

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.

INDEX

SL. No.	Contents	Page No.
1.	Covering Page	1
2	Index	2
3.	Issue Letter	3
4.	Tender Notice	4-5
5.	Instruction to Tenderers	6-7
6(a).	Special Conditions of the Contract	8-10
6(b).	General Conditions of the Contract	11
6(c).	Declaration by the Tenderer	12
7.	Bill of quantity (Annexure-I)	13-14
8.	Price Bid	15-16

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 2020-21.**

This set of Tender Document is issued to:-

Name of the Tenderer : _____

Address : _____

Date of Issue : _____

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

KOLKATA PORT TRUST
HALDIA DOCK COMPLEX

INVITING 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 2020-21.

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.	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. 3,155/-	1 year from the date of placement of order	upto 1300 hrs. on 15.07.2020.	upto 1300 hrs. on 23.07.2020.	at 1500 hrs. on 24.07.2020.

a) Non-transferable Tender document can be issued from the office of the Sr. Dy. Manager (Admn.), Haldia Dock Complex, Jawahar Tower Complex, P.O. Haldia Township, Dist. Purba Medinipur. 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. GST Registration Certificate
4. 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. 63,096/- over a period of last 7 years ending on 30.06.2020 or
 - ii) At least 2 Work orders each worth not less than Rs. 78,870/- over a period of last 7 years ending on 30.06.2020 or
 - iii) At least 1 Work Order worth not less than Rs. 1, 26,192/- over a period of last 7 years ending on 30.06.2020.

b) Downloading of Tender Document:

The tender document may also be downloaded from Kolkata Port Trust website www.kolkataporttrust.gov.in;

5. Note :

a) 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.

b) Earnest Money of Rs. 3155/- (Rupees three thousand one hundred fifty five only) may be submitted by DD drawn on any scheduled Nationalized 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".

c) Earnest Money submission will be exempted for Micro and Small Enterprises (MES) with NSIC registered organizations in case of single point registration covering all components of the said tender. The valid certificate in this regard has to be produced along with techno commercial part. But otherwise exemption of EMD may not be considered.

d) 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 Earnest Money, Techno-Commercial Bid and Price Bid in **three separate sealed covers**.
4. The separate sealed covers should indicate whether the contents are "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 Medinipur upto 1300 hrs. of 23.07.2020 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. Late submission / received of the document through postal may not be considered in any circumstances. HDC/KoPT shall not liable for that delay.
6. The sealed envelopes containing "Earnest Money" and "Techno-Commercial Bid" of the tender shall be opened at 1500 hrs. on 24.07.2020 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 only.
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, stamped with date etc. 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 3 (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 4 of page 4.
 - d) GST Registration Certificate.
13. The tenderer may be required to produce the relevant documents as mentioned at (a) to (d) 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, mobile number FAX No., E-mail ID 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 seasonal flower seeds, seedlings, rooted cuttings of Chrysanthemum, Dahlia and Gladiolus Bulbs to Haldia Dock Complex, name of the items, quantity etc. as mentioned at Annexure-I.
- 1.2 Seeds in original sealed packet of reputed company viz. Goldsmith, Benary, Ball, Sakata, S&G, Tezier or equivalent 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. 3,155/- (Rupees three thousand one hundred fifty five only) shall have to be submitted by Demand Draft only 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 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 shall be liable for rejection.

3. Security Deposit:

- 3.1 The successful tenderer shall have to keep Security Deposit equivalent to 5% of the total order value of the contract. The Earnest Money deposited by the successful tenderer may be converted to Security Deposit and the balance Security Deposit shall have to be deposited in Demand Draft only within a month from the date of placement of order. Alternatively full amount of Security Deposit may be deposited by the successful contractor thereafter EMD may be refunded accordingly. If the successful tenderer fails to pay the 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 supply and delivery of the order items, 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 have to 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 2020.
b.	Gladiolus and rooted cutting chrysanthemum.	Within 1 st week of October 2020.
c.	All winter season seedlings	Within 2 nd week of October 2020.
d.	Rooted cuttings of Dahlia and rose.	Within 4 th week of October 2020.
e.	All summer season seeds	Within 2 nd week of February 2021.
f.	All summer season seedlings	Within 4 th week of February 2021.
g.	All rainy season seeds	Within 4 th week of May 2021.

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 cost and arrangement.

7. **Tax and other charges:**

The rates shall be inclusive of all statutory taxes as applicable 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 the items altogether.

GENERAL CONDITIONS OF CONTRACT

Trustees' General Conditions of Contract shall also be applicable for this contract. The GCC of KoPT is available in KoPT websites. You may kindly visit the same.

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 deposited Earnest Money of Rs. 3155/- in Demand Draft only 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.
4. 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.
5. I/We have submitted copy of GST Registration Certificate and GST number is
6. I/We have submitted copies of the required documents as mentioned at Clause 12 (a) , (b), (c) & (d) of the "Instructions to Tenderers".
7. My/our office Address is _____

8. My/our Telephone No. is _____
9. E-mail _____
10. FAX number.

Signature of the Tenderer with office seal.

Date :

ANNEXURE -I**Haldia Dock Complex
Kolkata Port Trust****BILL OF QUANTITIES**

Sl. No.	Description of materials.	No. of seeds/ quantity in packet.	Total Quantity.
Group A	Seeds (in original packets of reputed seed company) WINTER SEASON		
A1.	Marigold F1 hybrid African double New Marvel Mix	25	2500
A2.	Marigold F1 hybrid African double vanilla (white double)	25	1000
	SUMMER SEASON		
A3.	Zinnia Big Boy	120	7200
	RAINY SEASON		
A4.	Balsam Top knot mix	18	3600
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.	Verbena Novalis	Each	500
B4.	Stock Goldcut series	Each	500
B5.	Gerbera Feisty Mix	Each	500
B6.	Geranium Super hybrid.	Each	2500
B7.	Impatiens Super hybrid mix.	Each	1500
B8.	Helichrysum	Each	500
B9.	Phlox buttons and bows mix.	Each	1000
B10.	Petunia Sundance red.	Each	2500
B11.	Pansy Joker F2 blue.	Each	400
B12.	Salvia blue denil.	Each	1000
	SUMMER SEASON		
B13.	Cocks Comb Jewl Box Mix	Each	2000
B14	Sunflower florenza	Each	2000

B15.	Vinca-rosea F1 Festive mix	Each	3500
Group C	Rooted Cuttings (one in each Glass Pot)		
C1.	Chrysanthemum giant different assorted variety.	Each	1500
C2.	Chrysanthemum small flowering different rare assorted variety(Anemone spider & spoon)	Each	1500
C3.	Dahlia giant different assorted variety	Each	3000
Group –D	Bulbs		
D1	Gladiolus Hybrid American Dutch different variety.	Each	600
Group -E			
E1	Rose different assorted varieties (6 inches pot grown).	Each	250

**Haldia Dock Complex
Kolkata Port Trust**

PRICE BID

Sl. No.	Description of materials.	No. of seeds/ quantity in packet.	Total Quantity.	Rate quoted on the total quantity (in Rs.) including GST as applicable
Group A	Seeds (in original packets of reputed seed company)			
	WINTER SEASON			
A1.	Marigold F1 hybrid African double New Marvel Mix	25	2500	
A2.	Marigold F1 hybrid African double vanilla (white double)	25	1000	
	SUMMER SEASON			
A3.	Zinnia Big Boy	120	7200	
	RAINY SEASON			
A4.	Balsam Top knot mix	18	3600	
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.	Verbena Novalis	Each	500	
B4.	Stock Goldcut series	Each	500	
B5.	Gerbera Feisty Mix	Each	500	
B6.	Geranium Super hybrid.	Each	2500	
B7.	Impatiens Super hybrid mix.	Each	1500	
B8.	Helichrysum	Each	500	
B9.	Phlox buttons and bows mix.	Each	1000	
B10.	Petunia Sundance red.	Each	2500	
B11.	Pansy Joker F2 blue.	Each	400	
B12.	Salvia blue denil.	Each	1000	
	SUMMER SEASON			
B13.	Cocks Comb Jewl Box Mix	Each	2000	
B14	Sunflower florenza	Each	2000	

B15.	Vinca-rosea F1 Festive mix	Each	3500	
Group C	Rooted Cuttings (one in each Glass Pot)			
C1.	Chrysanthemum giant different assorted variety.	Each	1500	
C2.	Chrysanthemum small flowering different rare assorted variety (Anemone spider & spoon)	Each	1500	
C3.	Dahlia giant different assorted variety	Each	3000	
Group -D	Bulbs			
D1	Gladiolus Hybrid American Dutch different variety.	Each	600	
Group -E				
E1	Rose different assorted varieties (6 inches pot grown).	Each	250	

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.