jurisdiction of Superintending Engineer (Civil), South Section For a period of one year from the date of placement of work order."

[NleT No:-CE/South/163/ 2016/T-12 dated 28/12/2016]

1	Earnest Money Deposit :-	As detailed in SOT / NIT
2	Tender Cost [Non-Refundable] :-	As detailed in SOT / NIT
3	Transaction Fee [Non-Refundable] :-	As detailed in SOT / NIT
4	Evaluation Criteria :-	Lowest offer Basis.
5	Type of tender :-	Percentage Below / At Par / Above Basis.
6	Currency applicable :-	Indian Rupees.
7	Price Variation clause :-	Not applicable.
8	Basis of amount to be quoted :-	All inclusive rate including all duties and taxes, all labour , material , tools , plants , equipments , consumables , transportation , loading , unloading etc. and other costs required for complete execution of work as defined in General Conditions Of Contract , however EXCEPT SERVICE TAX.
9	Mode of payment to the contractor / successful bidder against the contract:-	To be made through RTGS as per relevant provisions of General Conditions Of Contract based on the actual volume of work done.
10	Basis of payment to labourers by the contractor.:-	As per existing rate of Central Labour Commissioner, Government Of India for the period under reference and additionally payment of EPF & ESI as per applicable rates.
11	Security Deposit :-	None for this tender.
12	Performance Guarantee :-	None for this tender.
13	Defect Liability Period :-	None for this tender.

TECHNO- COMMERCIAL BID

e-Tender for “Providing & supplying different category of labourers with necessary tools & tackles as and when required for miscellaneous works at various sites under the jurisdiction of Superintending Engineer (Civil), South Section For a period of one year from the date of placement of work order.”

[NleT No:-CE/South/163/ 2016/T-12 dated 28/12/2016]

CONTENTS:-

- (i) Notice Inviting (e)-Tender
- (ii) Instructions To Bidders
- (iii) Special Conditions Of Contract
- (iv) Specifications for materials and workmanship.
- (v) General Conditions Of Contract (attached separately as Annexure-F)

अधीक्षण अभियंता(सिविल), साऊत का कार्यालय/ Office of the Superintending Engineer (Civil),
South , सिविल इंजीनियारिंग बिभाग / Civil Engineering Department
KOLKATA PORT TRUST /कोलकाता पत्तन न्यास
51,सि.जि.आर.रोड, कोलकाता – 700 043/ 51, C G R Road, Kolkata – 700 043

NOTICE INVITING e-TENDER

No :- CE/South/163/ 2016/T-12

dated 28/12/2016.

Sub :- e-Tender for “Providing & supplying different category of labourers with necessary tools & tackles as and when required for miscellaneous works at various sites under the jurisdiction of Superintending Engineer (Civil), South Section For a period of one year from the date of placement of work order.”

E-tenders are invited from bonafide, resourceful, experienced and enlisted contractor's of C E Department for the subject work for an estimated cost of ₹ 2,91,596.50 as per following Prequalification Criteria on Percentage above / below /at Par basis on estimated rates / amount as shown in the Bill of Quantities in accordance with this Notice Inviting Tender, the General Conditions of Contract, enclosed Instruction to Bidders , Special Conditions of Contract, Specifications for materials and workmanship and Bill of Quantities.

Prequalification Criteria:

1. A) Tenderer should have successfully completed similar work / upkeepment contract / any civil engineering work during last 7[seven] years ending last day of month previous to the one in which applications are invited **of value** either of the following :
 - a) Three similar completed works each costing not less than the amount equal to 40% of the estimated amount put to tender.
 - b) Two similar completed works each costing not less than the amount equal to 50% of the estimated amount put to tender.
 - c) One similar completed work costing not less than the amount equal to 80% of the estimated amount put to tender.
 - B) The average Annual Financial turnover of the intending tenderer during the last 3 years ending 31st March of the previous financial year (i.e 2015-2016) should be at least 30% of the estimated amount put to tender.
 - C) Work experience, as a sub-contractor or supply contractor shall not be considered as the requisite qualification.
2. For bidders registered with CE Department / NSIC who are exempted from submission of EMD / EMD & Cost of tender, shall submit copy of Treasury receipt / such exemption certificate issued by competent authority viz. Ko.P.T/ NSIC in the above envelope in lieu of the corresponding bank instrument.

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dated 28/12/2016.

3. It is impressed upon the tenderer that his tender should be based on the Conditions stipulated in the tender document and that the tenderer should not stipulate his own condition in deviation thereof, as apart from the likelihood of vitiating the tender, such deviations will lead to non-uniformity of tenders and it will be difficult to make assessment of the correct value of the tenders for purposes of comparison. In that event tender may be considered incomplete and may be rejected.
4. All Materials, except departmental materials if any, required for the work shall be procured and supplied by the successful tenderer and shall be of the best and approved quality and should comply with the relevant **Indian Standard** or other relevant Specifications.
5. The tenderer shall include in their prices sums payable as **taxed and duties [EXCEPT SERVICE TAX]** Particularly Excise Duty , VAT, Royalty or otherwise to the Government or Public Bodies or Individual and such taxes shall not be an extra charge payable by the Trustees'.
6. All intending bidders shall be required **TO UPLOAD CERTIFIED LEGIBLE SCANNED COPY** of the following documents along with techno-commercial part of the tender :-
 - (i) Performance certificate(s) / credentials/ work orders & corresponding completion certificates to establish that the bidder fulfill the PQ criteria as in clause 1(A) above.
 - (ii) Balance Sheet, Profit & Loss / Trading accounts to establish that the bidder fulfill the turn over criteria as in clause 1(B) above.
 - (iii) PAN card of the bidding firm.
 - (iv) VAT registration certificate.
 - (v) Current Trade License.
 - (vi) Current Professional Tax Clearance Certificate / payment challan.
 - (vii) Employee's Provident Fund Organisation registration certificate / code allotment letter.
 - (viii) Employee's State Insurance Corporation registration certificate / code allotment letter.
 - (ix) Duly signed copy of any Addendum / Corrigendum / Drawings to this tender documents (if any).

No :- CE/South/163/ 2016/T-12

dated 28/12/2016.

7. The tender [Both Techno Commercial Bid & Price Bid] shall be required to be submitted in electronic format as detailed in Annexure- A given herein before by 3 P.M. on 12/01/2017. After that no tender will be accepted.
8. The tender (both techno-commercial & Price Part) would be opened **electronically** shortly after 3.30 P.M. on 12/01/2017. If any tenderer or his duly authorised representative wishes to **witness the electronic** opening of the tenders, he may do so. In the event of any unforeseen circumstances such as Natural Calamities, Strikes, Bandhs, **sudden declared** Holidays etc. on **the day of opening of e- tender, the same shall be opened on the next working day shortly after** 3 P.M. EXCEPT THIS, THERE SHALL BE NO EXTENSION OF THE TENDER.
9. The undersigned does not bind to accept the lowest or any offer / tender and reserves the right to accept any tender either in part or as a whole and to reject any tender without assigning any reason whatsoever.
10. **This being an e-tender, documents shall be available ONLY on MSTC website.**
11. A bidder / tenderer shall have to deposit physically a sum of ₹ 300 (three hundred only) as Cost Of Tender Documents in the form of Bankers' Cheque / Demand Draft / Pay Order drawn in favour of "KOLKATA PORT TRUST" on any Scheduled Bank payable at Kolkata without which no tender will be considered. The Bankers' Cheque / Demand Draft / Pay Order should be submitted together with the EMD Instrument in a sealed envelope superscribing the NIT number , name of work and name and address of the bidder. SCANNED COPY OF Cost of Tender Instrument shall have to be uploaded with this e-tender. Only those tenders for which Cost Of Tender Documents is submitted shall be considered.
12. The cost of tender documents is non-refundable.
13. If the offers are not received according to the instructions detailed here above, they shall be liable for rejection. The corrections and remarks shall be either type-written or must be in ink and duly authenticated.
14. Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements and their **EMD / Standing S.D will be forfeited for such action.**
15. Once a Bid is submitted, it will not be allowed to be revised.
16. The **completion time / period of execution** for the works is **12(twelve) months** from the date of placement of work order including preliminary time.
17. The work shall be executed at different sites under SE(South) of C E Department , Kolkata Port Trust. The work is fully land based. The contract shall be executed in accordance with the Trustees GCC (available on Ko.P.T website), Special Conditions of Contract and Specifications for materials and workmanship (Annexure-C) and Bill of Quantities (Annexure-E)

K.Ghosh
अधीक्षण अभियंता(सिविल), साऊथ
Superintending Engineer (Civil),South
सिविल इंजीनियारिंग बिभाग
Civil Engineering Department
KOLKATA PORT TRUST

INSTRUCTION TO BIDDERS/ TENDERERS

NleT No: - CE/South/163/ 2016/T-12 dated 28/12/2016.

1) The subject work is required to be carried out with proper precision, supervision, and techniques. The tenderers are, therefore, required to scrutinize the entire tender documents thoroughly.

2) The tenderers shall inspect the site and its neighbourhood and acquaint themselves with actual working condition. Accessibility of the site, source of water and electricity, available working space etc. should be investigated before submitting the tender. All such factors having likely bearing on rates and progress of the work involved should be taken into consideration while submitting the tender. No claim for any extra payment will be considered by reason of any difficulty, which may arise during the progress of this work, which in the opinion of the Engineer could have been foreseen. For such inspection, they may contact the Superintending Engineer (South) at his office at 51 , CGR Road, Kolkata - 700 043 during office hours before submission of his tender.

3) Tenderers' attention is drawn to Clause 3.4, 3.5, 3.6 of the General Conditions of Contract regarding Earnest Money and Security Deposit prescribed in the tender and Clause 8.0 regarding Delay/ Extension of time/ Liquidated Damage/ Termination of Contract.

4) The Tender / Offer shall be valid for acceptance for a period of 4 (four) months from the date of opening of the tender (techno-commercial bid).

5) The Engineer reserves the right to delete any item of work or introduce any new item during execution of work, in the tender, if required to be done to complete the work envisaged. The Engineer also reserves the right to delete and / or modify any **Technical Specification** or introduce any new modification for any particular item of work or for the scheme as a whole during execution of work.

6) The tenderer is to work out his amount at **Percentage above par / below par / at par basis** taking into account the full details of works.

7) The tenderer must fill in the **Form of Tender**.

8) **Taxes and Duties: -**

The rate quoted by the tenderer should be considered to complete the work in all respect and should include all taxes, octroi, surcharge etc.(excluding Service Tax) payable to Government or any other concern .

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 contractor is liable to pay the Service tax element at applicable Govt. rate fixed by the government time to time against L.D, damaged, penalty, land rent, electricity charges etc. same will be deducted from his bill when sent to finance department for payment.

9) The successful tenderer will be required to comply with the relevant provisions of Building and other constructions workers (Regulation of Employment and Conditions of Service) Act.1996 and West Bengal building and other constructions workers (Regulation of Employment and Conditions of Service) Act.2004 as well as Building and other constructions workers' Welfare Cess Act.1996 and the rules framed there under. An amount of **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 by the appropriate authority. Other statutory deductions will also be made as applicable at the time of payment.

10) Detailed Scrutiny Of E-Tenders:

(a) During the course of examination of Techno-commercial bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his / their bids.

(b) During techno-commercial evaluation of tender, an offer shall be considered **non-responsive** in case :-

- (i) is not accompanied by requisite Earnest Money,
- (ii) is not accompanied by requisite tender cost.
- (iii) does not meet the Pre- Qualification Criteria as stipulated in the NIT.
- (iv) is not accompanied by one or more documents as detailed in clause 8 of NIT.
- (v) The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely.
- (vi) The bidder does not upload the requisite documents as per NIT.

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 delisting / black listing by government organisations / PSU's, unsatisfactory performance during the last seven 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 Kolkata Port Trust in this regard shall be final and binding on the Bidder.

11) Clarification of Bids:

To assist in the examination and comparison of Tenders, the Employer may, at his discretion, ask any Tenderer for clarification of his Tender, including breakdown of unit rates. The request for clarification and the response shall be in writing, but no change in the price or substance of the Tender shall be sought, offered, or permitted except as required to conform the correction of arithmetic errors discovered by the Employer in the evaluation of the Tenders.

No Tenderer shall contact the Employer on any matter relating to his Tender from the time of the Tender opening to the time the contract is awarded. If the Tenderer wishes to bring additional information to the notice of the Employer, he should do so in writing.

Any effort by the Tenderer to influence the Employer's Tender evaluation, Tender comparison or contract award decisions, may result in the rejection of his Tender.

12) Submission of required documents with tender:-

(i) 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.

(ii) 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.

(iii) 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.

13) EVALUATION CRITERIA:-

During evaluation of Price Bid, provided that the bidder submits his offer following e-tender stipulations & specifications, the overall lowest offer received shall be considered for acceptance by the Trustees.

14) ACCEPTANCE OF TENDER:-

(i) Kolkata Port Trust 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.

(ii) 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.

(iii) The successful Tenderer will be notified in writing of the acceptance of his tender. The "Tenderer" then becomes the "Contractor" and he shall forthwith take steps to execute the Contract Agreement and fulfill all his obligations as required by the Contract.

SPECIAL CONDITIONS OF CONTRACT

NleT No: - CE/South/163/ 2016/T-12 dated 28/12/2016.

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. If the stipulations in the various tender documents be found to be at variance in any respect, one will override others (but only to the extent these are at variance) in the order of precedence as given in the list below, i.e. any particular item in the list will take precedence over all those placed lower down in the list.
 - o Order letter.
 - o Bill of Quantities.
 - o Drawings (if any).
 - o Specifications for materials & workmanship.
 - o Special Conditions of the Contract.
 - o General Conditions of Contract.

In case of any dispute, question or difference either during the execution of the work or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Engineer shall be final and binding.

In the General Conditions Of Contract wherever the term Senior Executive Engineer appears, the same shall have to be considered as Superintending Engineer.

2. **Work Site:** The Work site shall be spread at different sites / area under jurisdiction of SE(South) , Civil Engineering Department , Kolkata Port Trust viz :- Chetla Quarters Campus , Port Land Park campus, Remount Road Quarters Campus , Subhas Nagar Quarters Campus , Taratala Road , Transport Depot Road etc. of Kolkata Port Trust. The tenderer shall visit the site of works and acquaint him with the exact nature, scope and site of work before quoting his rates. No claims for any extra payment will be entertained under any circumstances after opening of the tender on this account. The contractor shall bear in mind that least possible inconvenience is to be caused to the occupants of the quarters within or in the vicinity of the work site during the tenure of his work.
3. **Access to Site:-** From different main roads / railway stations.
4. **Scope of work:-** The work comprises of :-
 - (i) Supply of skilled & unskilled labourers for carrying out petty repairs of furniture, doors etc. (without materials) and similar works as and when required on day to day basis which are otherwise non-measurable. Providing necessary tools and plants to the skilled & unskilled labourers shall be contractor's responsibility.
 - (ii) Execution of different / miscellaneous works like clearing / cleaning , shifting materials manually , face-lifting , minor repairs , dismantling , trimming of trees and similar works which are otherwise non-measurable through supply of skilled & unskilled labourers including provision of necessary tools and plants.

5. Working Period:-

Normally the work will be carried out between 8:00 A.M. to 5 P.M. on the Trustees' working days only , including ½ (half) hour for recess . 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.

6. Time of Completion / Period of execution :-

The work is annual in nature and is required to be carried out as and when required during a period of **12(twelve) months** from the date of placement of work order including preliminary time.

7. Price variation:-

No escalation variations on the prices of **labour, materials and POL** will be entertained and thus the rate should be quoted with due consideration of the same.

8. Suspension of Work / Idle time:-

The matter shall be decided by the **Clauses** as stipulated in **General Conditions of Contract vide** Clause No.5.11 and other relevant Clauses in this respect. No idle charges on any account like labour and establishment whatsoever due to any reason thereof will be entertained by the Trustees.

9. Water :-

Water required only for the drinking purpose of the contractor's employees shall be provided by the Trustees' as per availability free of cost. The contractor shall arrange for the water required for the work.

10. Power Supply :-

Necessary electrical extension cables for operating machinery is to be made by the contractor at his own cost. If required, KoPT may provide electrical connection at a nearby point **on chargeable basis.**

11. On account Payments for works:-

Tenderers attention is drawn to Clause 6 of the General Conditions of Contract on the relevant subject. The Engineer shall hold sole discretion as regards to release of on account payment.

12. Rate for payment against extra Items of works :-

For any unforeseen work not covered under the Bill of Quantities and Condition of Contract, depending on contingent situation at site, if required for successful completion of the work, extra items have to be carried out by the Contractor. If those items are already available in Trustees' Schedule of rate, payment will be made on the basis of Trustees' Schedule of Rates including accepted contractual percentage otherwise:-

(i) The rate of payment of work involving labour & material shall be fixed on the following basis:

- a) Cost of materials consumed including transport and wastage, plus
- b) Cost of labour actually engaged in the works, plus
- c) Taxes and Duties as applicable, plus
- d) 16 % on the aggregate of (a) and (b) towards overhead, profit and cess.

(ii) For any work involving only labour, rate of payment shall be fixed on cost of labour actually engaged in the work plus 11 % towards profit and cess.

(iii) For only supply of any material at site, rate of payment shall be fixed on actual cost of material plus transport, loading & unloading (if any) plus 11 % towards profit and cess.

13. 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.

14. 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.

15. Supervision, Tools & Equipments: -

The contractor shall have to engage sufficient number of qualified and skilled persons to supervise and execute the work. The contractor should arrange for all necessary tools, plants and equipments etc. required for successful execution of work at his own cost.

16. Errors in the B.O.Q:-

In case rate of particular item is printed erroneously in BOQ, the rate stated in the relevant Schedule of rates will prevail over the rate misprinted in BOQ , provided the consideration of the rate as aforesaid does not alter the total amount put to tender.

17. 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 higher of (a) daily Minimum Wage applicable for respective category of labourers in Kolkata [i.e area A] as notified through relevant circular of CLC (Central), Govt. Of India and (b) daily Minimum Wage applicable for corresponding category of labourer in Kolkata as per Govt. Of West Bengal Minimum Wage circular, applicable for the relevant period.

The contractor shall also be required to pay EPF & ESI contribution for his employees for the subject contract and if instructed by the Engineer , documentary evidence regarding payment of EPF & ESI contribution may have to be submitted for verification.

It will be the duty of the contractor to abide by the provisions of the all the Acts, 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 Ko.P.T 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 License 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.

18. 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.

SPECIFICATIONS FOR MATERIALS & WORKMANSHIP.

NleT No: - CE/South/163/ 2016/T-12 dated 28/12/2016.

The workmanship shall satisfy the specifications stipulated for such type of works as applicable and the job specifications contained in the Bill of quantities of the tender. In absence of the above, relevant Indian standards of latest revision / Specifications given in Government Of West Bengal PWD Schedule Of Rates (latest) shall be applicable.

In absence of any standard/specification/code of practice covering and part of work related to this tender, instructions/directions of the Engineer will be final and binding on the contractor.

In case of specialised items of work, specifications for which are not available in the documents listed above, the manufacturer's instructions/technical manuals shall be followed.

List Of Scanned Documents Required To Be Uploaded

NleT No: - CE/South/163/ 2016/T-12 dated 28/12/2016.

Scan copy of the following documents to be uploaded:-

- (i) Performance certificate(s) / credentials/ work orders & corresponding completion certificates to establish that the bidder fulfill the PQ criteria as in clause 1(A) above.
- (ii) Balance Sheet, Profit & Loss / Trading accounts to establish that the bidder fulfill the turn over criteria as in clause 1(B) above.
- (iii) PAN card of the bidding firm.
- (iv) VAT registration certificate.
- (v) Current Trade License.
- (vi) Current Professional Tax Clearance Certificate / payment challan.
- (vii) Employee's Provident Fund Organisation registration certificate / code allotment letter.
- (viii) Employee's State Insurance Corporation registration certificate / code allotment letter.
- (ix) Duly signed copy of any Addendum / Corrigendum / Drawings to this tender documents (if any).
- (x) Details of the firm as per format Schedule-O & Schedule – T of the tender documents.
- (xi) Bank Draft/ Pay order etc. towards EMD & Cost of Tender documents.
- (xii) Original T.R. relating to Permanent Earnest Money Deposit. (for registered contractors) OR NSIC Exemption certificate for exempted category.
- (xiii) Duly signed full Techno Commercial Bid and Price Bid.
- (xiv) A declaration duly signed under office seal on company's letter head containing the following declarations :-
 - (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.

SCHEDULE – “O” Sheet 1/3

Tenderers must fill in the undernoted columns:

Sl. No.	Full Particulars of similar works carried out by tenderer	Amount of work	Completion time as stated in tender	Actual Completion time	Name & Address of authorities for whom work was carried out	Name & Address to whom references can be made

Dated, the2016.

(Full Signature of the Tenderer)

SCHEDULE – “O” Sheet 2/3

Annexure D
Page 3/4

The tenderers are also requested to furnish the following particulars :-

(A) In case of a Limited Company

1. Name of the Company	
2. Address of its present registered office	
3. Date of its incorporation	
4. Full name and address of each of its directors any special particulars as to Directors if desired to be stated	
5. Name, address and other necessary particulars as to Managing Agents if any appointed by the Company	
6. Copies of Memorandum, Articles of Association (with the latest amendments if any)	
7. Copies of audited Balance sheets of the Company for the last three years	

(B) In case of a Firm

1. Name & Address of the firm Name & Address Of Firm	
2. When business started	
3. If registered, a certified copy of the certificate of Registration	
4. certified copy of the Deed of Partnership	
5. Full Name & Address of each of the partners and the interest of each partners in the partnership, any special particulars as to partners if desires to be stated.	
6. Whether the firm pays income tax over ₹10, 000/- per year.	
7. Copies of audited Balance sheets of the Company for the last three years	

SCHEDULE – “O” Sheet 3/3**(C) In case of an Individual**

1. Full name & address of the tenderer, any special particulars of the tenderer if desired to be stated.	
2. Name of father of the bidder.	
3. Whether the tenderer carries on business in his own name or any other name.	
4. When business was started and by whom.	
5. Whether any other person is interested in the business directly or indirectly. If so, name, address etc. of such persons and the nature of such interest.	
6. Whether the firm pays income tax over ₹10, 000/= per year.	
7. Copies of audited Balance sheets of the Company for the last three years.	

In all cases as in (A) , (B) & (C) above :-

1. Bidder's valid telephone numbers (at least two numbers) for contacting during office hours :-	(i) (ii)
2. Bidder's valid e-mail account address for sending official correspondences :-	

Dated, the2016.

(Full Signature of the Tenderer)

PREAMBLE TO THE BILL OF QUANTITIES

[NIT No :-CE/South/163/ 2016/T-12 dated 28/12/2016]

1. The Bill of Quantities shall be read in conjunction with Special Conditions of Contract, Preamble to the Bill of Quantities, General Conditions of Contract, Form of Tender and the Agreement.
2. General direction and description of work or materials given elsewhere in the contract documents are not necessarily repeated in the description of items in the Bill of Quantities.
3. The Prices and rates entered by the Contractor in the Bill of Quantities shall be deemed to cover the complete and finished work, inter-alia, all costs and expenses which may be required for successful completion of the works together with all risks, liabilities, contingencies, insurance, octroi, royalties, taxes(except Service Tax) and obligations imposed or implied by the Contractor.
4. Where separate items such as mobilisation, demobilisation, temporary works etc., have not been provided in the Bill of Quantities for works required under the Contract, then the cost of such works shall be deemed to have been included in the prices and rates of other items.
5. Without affecting the generality of the foregoing provisions, the Prices and rates entered in the Bill of Quantities by the Contractor shall include inter-alia, all costs and expenses involved in or arising out the followings:-
 - a) The provision, storage, transport, handling, use, distribution and maintenance of all materials, plants, equipment machineries and tools including all costs, charges dues demurrages or other outlays involved in the transportation.
 - b) The provision and maintenance of all his staff and labours and their payments, accommodation, transport, taxes and other requirements.
 - c) Setting out including the location and preservation of survey markers, measurement and supervision.
 - d) The provision, storage, transport, use handling, distribution and maintenance of consumable stores, fuel, water and electricity.
 - e) All First Aid, Welfare and safety requirements.
 - f) Damage caused to the works, plants, materials and consumable stores caused by weather.
 - g) Licence, fees and other charges for compliance of Government Acts and Rules that are inforce and applicable.
6. The quantities given in the Bill of Quantities are estimated only and are given to provide a basis for comparison of tenders. Payment to the Contractor shall be made on the basis of prices and rates quoted in the tender for measured quantities of the work done by him. It must be clearly understood that this is a quoted rate tender at percentage Above par/At par/Below par as the case may be on estimated amount and not a lump sum one. The quantities of work required to be carried out by the Contractor may vary.
7. The Contractor should be held responsible for the safe custody of materials, Machineries etc. at site procured by him or issued to him by the Trustees.

BILL OF QUANTITIES

[NIET No :-CE/South/163/ 2016/T-12 dated 28/12/2016]

Tender For

Providing & supplying different category of labourers with necessary tools & tackles as and when required for miscellaneous works at various sites under the jurisdiction of Superintending Engineer (Civil), South Section For a period of one year from the date of placement of work order.

Sl. No	Description of Item	Quantity	Rate (₹ P)	Unit	Amount (₹ P)
1(i)	Providing & supplying unskilled labourer [as defined in the circular for monthly minimum rates of wages issued by the Competent Authority] with necessary tools, tackles , equipments etc. as and when required for miscellaneous works which are otherwise non-measurable , at various sites under Supdt. Engineer (Civil) , South Section.[Payment shall be made as per the higher of minimum daily wage as per CLC(Central) circular and Govt. Of West Bengal Minimum Wage Circular applicable for the period.]	500	419.29	Per Head / Per Day	2,09,645.00
(ii)	'--do--do - for semi-skilled category labourer.	125	464.14	Per Head / Per Day	58,017.50
(iii)	'--do--do - for skilled category labourer.	25	511.22	Per Head / Per Day	12,780.50
2(i)	Additional amount payable to unskilled category labourer employed on any structure over 30 feet in height .	100	83.03	Per Head / Per Day	8,303.00
(ii)	'--do--do - for semi-skilled category labourer.	20	91.91	Per Head / Per Day	1,838.20
(iii)	'--do--do - for skilled category labourer.	10	101.23	Per Head / Per Day	1,012.30
TOTAL					2,91,596.50

Brought Forward :- ₹ 2,91,596.50

Tenderer to fill up the following [score out which is not applicable]

(a).....%		
(in figures)		Below par (-) Rs.
.....Percent		
(in words)		
(b).....	At par	NIL
(c).....%		
(in figures)		Above par (+) Rs.
..... Percent		
(in words)		
	Total Tendered Amount = Rs.	

Total tendered amount (in words).....
.....

[The rate quoted shall include all taxes & duties as applicable excluding Service Tax. Service Tax will be reimbursed by KoPT on submission of actual payment of service tax at full rate for the work as per Finance Act 1994.]

Maximum number of workmen likely to be engaged in a day's work..... Numbers
Permanent Income Tax A/C. No... ..

Date:

(Signature of Tenderer)

[Total amount of tender, completion time and preliminary time as quoted / stated above are to be carried over to Form of Tender attached]

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

FORM OF TENDER

CONTRACT vide NIT No :-CE/South/163/ 2016/T-12 dated 28/12/2016

The Superintending Engineer (Civil), South Section
Kolkata Port Trust,
51, Circular Garden Reach Road
Kolkata- 700043.

I/We

of

having examined the site of works, inspected the Drawings and read the Specifications, General & Special Conditions of Contract and Conditions of Tender, hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specification, Bill of Quantities, General & Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates & prices set out in the annexed Bill of Quantities within **Months**(including preliminary time) from the date of order to commence the work and in the event of our tender being accepted in full or in part, I/We also undertake to enter into a Contract Agreement in the Form hereto annexed with such alterations or additions there to which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of Quantities, Drawings and Special & General Conditions of Contract and I/We hereby agree that until such Contract Agreement is executed the said Specifications, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the contract.

THE TOTAL AMOUNT OF TENDER Rs.

(Rupees in words).....

I/We require days preliminary time to arrange and procure the materials required by the work from date of acceptance of tender before I/We could commence the work.

I/We have deposited with KOLKATA PORT TRUST, a sum ofvide Pay Order/Demand Draft No.....dt.....of.....(name of Bank) as Earnest Money.

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

Signature of Tenderer

(Seal of the Tenderer)

Witness :

Signature _____
Name _____
(In Block Letters)

Name of the _____
Tenderer : _____

Address: _____

Occupation:

Dated:

Address:

