

KOLKATA PORT TRUST

HALDIA DOCK COMPLEX

TENDER DOCUMENT

F O R

SUPPLY AND DELIVERY OF SEASONAL FLOWER SEEDS,

SEEDLINGS, ROOTED CUTTINGS,

BULBS ETC ON ANNUAL RATE CONTRACT BASIS

FOR BEAUTIFICATION WORK

AT OFFICES, PARKS AND GARDENS IN HDC AREA, HALDIA.

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KOLKATA PORT TRUST
HALDIA DOCK COMPLEX

ISSUE LETTER OF TENDER DOCUMENT

F O R

**SUPPLY AND DELIVERY OF SEASONAL FLOWER SEEDS,
SEEDLINGS, ROOTED CUTTINGS,
BULBS ETC ON ANNUAL RATE CONTRACT BASIS
FOR BEAUTIFICATION WORK
AT OFFICES, PARKS AND GARDENS IN HDC AREA, HALDIA
DURING THE YEAR 2017-18.**

This set of Tender Document is issued to:-

Name of Tenderer : _____

Address of Tenderer : _____

Date of Issue : _____

**For Sr. Dy. Manager (Admn.)
Haldia Dock Complex
Kolkata Port Trust**

KOLKATA PORT TRUST
HALDIA DOCK COMPLEX

INVITES TENDER FOR
SUPPLY AND DELIVERY OF SEASONAL FLOWER SEEDS, SEEDLINGS,
ROOTED CUTTINGS, BULBS ETC ON ANNUAL RATE CONTRACT BASIS FOR
BEATUFICATION WORK
AT OFFICES, PARKS AND GARDENS IN HDC AREA, HALDIA
DURING THE YEAR 2017-18.

Sealed tenders in prescribed format are invited from experienced, bonafide and reliable suppliers, contractors for supply of the items as detailed in the Price Part.

| Earnest Money Deposit. | Tender Document preparation cost. | Period of contract. | Last date of sale of tender. | Last date for submission of tender. | Due date for opening of E.M. and Techno-Commercial Bid. |
|-------------------------------|--|----------------------------|-------------------------------------|--|--|
| Rs. 2600/- | Rs. 200/- | 1 year | upto 1300 hrs. on 02.06.2017. | upto 1300 hrs. on 09.06.2017. | at 1500 hrs. on 09.06.2017. |

a) Non-transferable Tender document can be purchased from the office of the Sr. Dy. Manager (Admn.), HDC, Jawahar Tower Complex, P.O. Haldia Township, Dist. Purba Medinipur on payment of necessary cost for tender document. The tenderer shall submit the following documents along with Techno-Commercial part of the Tender.

1. Upto date Professional Tax payment Challan.
2. Current Trade Licence
3. Evidence that the tenderer has successfully executed similar nature of work in reputed PSU's /Govt. Organizations/industrial establishments/factories/Private Organizations etc. as follows:
 - i) At least 3 Work orders each worth not less than Rs. 51,480/- over a period of last 7 years ending on 31.05.2017 or
 - ii) At least 2 Work orders each worth not less than Rs. 64,350/- over a period of last 7 years ending on 31.05.2017 or
 - iii) At least 1 Work order worth not less than Rs. 1,02,960/- over a period of last 7 years ending on 31.05.2017.

b) Downloading of Tender Document:

The tender document may also be downloaded from the websites www.kolkataporttrust.gov.in;

The tender document cost of Rs. 200/- (non-refundable) may be submitted in cash at the Cash Office of Finance Division at the Ground Floor of Jawahar Tower or by Demand Draft / Bankers Cheque drawn on any scheduled Bank of India in favour of

“Kolkata Port Trust, Haldia Dock Complex” payable at Haldia along with the Tender Document in a separate sealed envelop superscribed with “cost of tender document”.

The Tender would be rejected outright without submission of the tender document cost by the tenderer.

Note :

Mere issuance of Tender Document does not mean that a particular tenderer will be automatically considered qualified and his bid will be entertained. Such qualification will be reviewed at the time of evaluation of bids.

Earnest Money of Rs. 2600/- (Rupees two thousand six hundred only) may be submitted in Cash at the Cash Office of Finance Division at the Ground Floor of Jawahar Tower **or** by Banker's Cheque **or** by Demand Draft drawn on any scheduled Bank of India having branch at Haldia in favour of “Kolkata Port Trust, Haldia Dock Complex”, payable at Haldia. The same should be submitted in a separate sealed envelop superscribed with “Earnest Money”.

The Trustees reserve the right to reject any or all the tenders in whole or in part without assigning any reason thereof.

INSTRUCTIONS TO TENDERERS

1. This quotation is for establishing the rates only. Order shall be placed as per Trustees' requirement.
2. The tenderer shall quote rate against each item of the 'Price Bid' separately. Incomplete 'Price Bid' shall liable the tender to be cancelled.
3. The tenderer shall submit the Tender Document Cost (if downloaded from website), Earnest Money (in cash or Bankers' cheque or Demand Draft), Techno-Commercial Bid and Price Bid in **four separate sealed covers**.
4. The separate sealed covers should indicate whether the contents are "Tender Document Cost", "Earnest Money", "Techno-Commercial Bid", "Price Bid" and each cover should be duly superscribed with the tender number and the title of the work.
5. The tenderer may submit his sealed offer at the office of Sr. Dy. Manager (Admn.), Haldia Dock Complex, Jawahar Tower Annexe Building, Haldia Township, Dist. Purba Midnapore upto 1300 hrs. of 09.06.2017 after which time and date, no offer shall be accepted. Offers may also be sent by registered post so that it reaches this office by the above mentioned time and date.
6. The sealed envelopes containing "Tender Document Cost", "Earnest Money" and "Techno-Commercial Bid" of the tender shall be opened at 1500 hrs. on 09.06.2017 at the office of the Sr. Dy. Manager (Admn.) at Jawahar Tower Annexe Building, Haldia Township, Dist. Purba Medinipur and any tenderer or his authorized representative who wishes to be present at the time of the opening of the "Techno-Commercial Bid" may do so.
7. The 'Price Bid' of only Techno-Commercially qualified bidders will be opened on a subsequent date which will be intimated separately to the techno-commercially qualified tenderers concerned.
8. The 'Techno-Commercial Bid' shall contain only the Techno-Commercial Part of the tender document duly filled in and signed but without Price Bid. Covering letter and documents as mentioned at Clause 12 of the Instructions to Tenderers shall be submitted duly signed. All pages of the Techno-Commercial Bid should also be signed and stamped.
9. The 'Price Bid' shall be duly filled in and signed. It is to be noted that the sealed envelope containing 'Price Bid' shall contain price only and no conditions whatsoever. Any condition imposed in 'Price Bid' shall make the bid liable for outright rejection.
10. The tenderer shall be deemed to have carefully examined and fully understood the instruction to Tenderers, the Special Conditions of the Contract, Trustees' General Conditions of Contract, Scope of Work, etc.
11. The tender including Price Bid shall be valid for acceptance for a period of three months from the date of opening of the tender.

12. The tenderer shall submit copies of the following documents along with Techno-Commercial Bid: -
 - a) Valid document of upto date payment of Professional Tax.
 - b) Current Trade Licence.
 - c) Credentials (proof of experience in the business) as detailed at item 3 of page 4.
13. The tenderer may be required to produce the relevant documents as mentioned at (a) to (c) of Clause 12 above in original as and when required by the Trustees.
14. The price so quoted shall remain unchanged for a period of one year from the date of placement of work order. No addition/ alteration shall be allowed for any escalation of price during the contract period.
15. The tenderer shall furnish the address of his office with telephone number, FAX No. & E-mail etc.
16. Trustees reserve the right to accept or reject any tender either in part or in full without assigning any reason. Any incomplete tender is liable to be rejected.
17. The tenderer must quote rate against each & every item of the 'Price Bid' positively as because the price bid will be evaluated on the basis of all the quoted items together.

SPECIAL CONDITIONS OF THE CONTRACT

1. Scope of Work:

- 1.1 The work comprises supply & delivery of winter seasonal flower seeds, seedlings, rooted cuttings of Chrysanthemum, Dahlia and Gladiolus Bulbs as stated in the Price Bid to gardening nurseries under Haldia Dock Complex against order placed.
- 1.2 Seeds in original sealed packet of reputed company are to be supplied. Disease free, healthy seedlings of good quality and of at least 2 inches height from the soil are to be supplied with name of variety. Disease free, good quality rooted cuttings and bulbs are also to be supplied with proper labels with name of variety.

2. Earnest Money:

- 2.1 Earnest Money of Rs. 2600/- (Rupees two thousand six hundred only) shall have to be submitted by Cash at the Cash Office of Finance Division at the Ground Floor of Jawahar Tower or Banker's Cheque or by Demand Draft drawn on any Nationalized Bank of India in favour of "Kolkata Port Trust, Haldia Dock Complex" payable at Haldia.
- 2.2 Earnest Money in form of Banker's cheque/Demand Draft shall be submitted in a separate sealed envelope marked "EARNEST MONEY" and superscribed with the title of the work, Tender No., Bidder's identity, etc. along with the other envelopes.
- 2.3 Tender submitted without Earnest Money will be liable for rejection.

3. Security Deposit:

- 3.1 The successful tenderer shall have to keep Security Deposit equal to 5% of the total order value of the contract. The Earnest Money deposited by the successful tenderer will be converted to Security Deposit and the balance Security Deposit shall have to be deposited in cash within a month from the date of placement of order. If the successful tenderer fails to pay the balance Security Deposit as indicated above, the same will be recovered from the contractor's bill.
- 3.2 The Security Deposit shall be held by the Sr. Dy. Manager (Administration), HDC as security for the performance of the contractor's obligation under the contract. The Security Money shall be refunded without interest after three months of successful execution of the complete order, subject to recovery of damage and / or loss incurred if any, by HDC due to default on the part of the tenderer.
- 3.3 In the event of the successful tenderer 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 may be cancelled.

4. Payment:

Payment will be made on the basis of actual supply of the materials at the quoted rates, as per specification and satisfactory acceptance by the Authority concerned against the subject order. Payment will be made within 30 (thirty)

days of receipt of satisfactory acceptance note of supply and on submission of clear bill in triplicate by the contractor. Part payment will be made on part supply basis after complete delivery of a specific item.

5. Delivery :

The successful tenderer shall deliver the ordered items as per following schedule:-

| Sl. No. | Description of the Items | Delivery Schedule |
|----------------|---|--|
| a. | All winter season seeds | Within 3 rd week of September 2017. |
| b. | Gladiolus and rooted cutting chrysanthemum. | Within 1 st week of October 2017. |
| c. | All winter season seedlings | Within 2 nd week of October 2017. |
| d. | Rooted cuttings of Dahlia. | Within 4 th week of October 2017. |
| e. | All summer season seeds | Within 2 nd week of February 2018. |
| f. | All summer season seedlings | Within 4 th week of February 2018. |
| g. | All rainy season seeds | Within 4 th week of May 2018. |

The successful tenderer shall have to intimate HDC at least 3 days prior to actual delivery of the material.

- 5.1 Delivery period shall be binding on the successful tenderer. If delivery of materials is not made within the time stipulated, the order will be cancelled without notice. Two consecutive failures to supply within time will entail penal action by the Trustees. In case of default in supply or failure to deliver as per specification or the approved quantity within the stipulated time, Trustees are entitled to purchase from another source at the risk, cost and expenses of the successful tenderer of the whole or any portion of the supply remaining undelivered or unapproved.
- 5.2 Materials shall be delivered by the successful tenderer at their own cost, risk and responsibility at gardening store of Haldia Dock Complex, Haldia Township.
- 5.3 The quoted rate shall be inclusive of delivery charges upto gardening store of HDC.

6. Inspection of Materials:

The material will be jointly inspected with the successful tenderer during delivery of the same to the Gardening store at HDC. In case any material is found to be of non-acceptable quality, the same shall have to be replaced by the successful tenderer at the earliest at his own arrangement and cost.

7. Tax and other charges:

The rates shall be inclusive of all taxes and delivery charges upto gardening store of HDC.

8. Liquidated Damages:

In the event of failure to execute the contract within the stipulated date or such extension thereof as may be allowed by the Sr. Dy. Manager (Administration) in writing, successful tenderer shall be required to pay as compensation (Liquidated Damage) to the Trustees and not as penalty @ ½% of the value of the contracted amount for every week or part thereof the work remains uncommenced and unfinished, provided always that the amount of such compensation under the provision of this Clause shall not exceed 10% of the contract value of the goods. The Trustees may without prejudice to any other method of recovery deduct the amount of such damage from any money which was due or which may become due to the contractor. The payment or deduction of such damages shall not relieve the supplier from his obligations to complete the supply of goods or from any other of his obligations or liabilities under the contract.

9. Evaluation Criteria:

The Price Bids of only techno-commercially qualified tenderers will be opened. The evaluation of Price Bids will be considered on lowest rate basis taking all the items together.

GENERAL CONDITIONS OF CONTRACT

Trustees' General Conditions of Contract shall also be applicable for this contract.

The interested tenderers may like to inspect the same during office hours at the office of the Sr. Dy. Manager (Administration), Jawahar Tower Annexe Building, Haldia Township, Haldia, Purba Medinipur.

DECLARATION BY THE TENDERER

1. I/We have carefully examined and fully understood the Instruction to Tenderers, the Special Conditions of the Contract, Trustees' General Conditions of Contract, Scope of Work, etc. and all other related documents and clauses in connection with this letter. I/We accept all the terms & conditions of the contract as mentioned in the Techno-Commercial Part of the tender.
2. I/We have signed all the pages of the Techno-Commercial part of this tender document and have submitted the same with the Techno-Commercial part of my offer.
3. I/We have signed all the pages of the Price part of this tender document and have submitted the Price part separately following all necessary guidelines given in this tender document.
4. I/We have deposited Earnest Money of Rs. 2600/- in cash at the Cash Office of Finance Division at the Ground Floor of Jawahar Tower and the Treasury Receipt is enclosed / in Demand Draft / in Banker's Cheque of Nationalized Bank drawn in favour of "KOLKATA PORT TRUST, HALDIA DOCK COMPLEX" payable at Haldia being No. _____ dated _____, in a separate sealed cover following all necessary guidelines given in this tender document.
5. I/We have submitted copies of the required documents as mentioned at Clause 12 of the "Instructions to Tenderers".
6. My/our office Address is _____

7. My/our Telephone No. is _____
8. E-mail / FAX etc. _____

Signature of the Tenderer with office seal.

Date :

**Haldia Dock Complex
Kolkata Port Trust**

PRICE BID

| Sl. No. | Description of materials. | No. of seeds/ quantity in packet. | Total Quantity. | Rate quoted on total quantity (in Rs.) |
|---------|---|---|--------------------|--|
| Group A | Seeds (in original packets of reputed seed company) | | | |
| | WINTER SEASON | | | |
| A1. | Marigold F1 hybrid African double New Marvel Mix | 25 | 2000 | |
| A2. | Marigold F1 hybrid African double vanilla (white double) | 25 | 2000 | |
| A3. | Begonia F1 non stop mix | 40 | 400 | |
| A4. | Coleus Tapestry. | 100 | 500 | |
| | SUMMER SEASON | | | |
| A5. | Zinnia Big Boy | 120 | 6000 | |
| | RAINY SEASON | | | |
| A6. | Balsam Top knot mix | 18 | 1800 | |
| Group B | Seedling (one in each glass pot and at least 2 inches height from the pot) | | | |
| | WINTER SEASON | | | |
| B1. | Antirrhinum F1 Madame butterfly mix | Each | 600 | |
| B2. | Aster Milady Mix | Each | 600 | |
| B3. | Carnation Chbaud giant mix | Each | 400 | |
| B4. | Claimthus F1 hybrid. | Each | 600 | |
| B5. | Digitalis Speckled Spires mix. | Each | 400 | |
| B6. | Gerbera Feisty Mix | Each | 500 | |
| B7. | Geranium Super hybrid. | Each | 2000 | |
| B8. | Impatiens Super hybrid mix. | Each | 2000 | |
| B9. | Lupin gallery mix. | Each | 500 | |
| B10. | Phlox buttons and bows mix. | Each | 1000 | |
| B11. | Petunia Sundance red. | Each | 2000 | |
| B12. | Pansy Joker F2 blue. | Each | 500 | |
| B13. | Popy Shirly mix. | Each | 500 | |
| B14. | Salvia blue denil. | Each | 500 | |
| | SUMMER SEASON | | | |
| B15. | Sunflower florenza | Each | 2000 | |

| | | | | |
|-----------|--|------|------|--|
| B16. | Cocks comb Jewel box mix | Each | 2000 | |
| B17. | Vinca-rosea F1 Festive mix | Each | 3500 | |
| Group C | Rooted Cuttings (one in each Glass Pot) | | | |
| C1. | Chrysanthemum giant different assorted variety. | Each | 1000 | |
| C2. | Chrysanthemum small flowering different rare assorted variety (Anemone spider & spoon) | Each | 1000 | |
| C3. | Dahlia giant different assorted variety | Each | 3000 | |
| Group - D | Bulbs | | | |
| D1 | Gladiolus Hybrid American Dutch different variety. | Each | 700 | |

Grand total (in words)

Signature & Office Seal of the Tenderer

Date :

NB : The tenderer must quote his rates for all the items positively and submit the same as 'Price Bid' in a separate sealed cover following all necessary guidelines given in this tender document.