

कोलकाता पत्तन न्यास

**KOLKATA PORT TRUST**

सिविल इंजीनियरिंग बिभाग / Civil Engineering Department

वरिष्ठ कार्यकारी अभियंता, कोलकाता का कार्यालय/

**Office of the Senior Executive Engineer, Kolkata**

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

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

No: NIQ/04/2015-16/52

Dated: 29/04/2015.

**NIQ NO. NIQ/04/2015-16/51 Dated: 29/04/2015.**

Sealed quotations ( in two part ) are invited from Enlisted Contractors of Civil Engineering Department or outside bonafide agencies for the following work :-

1. **Name Of Work :-** QUOTATION FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3<sup>RD</sup> FLOOR OF HEAD OFFICE BUILDING OF KOLKATA PORT TRUST.
2. **Estimated amount :-** ` 1,58,600.00
3. **Time of completion :-** 30 (Thirty) Days
4. **Earnest Money :-** ` 1,590.00 [Not required for enlisted contractors]
5. **Period of sale of tender document :-** From 10:00 AM on 04/05/2015 upto 4:00 P.M on 25/05/2015.  
(a) **Last date of submission & opening of tender :-** Submission upto 3.00 PM on 26/05/2015.  
Opening shortly after 3.00 PM on 26/05/2015.
6. **Cost of tender document :-** ` 300 per set (non-refundable)

Tender documents can be obtained from the office of the undersigned during office hours on any working day on payment of cost of tender document on application or may be downloaded from the Ko.P.T website before 12 noon of last date of sale.

(i) **1. Pre-qualification Criteria:-**

The intending bidder must be :-

(a) An enlisted contractor of Civil Engineering Department

OR

(b) Outside bonafide agencies who have experience of execution of supplying and laying of wall to wall i.e floor carpet during last 07(seven) years ending on March 2015 (at least one work of value not less than the estimated cost), which should be substantiated by producing **copy of order and proof of completion of work**

Contd-P-2

**NIQ/04/2015-16/52**

**Dated: 29/04/2015.**

2. The intending tenderer should have average Annual Financial turnover during the last 3 years ending 31<sup>st</sup> March of the previous financial year should be at least 30% of the estimated amount put to tender.
3. The quotation must be submitted along with copy of the documents in support of pre-qualification criteria as mentioned above, copy of valid Trade Licence, copy of VAT registration certificate and Copy of IT registration certificate / PAN card, Trade License within the last date and time of submission as given above.

Quotation will be opened in presence of quotationer or their authorised representatives who may wish to be present. In the event of any unforeseen circumstances such as suddenly declared holidays, bandhs, strikes etc. on that day, the quotation may be submitted by 3:00 P.M. on the next working day, and will be opened shortly after 3:00 P.M. on the same day. EXCEPT THIS, THE QUOTATION SHALL NOT BE EXTENDED IN ANY CASE.

**Sr. Ex. Engineer (Kolkata)**

Copy to the Chief Engineer through Dy.Chief Engineer-IV for information please.

Copy to the Senior Executive Engineer, KPD/ NSD/ South/ Railways/ RS/ Dev/ RT/ Contract/ Environment/Notice board for circulation please.

Copy to the F.A. & C.A.O. for information please.

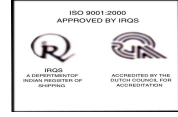
Copy to the Director, P&R (Attn: In Charge Computer Centre). The soft copy of NIT is being sent to you for insertion in Kolkata Port Trust website and the tender shall be sent in due course. Downloading of tender documents shall be blocked after 12 noon **25.05.2015.**

**Sr. Ex. Engineer (Kolkata)**



# KOLKATA PORT TRUST

## कोलकाता पत्तन न्यास



सिविल इंजीनियरिंग बिभाग/ Civil Engineering Department

वरिष्ठ कार्यकारी अभियंता, कोलकाता का कार्यालय/

Office of the Senior Executive Engineer, Kolkata

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

सं / No.: NIQ/04/2015-16/51

दिनांक/Dated: 29/04/2015

### NOTICE INVITING QUOTATION

Messrs/ Shri .....

.....

.....

**SUB :- QUOTATION FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3<sup>RD</sup> FLOOR OF HEAD OFFICE BUILDING OF KOLKATA PORT TRUST.**

**Sealed quotations (in two part)** are invited from Enlisted Contractors of Civil Engineering Department or 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 of execution of supplying and laying of wall to wall i.e floor carpet during last 07(seven) years ending on March 2015 (at least one work of value not less than the estimated cost), which should be substantiated by producing **copy of order and proof of completion of work**

<b>Estimated amount :-</b>	₹ 1,58,600.00 { Rupees One Lakh Fifty Eight Thousand Six Hundred Only}
<b>Earnest Money Deposit :-</b>	₹ 1590.00 { Rupees One Thousand Five Hundred Ninety Only} [Not required for enlisted contractor's under CE Department of Ko.P.T]
<b>Cost of quotation document:-</b>	₹ 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.
<b>Time Of Completion :-</b>	30 (Thirty) days from the date of placement of order.
<b>Period of sale of quotation documents:-</b>	On any working day from <b>04/05/2015</b> to <b>25/05/2015</b> upto 12.00 P.M on application from SEE(Kol)'s office. <b>OR</b> From website <a href="http://www.kolkataporttrust.gov.in">www.kolkataporttrust.gov.in</a> before 12.00 P.M on <b>25/05/2015</b> .
<b>Date of submission &amp; opening :-</b>	<b>26/05/2015</b> Submission :- upto 3.00 P.M Opening :- Shortly after 3.00 P.M

- (ii) In case a bidder submits his offer after downloading the quotation documents from Ko.P.T's website, he shall not alter/change/delete/modify any clause of the bid document down loaded from the website. If any deviation / discrepancy are found after submission of bid, the submitted offer will be rejected outright.
- (iii) **The rate quoted by the bidder / quotationer must be valid up to four months after opening of quotation.**
- (iv) The rate quoted by the quotationer should be complete in all respect and should include all duties, taxes, octroi, surcharge, transportation, loading & unloading etc.
- (v) While quoting the rate it should be noted that the quotationer 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 quotationer. If the figures are tampered with, the quotation shall be liable to be rejected.
- (vi) Any Notice / Addendum / Corrigendum / Modification to the bid document will be notified only through Notice Board and Ko.P.T website and the bidders are requested to check for the same prior to submission of their offers.
- (vii) The quotation duly filled in, totalled and signed along with the following documents shall be submitted in sealed cover superscribing the above name of work so as to reach this office within 3:00 P.M. on **26/05/2015**. The quotation 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 quotations 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. **The notice inviting quotation shall not be extended under any situation.**
- (viii) (a) Copy of the documents in support of pre-qualification criteria as mentioned above.  
(b) Copy of valid Trade Licence.  
(c) Copy of VAT registration certificate.  
(d) Copy of IT registration certificate / PAN card.  
(e) Copy of Trade Licence.
- (ix) Bidders shall submit the quoted document as stipulated in the "Instruction To Bidders" of this document. **Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents.**
- (x) The quotationer must return the quotation document duly filled in and signed in all pages over his office seal. The quotationer shall not impose his own terms and conditions. Such a quotation is liable for rejection at the option of the quotation inviting authority without further reference to the quotationer.
- (xi) Micro and Small Enterprises firms registered with National Small Industries Corporation under single point registration scheme) shall be exempted from payment of cost of Quotation Document and depositing Earnest Money, for which copy of valid National Small Industries Corporation certificate is to be attached.
- (xii) The undersigned does not bind him to accept the lowest or any quotation or to assign any reason there for and also reserve the right to accept or reject any or all the quotations in part or whole.

Senior Executive Engineer (Kolkata)

**QUOTATION FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3<sup>RD</sup> FLOOR OF HEAD OFFICE BUILDING OF KOLKATA PORT TRUST.**

NIQ/04/2015-16/51

दिनांक/Dated: 29/04/2015

**INSTRUCTION TO QUOTATIONER**

- 1) **Submission of required documents with quotation offer :-**
  - (i) The bidders should furnish documents regarding experience criteria as per clause **1 of NIQ** along with the quotation offer, **failing which the offer shall be considered as non-responsive.**
  - (ii) In case a bidder is unable to submit other documents required as per clause (viii) of NIQ along with the quotation offer, the bidder should submit the same within 07(seven) days from date of opening of quotation, **failing which the offer shall be considered as non-responsive.**
- 2) While quoting the rate it should be noted that the quotationer 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 quotationer. If the figures are tampered with, the quotation shall be rejected.
- 3) **Bidder shall not use 'White Ink' for correction at any place of the quotation paper.** Non-conformation to the instruction shall be treated as non-responsive and hence, may disqualify the quotation.
- 4) The quotation shall be evaluated on **lowest offer basis.**

**2.0 MODE OF SUBMISSION OF BID :**

All bidders must submit their offers strictly in accordance with the terms and conditions set out in the quotation document and no deviation will be accepted . Any term not incorporated / submitted with Cover-I of the Quotation but incorporated / submitted with Cover-II shall be rejected outright.

Quotation documents shall be submitted in **two separate sealed envelopes.**

- (i) Envelope I shall contain (a) Cost of quotation Document in Demand Draft / Pay Order [if not already paid in cash] and (b) (in case of enlisted contractors of C E Department, a photocopy of the treasury receipt towards enhanced cost of Standing Security Deposit) Or for outsiders , the documents as asked for in the Notice Inviting Quotation including Earnest Money Deposit.
- (ii) Envelope – II will contain the quotation document duly quoted, signed, sealed & filled up by the bidder.

**The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities.**

Both the sealed envelopes shall be superscribed with the name of work , with the Quotation No, quotationer's name, Postal address and FAX / E-mail address of the quotationer and shall be submitted together within the quotation Due Date and time.

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**QUOTATION FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S  
CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3<sup>RD</sup> FLOOR OF  
HEAD OFFICE BUILDING OF KOLKATA PORT TRUST.**

NIQ/04/2015-16/51

दिनांक/Dated: 29/04/2015

**SCOPE OF THE WORK**

**AND**

**SPECIFICATIONS FOR MATERIAL.**

The successful quotationer, 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 quotationer shall arrange for skilled personnels 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 the any material is found damaged at the time of work, the same shall not be accepted. The successful quotationer shall be required to take all precautions so that no damage is caused to the Trustees properties during execution of the work.

**Work Site:** The work site is at VIP floor (3<sup>rd</sup> floor) of Annex Building of Ko.P.T Head office premises at 15, Strand Road, Kolkata – 70001. A quotationer 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.

**CONDITIONS OF TENDER**

- 1) If the tender is not submitted within due date and time, the tender may not be considered.
- 2) Samples, if required are to be marked and labelled so as to correspond with the items in the tender and to be sent to the Sr.Ex.Engg(Kol)'s Office so as to reach simultaneously with the tender.
- 3) Full particulars as to specification, brand and maker's name should be stated, failing which the tender may not be considered.
- 4) If an alternative size or specification is offered, this should be clearly stated, separately, underneath the item concerned. Under no circumstances should the size and/or specification mentioned in tender be scored out or overwritten.
- 5) Quotations (which must be in ink) as entered must include all charges, such as, Excise Duty and Sales Tax / VAT if applicable, packing, cartage, delivery charges etc.
- 6) Notwithstanding anything herein contained it is expressly agreed that the price/prices quoted in this tender is/are based on the tariff value / values and the rate / rates of Customs / Excise Duty ruling, on the opening date of tender and that if any increase in either tariff value or rates of Customs/Excise Duty shall be in force on the due date for delivery and shall effect any increase or decrease in

the total amount of Customs/Excise Duty payable on any goods to be supplied hereunder on the said date for delivery, then the price of the said goods shall be increased or decreased by the increased or decreased amount of Duty so payable.

- 7) The attention of tenderers is drawn to the rule that the rate unit must not under any circumstances be altered and quotation must be entered in ink for both in figures and in words.
- 8) The Trustees will not recognize any assignment or endorsement in favour of third parties of any order arising out of this tender other than the authorized dealer/distributor /accredited agents in respect of any payment due by the Trustees against any such order.
- 9) If delivery of material is not made within the time undertaken, the order may be cancelled without notice.
- 10) Unaccepted samples should be collected back from this office within 5 weeks from the due date of tender, failing which it will be deemed that they have been abandoned and will be disposed of.
- 11) All tenders must be returned in original and any quotation not accompanied by this tender form may be liable for rejection.
- 12) Any default in the supply or failure to deliver an approved quality within the time stipulated may involve purchase of the whole or any portion of the supply remaining undelivered or unapproved from another source at the risk and expenses of the supplier.
- 13) Name of the firm quoting against any particular tender should also be printed or rubber-stamped on the envelope.
- 14) All parties quoting should state clearly in bold letters the % of taxes and duties S.T., VAT, E.D. etc. that will be charged against any item as guidance at the time of placing order.
- 15) Payment :- Payment shall be made after execution of work through ECS . The Bills should be submitted in quadruplicate to the office of Sr. Ex. Engineer (Kol) at above referred address. Payment will be made generally within 30(thirty) days after submission of clear bill.
- 16) Time Of Completion :- The work must be completed within 30(thirty) days from the date of receipt of order.
- 17) L. D. Clause – ½% per week w.e.f. stipulated date of delivery subject to maximum 5% of the order value.
- 18) Rate of S.T. / VAT in full may be stated as Ko.PT does not furnish 'C' or 'D' form.
- 19) The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court of Kolkata.

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**QUOTATION FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3<sup>RD</sup> FLOOR OF HEAD OFFICE BUILDING OF KOLKATA PORT TRUST.**

NIQ/04/2015-16/51

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**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 quoting. 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.

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**QUOTATION FOR REPLACEMENT OF THE EXISTING FLOOR CARPET OF THE CHAIRMAN'S CHAMBER, BOARD ROOM AND ADJOINING CORRIDOR AT 3<sup>RD</sup> FLOOR OF HEAD OFFICE BUILDING OF KOLKATA PORT TRUST.**

**NIQ No:NIQ/04/2015-16/51      dated 29/04/2015.**

Sl. No	Description of Item	Quantity	Rate (` P)	Unit	Amount (` P)
1	Supplying and laying of "Woolflex" 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		Sq.M	

**TOTAL**

Total amount in words : Rupees .....

Time of Completion : 30(Thirty) days.

Signature of the Quotationer :.....

**Note:-** The rate quoted shall be written both in figures and words and shall be inclusive of all taxes and duties.

The rates of taxes and duties considered shall have to be mentioned clearly below :-

**Rates of taxes and duties:-** \_\_\_\_\_

\_\_\_\_\_

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

FORM OF QUOTATION

NIQ No: NIQ/04/2015-16/51      dated 29/04/2015.

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 30 **(Thirty) 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 QUOTATION ` .....  
(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 Quotationer  
(Seal of the Quotationer)

Witness :  
signature \_\_\_\_\_

Name \_\_\_\_\_  
(In Block Letters)

Name of the  
Quotationer : \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

Occupation: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_