

श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता
हल्दिया गोदी परिसर

सं. आईएंडसीएफ/SDM/DOCK/टी/1168/291

दिनांक- 29.07.2022

[एन-आई-टी]
लघु निविदा सूचना

हल्दिया गोदी परिसर में निम्नलिखित कार्य हेतु निविदा में दिए गए योग्यता मापदंड के अनुसार एकल चरण प्रणाली (तकनीकी-वाणिज्यिक बोली और मूल्य बोली संयुक्त) ई-निविदा आमंत्रित की जाती है।

कार्य का नाम	:	ई- निविदा " आईएंडसीएफ डिवीजन में 20 नं कंप्यूटर और 2 नं डिस्प्ले पैनल की आपूर्ति, स्थापना और कमीशनिंग।
ई-निविदा संख्या	:	आईएंडसीएफ/SDM/DOCK/टी/1168
अनुमानित लागत	:	Rs 13,77,021.90
ई-निविदा जमा करने की अंतिम तिथि	:	22-08-2022 (अपराह्न 15:00 बजे तक जमा की जाएगी)

निविदा और निविदा दस्तावेज की विस्तृत जानकारी वेबसाइट (www.kolkataporttrust.gov.in) पर उपलब्ध है एवं केवल उनके इस वेबसाइट <https://kopt.enivida.in> के माध्यम से बोली प्रक्रिया में भाग ले सकते हैं। इच्छुक ठेकेदार bsengupta.hdc@kolkataporttrust.gov.in वेबसाइट पर सम्पर्क कर सकते हैं।

SD/-
महाप्रबंधक (अभि.)
हल्दिया गोदी परिसर

No. I&CF/SDM/DOCK/T/1168/291

Date: 29.07.2022

SHORT TENDER NOTICE

E-Tender under single stage single part system (Techno-Commercial Bid and Price Bid combined) are invited as per Pre-Qualification criteria stipulated in Tender Document for the following work at Haldia Dock Complex.

➤ Name of work :	SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC.
➤ E-Tender No. :	I&CF/SDM/DOCK/T/1168
➤ Estimated Cost :	Rs. 13,77,021.90 [Rupees Thirteen Lakhs Seventy Seven Thousand Twenty One and Paisa Ninety Only]
➤ Last date of submission of e-tender :	22-08-2022 Submission Up to 15:00 hrs.

Details of the Tender & Tender Documents are available in website (www.kolkataporttrust.gov.in) and have to participate in bidding process through their website <https://kopt.enivida.in> only. Interested bidders may contact at bsengupta.hdc@kolkataporttrust.gov.in.

SD/-
General Manager (Engg.)
Haldia Dock Complex

NOTICE INVITING TENDER

WORK TITLE: -E- TENDER FOR "SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC."

3.1 TENDER NO : I&CF/SDM/DOCK/T/1168

E-Tender under single stage single part system (Techno-Commercial Bid and Price Bid combined) are invited from resourceful, experienced and bonafide agencies with sound technical and financial capabilities on fulfilling the following Pre-Qualification Criteria;

3.2 PRE-QUALIFICATION CRITERIA FOR BIDDERS: -

- i) Average Annual Financial Turnover during the last three years, ending on 31-03-2021, should be at least Rs. 4,13,106.57
- ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -
 - a. Three similar completed works costing not less than Rs. 5,50,808.76
Or
 - b. Two similar completed works costing not less than Rs. 6,88,510.95
Or
 - c. One similar completed works costing not less than Rs. 11,01,617.52
- iii) Similar works means: -
Similar work shall mean having experience in supply, installation & commissioning of Desktop Computers.

TENDER AUTHORITY:-

General Manager (Engineering), Haldia Dock Complex, Jawahar Tower Complex, Haldia Township, Dist. Purba Medinipur – 721607, Contact No. -7478005099, E-mail id: aganesan.hdc@kolkataporttrust.gov.in

Due Date	22-08-2022	Time	UPTO 15:00 hrs.	Date of Opening of Tender	23-08-2022	Time	15:30 hrs. onwards.
Bid Document will be available on SMP Kolkata website (www.kolkataporttrust.gov.in) Bidders will have to participate in bidding process through website https://kopt.enivida.in only.							
Cost of Tender Document (Non-refundable)	The intending bidders should submit Bid Document Fee of Rs. 590.00 (Rupees Five Hundred and Ninety only) including 18% GST. Mode of Payment: - E-payment only through Debit / Credit Card or Net Banking/eWallet/UPI. Bidder has to select the payment option as “e-payment” to pay the tender fee as applicable and enter details of the instrument.						
Earnest Money Deposit	The intending bidders should submit Earnest Money of Rs. 6,900.00 (Rupees Six Thousand Nine Hundred only).						

	Mode of Payment: - E-payment only through Debit / Credit Card or Net Banking/eWallet/UPI. Bidder has to select the payment option as “e-payment” to pay the tender fee as applicable and enter details of the instrument.
Time Of Completion	2 (Two) months
Estimated Cost Of Work	Rs. 13,77,021.90 [Rupees Thirteen Lakhs Seventy Seven Thousand Twenty One and Paisa Ninety Only]

3.4 OTHER INSTRUCTIONS:-

3.4.1 E-Tenderers are invited on single stage single part system (Techno Commercial Part & Price Part combined) from resourceful, experienced and bonafide bidders with sound technical and financial capabilities for the above mentioned work at Haldia Dock Complex.

3.4.2 Details of the Tender Documents and Notification of any Addendum / Corrigendum to the tender Documents are available in web site from KoPT website (www.kolkataporttrust.gov.in) and have to participate in bidding process through their website <https://kopt.enivida.in> only.

3.4.3 E-Tender Document shall neither be issued by post nor sold.

3.4.4 E-Tenderers are not permitted to alter/change/delete/modify any clause of the tender Document down loaded from the website. If any deviation / discrepancy is found after submission of tender, the submitted offer will be summarily rejected.

3.4.5 Bidders shall submit the Bid Document as stipulated in the “Instructions To Bidders” of the e-tender Document. Trustees reserve the right to verify the submitted copies of Documents / credentials with the original Documents.

3.4.6 The successful tenderer will be required to comply with the relevant provisions of BOCW (RECS) Act, 1996, West Bengal BOCW (RECS) Act, 2004 and BOCW Welfare Cess Act, 1996 and the rules framed there under. An amount of cess as per prevalent rate (presently @ 1% of the billed amount) shall be progressively recovered from all the bills of the contractor for onward transmission of the same to the appropriate authority.

3.4.7 E-Tenderers will be received through <https://kopt.enivida.in> up to 15:00 hrs. on the last date of submission and opening of tender specified above.

3.4.8 Techno Commercial Part & Price Part of the e-Tender will be opened shortly after 3.30 p.m. on the stipulated date.

3.4.9 In case of unscheduled Holiday / Bandh on the date of opening of E-Tender, the same will be opened on the next working day.

3.4.10 It is stated here that the subject tender may not be extended further.

3.4.11 SMP, KOLKATA reserves the right to reject any or all offers or to accept the offer in whole or in part without assigning any reason whatsoever thereof.

SD/-
General Manager (Engg.)
Haldia Dock Complex

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA

हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
I&CF DIVISION

BIDDING DOCUMENTS

FOR

**E- TENDER FOR "SUPPLY, INSTALLATION AND
COMMISSIONING OF 20 NO. WORKSTATIONS & 2
NO. DISPLAY PANELS AT I&CF DIVISION, HDC."**

(Tender No.: I&CF/SDM/DOCK/T/1168)



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Formerly Kolkata Port Trust

AUGUST – 2022

1. SCHEDULE OF TENDER (SOT)

E-Tender under single stage single part system (Techno-Commercial Bid and Price Bid combined) are invited from reliable, bonafide & experienced agency with required experience as per Prequalification criteria stipulated in Tender Document for **"SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC"** as per Bill of Quantities to Haldia Dock Complex. Bid Document may be seen from SMP Kolkata website (www.kolkataporttrust.gov.in). Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only.

Bidders will have to participate in bidding process through website <https://kopt.enivida.in> only.

a. TENDER NO.	I&CF/SDM/DOCK/T/1168
b. MODE OF TENDER	e-tendering System
c. Date of NIT available to parties to download	01-08-2022 to 22-08-2022
d. Date and Time for pre-bid meeting & site visit	10.08.2022 at 11 AM at the Office of the Senior Deputy Manager-I (I&CF), Haldia Dock Complex at Chiranjibpur Port Operational Building, Chiranjibpur.
e. i) Estimated Cost Of Work	Rs. 13,77,021.90 (Rupees Thirteen Lakhs Seventy Seven Thousand Twenty One and Paise Ninety Only)
ii) Bid Document fee	The intending bidders should submit Bid Document Fee of Rs. 590.00 (Rupees Five Hundred and Ninety only) including 18% GST. Mode of Payment: - E-payment only through Debit / Credit Card or Net Banking/eWallet/UPI. Bidder has to select the payment option as "e-payment" to pay the tender fee as applicable and enter details of the instrument.
iii) Earnest Money Deposit (EMD)	The intending bidders should submit Earnest Money of Rs. 6,900.00 (Rupees Six Thousand Nine Hundred only). Mode of Payment: - E-payment only through Debit / Credit Card or Net Banking/eWallet/UPI. Bidder has to select the payment option as "e-payment" to pay the tender fee as applicable and enter details of the instrument.
iv) Transaction Fee/ processing fee for bidding in RailTel Portal	Rs. 1,625.00 (Rupees One Thousand Six Hundred and Twenty Five Only) (Including GST) (non-refundable) by net-banking / Debit / Credit card at RailTel Portal only.
h. Date of starting of online e-tender for submission of Techno-Commercial Bid & Price Bid.	01-08-2022
i. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	22-08-2022 (upto 3:00 P.M.)
j. Date & time of opening of Techno-commercial Bid of Tender.	23-08-2022 (shortly after 3:30 P.M.)

श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता
हल्दिया गोदी परिसर

[एन-आई-टी]
लघु निविदा सूचना

हल्दिया गोदी परिसर में निम्नलिखित कार्य हेतु निविदा में दिए गए योग्यता मापदंड के अनुसार एकल चरण प्रणाली (तकनीकी-वाणिज्यिक बोली और मूल्य बोली संयुक्त) ई-निविदा आमंत्रित की जाती है।

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ई-निविदा संख्या	:	आईएंडसीएफ /SDM/DOCK/टी/1168
अनुमानित लागत	:	Rs 13,77,021.90
ई-निविदा जमा करने की अंतिम तिथि	:	22-08-2022 (अपराह्न 15:00 बजे तक जमा की जाएगी)

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महाप्रबंधक (अभि.)
हल्दिया गोदी परिसर

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**General Manager (Engg.)
Haldia Dock Complex**

NOTICE INVITING TENDER

WORK TITLE: - E- TENDER FOR "SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC."

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iii) Similar works means: -

Similar work shall mean having experience in supply, installation & commissioning of Desktop Computers.

TENDER AUTHORITY:-

General Manager (Engineering), Haldia Dock Complex, Jawahar Tower Complex, Haldia Township, Dist. Purba Medinipur – 721 607, Contact No. -7478005099, E-mail id: aganesan.hdc@kolkataporttrust.gov.in

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Time Of Completion	2 (Two) months						
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3.4 OTHER INSTRUCTIONS:-

3.4.1 E-Tenderers are invited on single stage single part system (Techno Commercial Part & Price Part combined) from resourceful, experienced and bonafide bidders with sound technical and financial capabilities for the above mentioned work at Haldia Dock Complex.

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3.4.10 It is stated here that the subject tender may not be extended further.

3.4.11 SMP, KOLKATA reserves the right to reject any or all offers or to accept the offer in whole or in part without assigning any reason whatsoever thereof.

**General Manager (Engg.)
Haldia Dock Complex**

4. Important instructions for E-procurement

Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.

Further, bidders are requested to go through the following information and instructions available on the RailTel Portal <https://kopt.enivida.in> before responding to this e-tender:

- Bidders Manual Kit
- Help for Contractors
- FAQ

Contact Persons (SYAMA PRASAD MOOKERJEE PORT, KOLKATA, Haldia Dock Complex):

1. B. Sengupta, Sr. Dy. Manager-I, I&CF Division, email:bsengupta.hdc@kolkataporttrust.gov.in

1	<p>Process of E-tender :</p> <p>THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT https://kopt.enivida.in</p> <p>1).Vendors are required to register themselves online with https://kopt.enivida.in</p> <p>Contact person (Haldia Dock Complex):</p> <p>1. Sri. B. Sengupta Sr. Dy. Manager-I ,I&CF Haldia Dock Complex bsengupta.hdc@kolkataporttrust.gov.in</p> <p><u>Contact persons ((e-Nivida Portal):</u></p> <table><tr><td>Mr. Navneet Mishra.</td><td>Mr. Tariq Anwar</td></tr><tr><td>Mobile No.: + 91 9355030630</td><td>Mobile No.: +91 9355030608</td></tr><tr><td>E-mail : eprochelpdesk.17@gmail.com</td><td>E-mail : eprochelpdesk.35@gmail.com</td></tr></table>	Mr. Navneet Mishra.	Mr. Tariq Anwar	Mobile No.: + 91 9355030630	Mobile No.: +91 9355030608	E-mail : eprochelpdesk.17@gmail.com	E-mail : eprochelpdesk.35@gmail.com
Mr. Navneet Mishra.	Mr. Tariq Anwar						
Mobile No.: + 91 9355030630	Mobile No.: +91 9355030608						
E-mail : eprochelpdesk.17@gmail.com	E-mail : eprochelpdesk.35@gmail.com						
2	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at https://kopt.enivida.in Tenders will be opened electronically on specified date and time as given in the Tender.</p>						
3	<p>All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>						
4	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with https://kopt.enivida.in. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>						
5	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>						
6	<p>Bidding in e-tender :</p> <ol style="list-style-type: none">Vendor(s) need to submit necessary EMD and Tender fees to be eligible to bid online in the e-tender. Tender fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.The process involves Electronic Bidding for submission of Technical and Commercial Bid.In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and						

	<p>acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>g) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>h) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>i) No deviation of the terms and conditions of the tender Document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.</p>
7	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
8	No deviation to the technical and commercial terms & conditions are allowed.
9	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
10	Vendors are requested to read the vendor guide and see the video in the page https://kopt.enivida.in to familiarize them with the system before bidding.
11	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.
12	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.
13	The bid will be evaluated based on the filled-in technical & commercial formats.
14	The Documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
15	Necessary addendum/ corrigendum (if any) of tender would only be hosted in the e-tendering portal of RailTel.

SMPK e-Nivida Special Instruction to Bidders

e-Procurement is the complete process of e-Tendering from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://kopt.enivida.in>. The link of e-procurement portal is also given on our official portal i.e [www. https://www.kolkataporttrust.gov.in/](https://www.kolkataporttrust.gov.in/) under TENDER TAB.

These will invite for online Bids. Bidder Enrolment can be done using "**Online Bidder Enrolment**". The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on the e-tendering portal as per uploaded bid.

More information useful for submitting online bids on the eNivida Portal may be obtained at: <https://kopt.enivida.in>

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enroll on the e-Procurement Portal (**<https://kopt.enivida.in/bidderRegistration/newRegistration>**) or click on the link "**Bidder Enrolment**" available on the home page of e-tender Portal by paying the Registration fee of Rs.2000/- +Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id **enividahelpdesk@gmail.com**/for activation of account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by SMP, Kolkata.
3. Bidder has to select the payment option as "e-payment" to pay the tender fee as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using eNivida Portal:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Helpdesk (as given below) for any query related to e-tendering.

Phone No. 011-49606060/7278929467/8448288981

Mail id: - enividahelpdesk@gmail.com/

(1) Mr. Navneet Mishra. Mobile No.: + 91 9355030630 E-mail : eprochelpdesk.17@gmail.com (2) Mr. Tariq Anwar Mobile No.: +91 9355030608 E-mail : eprochelpdesk.35@gmail.com

5. INSTRUCTIONS TO BIDDER

E- TENDER FOR "SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC."

5.0 PREFACE :

The work as described in the tender shall be executed in Haldia and in accordance with the attached General Conditions of Contract, Special Conditions of Contract & detailed Bill of Quantities. Location Plan of the place of work might be inspected at the office of the SR. DY. MANAGER-I, I&CF on any working day before quoting for the tender.

5.1 TENDER DOCUMENT FEES & EARNEST MONEY:

5.1.1 TENDER DOCUMENT FEES:

The intending bidders should submit Bid Document Fee of Rs. 590.00 (Rupees Five Hundred and Ninety only) including 18% GST.

Mode of Payment: - E-payment only through Debit / Credit Card or Net Banking/eWallet/UPI.

Bidder has to select the payment option as "e-payment" to pay the tender fee as applicable and enter details of the instrument.

5.1.2 EARNEST MONEY:

The intending bidders should submit Earnest Money of Rs. 6,900.00 (Rupees Six Thousand Nine Hundred only).

Mode of Payment: - E-payment only through Debit / Credit Card or Net Banking/eWallet/UPI.

Bidder has to select the payment option as "e-payment" to pay the tender fee as applicable and enter details of the instrument.

Tender submitted without requisite Earnest money and tender paper will be liable for rejection.

5.2 MODE OF SUBMISSION OF BID :

5.2.1 All bidders must submit their offers through e- tendering in accordance with the terms and conditions set out in the bid Documents and no deviation will be accepted.

5.2.2 Techno commercial part shall contain the following which are to be uploaded: -

- a) A declaration as per annexure IB that the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.
- b) A declaration as per annexure IB that 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.
- c) The un-priced "Abstract Form of Tender" & "Form of Tender" (without price quoted) shall not only be signed and stamped by the Bidder, but must also be duly witnessed and scan copy to be uploaded.
- d) A list of works which are in hand at the time of submitting the offer as per the enclosed proforma titled 'Concurrent Commitments of The Bidder' vide 'Annexure-II' in Volume-I of the tender Document.
- e) A Declaration as per 'Annexure – IA' that no conditions / deviations have been added in the price part of the Bid.
- f) Scan copy of the following Documents to be uploaded:-
 - i) PAN Card
 - ii) GST registration certificate.
 - iii) Valid Trade Licence.

- iv) Valid Professional Tax Clearance Certificate / Up to date tax payment.
 - v) Proof of possessing valid Employees' Provident Fund (EPF) Account.
 - vi) Proof of being registered with Employees' State Insurance Corporation (ESIC).
 - vii) If the bidder is not an Original Equipment Manufacturer (OEM), the bidder shall have to submit the certificate of being an authorized partner / dealer / distributor of the Original Equipment Manufacturer (OEM). This document shall clearly state that the OEM shall remain responsible and ensure warranty for supplied equipment as per tender period, terms and condition.
- g) Details of the firm as per "BIDDER'S PROFILE" of the tender Document.
- h) Credentials in the form of copies of Letters of Award of Works along with corresponding Completion Certificates from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
- i) Certified copies of audited balance sheet and Profit and Loss account / Trading account for the last 3 (three) financial years **(i.e. 2018-2019, 2019-2020, 2020-2021)**.
- j) Addendum/Corrigendum / Notice / Extension Notice issued duly signed by the Bidder under office seal.

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

5.2.3 All the bidders should submit the e-tender in accordance with the Mode of submission of Bid as aforesaid.

5.3 OPENING OF BIDS :

Techno Commercial Part and Price Part as stated above will be opened on the date and time as fixed in the e-tender Document on line.

5.4 SECURITY DEPOSIT :

- 5.4.1 For the successful Bidder, the Security Deposit shall be recovered from party's bill @ 3% of the value of the contract as per latest GoI guide lines.
- 5.4.2 As an alternative to the deduction of Security Deposit from progressive bills, the Contractor, if he so desires, can submit to the Engineer, a Performance Bond as per Cl. 3.6 of General Conditions of Contract in the form of an irrevocable bank guarantee from Kolkata / Haldia Branch of any Nationalised Bank or Scheduled Bank of India in the proforma attached to the General Conditions of Contract and for a sum computed according to Cl. 3.4(g) of the General Conditions of Contract. The Bank Guarantee for the Performance Bond shall remain valid till 30 (thirty) days after completion of maintenance period specified in the tender or any extension thereto as would be informed by the Engineer. On acceptance of Performance Bond, the Earnest Money deposit will be refunded to the successful bidder.
- 5.4.3 Refund of S.D. and forfeiture S.D. shall be guided by Cl. 3.5 (i) & (ii) of the G.C.C.

5.5 VALIDITY OF OFFER :

The e-tender shall remain valid for a period of 120 [One Hundred Twenty] Days from the date of opening the techno-commercial bid. If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his e-tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees/ Sanctioning Authority/Engineer.

5.6 DETAILED SCRUTINY OF E-TENDERERS :

5.6.1 During the course of examination of Techno Commercial Part of the bid, the bidders, if asked for, shall furnish any or additional Document(s) for the purpose of evaluation of his / their bids. The price bids of those bidders who meet the qualifying criteria of NIT shall be opened.

5.6.2 During techno-Commercial Evaluation of tender, an offer shall be considered non-responsive in case :-

- (i) is not accompanied by requisite Bid Document Fee,
- (ii) validity of the offer is less than tender stipulation,
- (iii) It does not meet the Qualification Criteria as stipulated in the NIT.
- (iv) The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely.

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 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 SMP, KOLKATA in this regard shall be final and binding on the Bidder.

5.7 For Micro & Small Enterprises (MSEs) :-

- 5.7.1 Micro & Small Enterprises (MSEs) shall submit the following Documents for availing themselves waiver of EMD and cost of tender Documents :-
- 5.7.2 Micro and Small Enterprise registered with the authorities as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document and depositing Earnest Money for which copies of valid MSE's Certificate along with the certificate of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.

5.8 EVALUATION CRITERIA :

- 5.8.1 During evaluation of Price Part, 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.
- 5.8.2 The MSE's registered with NSIC/ DIC shall not be eligible to get any benefit other than exemption from payment of EMD & cost of tender Document as per New Public Procurement Policy as notified by the Govt. of India, Ministry of Micro Small & Medium Enterprises (MSME) in the Gazette of India vide no. 503, dated 26.03.2012 as splitting of the work can not be done, it being a composite work.

5.9 ACCEPTANCE OF TENDER :

- 5.9.1 SMP, KOLKATA 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.
- 5.9.2 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.
- 5.9.3 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 within six weeks of issue of Letter Of acceptance and fulfill all his obligations as required by the Contract.
- 5.9.4 Work experience, as a sub-contractor or supply contractor shall not be considered as the requisite qualification.

5.10 MISCELLANEOUS:

- (i) Bidder shall submit his offer for complete scope of work, strictly in accordance with the tender Documents. Any deviation from the tender Documents and / or any incomplete tender shall not be considered.
- (ii) The bidder shall not impose his own terms & conditions in his offer or quote his rates based on his own terms and conditions, such E-Tenderers are liable to rejection at the option of the Trustees without further reference to the bidder.
- (iii) All materials shall have to be procured by the successful Bidder and shall be of the best and approved quality conforming to relevant specifications. The successful Bidder shall also arrange for the supply of all labour, tools and plants as stipulated in the Special Conditions of Contract, required for efficient execution of the work.
- (iv) All measuring units are in Metric System and rates and sums in the tender are in Indian Currency. The language used throughout shall be in English.
- (v) The Tender Documents with all the enclosures, appendices, Abstract Form of Tender and Form of Tender shall be required to be complete, duly filled in and signed and uploaded.
- (vi) The Bidder shall give a declaration about the names of their relations employed in SMP, KOLKATA. It is not the intention to debar the Contractors from working if their relatives are working in Ko.P.T, but such a declaration is necessary in the interest of Trustees against any possible lapses.

6. SPECIAL CONDITIONS OF CONTRACT

E- TENDER FOR "SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC."

E -TENDER NO: I&CF/SDM/DOCK/T/1168

6.0 PREFACE:

These provisions though given in a separate section are part of the tender Documents which must be read as a whole, the various sections being complementary to one another and are to be taken as mutually explanatory. These provisions shall be read in conjunction with the other parts of the tender Documents viz. General Conditions of Contract, Notice Inviting E-Tenderers, Instructions to Bidder, Bill of Quantities and other Documents forming part of the Contract. In case of any discrepancy or ambiguity in the Documents, the order of precedence of the Documents as stated below will apply. In particular, these provisions will over ride those in the General Conditions provided there is discrepancy between them.

6.1 CORRELATION AND ORDER OF PRECEDENCE OF TENDER DOCUMENTS:

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.

- Order letter.
- Bill of Quantities.
- Special Conditions of Contract.
- 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 Sr. Dy. Manager-I (I&CF), Haldia Dock Complex, thereon shall be final and binding upon all parties.

6.2 SCOPE OF WORK:

- 6.2.1 The successful bidder shall have to supply, install & commission 20 nos. Workstations (HP / DELL / LENOVO / ACER make) and 2 nos. Display Panels as per minimum guiding specification (Annexure – VI) at Haldia Dock Complex, KoPT, Haldia. Further, the Agency should ensure the workstations are compatible with the existing network infrastructure of HDC, SAP ecosystem and adhere to the cyber policies established for HDC-SMPK . The successful bidder shall have to provide 5-year comprehensive (labour-spare-onsite) OEM Next-Business-Day (NBD) warranty from the date of successful commissioning.
- 6.2.2 The successful bidder shall be responsible for call reporting in any frequency as desired by Senior Deputy Manager-I (I&CF) or his authorized representative.
- 6.2.3 The successful bidder shall be required to comply with the requirements of all the Acts, Laws, Statutes, Bylaws, Rules and Regulations and any such other applicable Central / State Acts from time to time for the purpose of fulfilling all the obligations of the contract as may be deemed necessary in this regard.
- 6.2.4 The successful bidder shall not assign the contract to any other agency without approval of HDC.
- 6.2.5 Deliverables: shall include but not be limited to -
- (a) Supply, installation & commissioning of 20 Workstations Computers (HP / DELL / LENOVO / ACER make) and 2 nos. Display Panels as per minimum guiding specification (Annexure – VI).
 - (b) 5-Year comprehensive (labour-spare-onsite) Warranty Certificate of OEM for 20 Workstations and 2 nos. Display Panels.
 - (c) At least one Service Engineer to be on call at Haldia during the contract period.
 - (d) Escalation Matrix with Contact Numbers & Email Addresses.
 - (e) OS and Device Driver restore disk for each Workstation.
 - (f) Certificate of Authenticity (COA) from OEM (as per CVC guideline).
 - (g) Any other document, work desired from time to time by the 'Engineer of the Contract'

6.3 PRE-BID MEETING

- (a) A Pre-Bid meeting shall be held on 10.08.2022 at 11 AM at the Office of the Senior Deputy Manager-I (I&CF), Haldia Dock Complex at Chiranjibpur Port Operational Building, Chiranjibpur, Purba Medinipur; West Bengal, India; PIN – 721604. Interested Bidders may participate, if they so desire.
- (b) The intending bidders are advised to forward their queries, relating to any aspect mentioned in the tender document or any clarification required, in advance and forward the by email within 09.08.2022 to bsengupta.hdc@kolkataporttrust.gov.in so that the same may be discussed / clarified in the Pre-Bid conference. During the Pre-Bid conference, queries received in advance would be clarified first followed by those raised during the meeting.
- (c) HDC will furnish response to all such queries including the description of the queries (without identifying the sources raising such queries) on the official website of SMP, Kolkata including modifications / amendments, if any, to the terms and conditions of the original tender, scope of work etc., which the intending bidder is to note for submitting their tender. The amendments / modifications / clarifications shall be hosted in the form of an “Addendum / Corrigendum”, which shall become an integral part of the tender document for all purposes and shall be binding on the bidder.
- (d) Attending the Pre-Bid conference will be helpful for the intending bidder but is not mandatory.

6.4 PAYMENT

- (a) Payment shall be made strictly as per the ‘Bill of Quantities’ of this tender document. No other charges shall be admitted or paid.
- (b) 90% of order value plus applicable taxes shall be made after successful commissioning of “Scope of Work – Clause 6.2” of this Tender Document i.e., after the bidder obtains ‘Certificate of Successful Commissioning’ from the concerned authority of HDC. Balance 10% of order value plus applicable taxes shall be released @2% plus applicable taxes per year for 5 years subject to fulfillment of other relevant clauses of “Scope of Work”.
- (c) The successful bidder shall be required to submit GST Compliant bills along with ‘Certificate of Successful Commissioning’ received from HDC Authority and Certificate of Authenticity (COA) from OEM (as per CVC guideline) to the office of the Senior Deputy Manager-I (I&CF), HDC. Thereafter, payment shall be made within 30 working days from the date of submission of clear & correct bill.
- (d) Payment shall be made through ECS for which all Bank particulars, as required by Haldia Dock Complex, shall have to be furnished by the bidder.
- (e) The successful bidder shall have to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- (f) The successful bidder shall have to comply with all GST laws, including timely uploading of the bills raised by them on SMP, Kolkata in their GST return properly.
- (g) SMP, Kolkata has the right to recover monetary loss including interest and penalty suffered by it due to any non-compliance of tax laws by the successful bidder. Any loss of input tax credit SMP, Kolkata for the fault of successful bidder shall be recovered by SMP, Kolkata by way of adjustment in the consideration payable.
- (h) If any correction in the invoices is required, the same shall be made by the contractor by issuance of Supplementary invoices / debit note / credit note as the case may be.

6.5 DELIVERY

- (a) The successful bidder shall have to supply, install and commission 20 Workstations within 2 months from the date of placement of work order. Address for supply shall be “Office of Senior Deputy Manager-I (I&CF Division), Chiranjibpur Port Operation Building, Chiranjibpur, Purba Medinipur, Haldia – 721604”.
- (b) Delivery shall be F.O.R. destination (Haldia) basis.

- (c) Transit risk shall be on successful bidder's account. All aspects of safe delivery shall be the exclusive responsibility of the successful bidder at his own cost and risk. HDC reserves the right to reject any item, if found unsuitable and/or not conforming to the specification provided in the Tender Document. The rejected items, if any, shall have to be taken back and replaced by good quality equipment forthwith at the cost of the successful bidder. No payment will be made for the rejected items. During installation at site, if any item is found to be defective or broken, it will be replaced with new one by the successful bidder at his own cost and risk.
- (d) The Supplier shall be responsible for proper packing and delivery of Stores. The materials should be packed by the Supplier/Manufacturer at their own cost for protection against any damage, loss, breakage or leakage etc.

6.6 WARRANTY

- (a) The successful bidder shall have to provide comprehensive (spares-labour-onsite) OEM NBD warranty for 20 Workstations and 2 nos. Display panels for a minimum period of 5-year from the date of successful commissioning.
- (b) For the sake of understanding, NBD shall mean that all calls logged by 11 AM of Monday through Thursday shall have to be resolved by the next day. Calls logged after 11 AM of Monday through Thursday shall have to be resolved by the next-to- next day. Calls logged on Friday shall have to be resolved by next Monday.
- (c) Jan 26, Aug 15 & Oct 02 remains exempt from clause 6.6 (b).
- (d) The complaint shall be logged by telephone / email / FAX / OEM portal etc. The bidder must ensure that the process of logging calls is well documented for effective service.
- (e) If any unit is not rectified within time specified, compensation @INR 500/- per Workstation shall be imposed for delay of every day or part thereof.
- (f) In the event of intermittent failures of any unit for more than three times in a month and / or repetitive problems due to improper diagnosis or repair, the unit shall be treated as continuously down and has to be replaced entirely. If the bidder does not rectify the problem to the satisfaction of Senior Deputy Manager-I (I&CF Division), HDC or his representative within the specified time limit, penal action will be taken against the contractor, which may include termination of the contract.

6.7 Service Engineer (SE):

- (a) The successful bidder shall have to make available on call at least one competent SE at Haldia during the period of contract. Sufficient tools & spares for attending complaint(s) shall have to be maintained by the successful bidder.
- (b) The successful bidder shall be responsible for arranging transport and mobile phone for the SE. The SE shall have to resolve any / all issue(s) mentioned in the tender document, without any additional cost. The SE shall attend all complaints, isolate faults, resolve and report. If any spare part / component / unit is / are not repairable, the same shall have to be replaced with an equivalent or better one by the successful bidder at no extra cost. The assessment of performance of replaced unit / spare shall be the sole decision of Senior Deputy Manager-I (I&CF Division) or his representative.
- (c) Malfunctioning of units cannot be attributed to environmental condition.
- (d) The responsibility of SE shall be deemed comprehensive in nature i.e. it shall include hardware aspects, issues related to Operating System, Office Suite, Antivirus, fault isolation, rectification, call logging to call closing etc.

6.8 ACCEPTANCE OF ORDER LETTER:

- (a) After finalization of the tender, HDC shall issue "Order Letter" to the successful bidder.
- (b) Pending execution of Contract Agreement, the "Order Letter" and its acceptance by the successful bidder shall be constituted as an Agreement between HDC and the successful bidder for fulfilling the scope of work and obligation of the contract by the successful bidder.

6.8.1 Definition of "Successful Execution of the Order in Totality": "SUCCESSFUL EXECUTION OF THE ORDER IN TOTALITY" shall include successful supply, installation and commissioning of the 20 Workstations & 2 nos. Display Panels at HDC.

6.8.2 Event of Default Cases: Any one or more of the following will construe the successful bidder's event of default:

- (a) In case there is delay in "SUCCESSFUL EXECUTION OF THE ORDER IN TOTALITY" beyond 75 days.
- (b) If the successful bidder fails to perform or discharge any of its obligation under the provisions of the contract.
- (c) If representation made, or documents / certificates submitted or warranties given by the successful bidder during the tendering stage or during the currency of the contract is / are found to be false or misleading.
- (d) The successful bidder is adjudicated bankrupt or insolvent.
- (e) The successful bidder assigns or transfer job as per provisions of the contract to any third party without permission from HDC.
- (f) If the successful bidder, through its employees, get engaged or wrongly takes part in prohibited or unlawful activities or even fails to prevent such prohibited / unlawful activities.

6.9 TERMINATION OF CONTRACT

- (a) If at any point of time during the period of contract it is observed that supply / services under the provisions of this contract is not being rendered in part / full or is not up to the satisfaction of HDC and / or the legal obligations in respect of contract are not being fulfilled by the successful bidder, the Senior Deputy Manager-I(I&CF Division), HDC through his authorized representative shall assess the position and if he is of the opinion that the service is not to the satisfaction of the authorities of HDC and /or legal obligations are not being fulfilled by the successful bidder, Senior Deputy Manager-I(I&CF Division), HDC shall terminate the full or part of the contract after giving 30 days notice and his decision in the matter shall be final and binding on the successful bidder.
- (b) During the termination notice period of 30 days as above, the successful bidder may be asked by HDC to continue to discharge its obligations under the contract as may be mutually agreed upon with the objective, as far as possible, of ensuring continued availability of the facilities and services.
- (c) Upon termination of the contract, for any of the reasons indicated above, the Senior Deputy Manager (I&CF Division), HDC shall be entitled to execute the balance work as per the scope of work at the risk and expenses of the successful bidder through any independent agency for the balance / remaining period of the contract and to recover from the terminated successful bidder in addition to any other amount, compensation or cost of damages that HDC is entitled to in terms of the other relevant clauses in the contract. HDC will be entitled to retain or deduct money due under the contract from any amount due to the successful bidder under any other contract.
- (d) Security Deposit would be liable to forfeiture in case of pre-mature termination of the contract owing to breach of contractual obligation(s) by the successful bidder.
- (e) No compensation whatsoever shall be paid by HDC to the successful bidder in the event of termination of the contract.

- (f) If after termination, any amount is due to be paid by HDC to the successful bidder, the same shall be paid after adjustment of the dues and damages receivable by HDC from the successful bidder.

6.10 LIQUIDATED DAMAGE

- (a) In the event of successful bidder failing to supply, install & commission the 20 Workstations and 2 nos. Display panels within the stipulated time frame or such extensions thereof as may be allowed by the "ENGINEER OF THE CONTRACT" in writing, the successful bidder shall be required to pay as compensation, and not as penalty, @ ½% of the total basic value of the delayed portion of order for delay in supply of every week or part thereof, provided the entire amount of compensation to be paid under the provisions of this clause shall not exceed 10% of the total order value.
- (b) HDC may without prejudice to any other method of recovery, deduct the amount of such damages from any amount which is due or which may become due to the successful bidder. The payment or deduction of such damages shall not relieve the successful bidder from the obligation to complete the contract provisions/ liabilities or from any other of his obligation or liabilities under the contract.
- (c) Any delay on the following account beyond the time period on account of HDC will be considered for non-imposition of L.D. provided the bidder submits documentary evidence to substantiate the same: "12 days time from the date of receipt of supplier's waybill request letter by HDC to the date of receipt of Waybill by the supplier from HDC."

6.11 INDEMNIFICATION

- (a) The successful bidder shall indemnify and keep indemnified HDC and its every member, officer and staff against all actions, proceedings, claims, costs and expenses whatsoever in respect of or arising out of any action, failure or default by the successful bidder in due performance of his/their obligation under this contract. The successful bidder shall be required to submit Indemnity Bond.
- (b) The successful bidder shall indemnify HDC from the possible future demand of workers / employees engaged by them under this contract, for absorption in HDC. It will be the responsibility of the successful bidder to find a solution for such demand if it arises.

6.12 CONTRACT AGREEMENT

The successful bidder shall be required to execute at his own cost and expenses a "Contract Agreement" on a Non-Judicial Stamp paper valued at INR 50.00 or more signed jointly with HDC-KoPT under official seals within a period of 30 days from issuance of Order Letter.

6.13 FORCE MAJEURE

In the event of either party rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, relevant obligation of the party affected by such Force Majeure shall upon notification to the other party be suspended for the period which Force Majeure events lasts. The cost and loss sustained by the either party shall be borne by the respective parties.

The term "Force Majeure" as employed shall mean the events as below:-

- (i) Riot (unless solely restricted to or perpetuated by employees of the Contractor or his subcontractors / suppliers or occurring outside India) so far as it is uninsurable.
- (ii) War, hostilities (whether war be declared or not), invasion, directed to or by India or act of foreign enemies, directed to India.
- (iii) Rebellion, revolutions, insurrection, or military or usurped power, or civil war in India.
- (iv) Fire, flood, cyclone, hurricane and acts of God.

Time of performance shall be extended by the period of delay, which is directly caused by the Force Majeure. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid shall notify the other party in writing immediately but not later than forty eight hours of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of his claim.

Time of performance of the relative obligation suspended by the Force Majeure shall stand extended by the period for which such event lasts and affects the relative obligation directly. Such extension of time shall be without prejudice to the provision that time is essence of the Contract and any other terms and conditions related to time of completion as may be provided elsewhere in the Contract

If the work is affected by Force Majeure lasting for more than 60 days at a stretch, the parties to the Contract shall settle the issue mutually.

6.14 OWNERSHIP

HDC shall own all equipment after successful commissioning.

6.15 Dispute Resolution

In the event of any dispute, question or difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Deputy Chairperson, HDC shall be final and binding upon all parties.

6.16 CHANGE IN LAW

- (a) Any new statutory levies, taxes, duties, cess etc. imposed by the Central / State / local authorities by way of fresh notification subsequent to the issue of work Order/Purchase Order, but within the stipulated delivery period, shall be paid extra.
- (b) Any additional cost of benefit impacting the contract price resulting from introduction of any new law, towards leviable taxes, including eligible credits, in respect of goods and services to be supplied under the Contract, then the Parties agree to an adjustment to the contract price to reflect the financial impact of such "Change in law".

6.17 CONFIDENTIALITY OF INFORMATION

All confidential information and documents (whether financial, technical or otherwise) provided by either Party to the other shall not, unless compelled by law or the process of a Government Authority, be disclosed to any Person without the consent of the other Party with the exception of providing such information to legal advisors/auditors of the concerned party on a need-to-know basis. This covenant shall survive the Contract Period.

Expiry of Contract with efflux of Time:

- (a) Upon expiry of the contract with efflux of time, if any amount is due to be paid by HDC to the Contractor, the same shall be paid after adjustment of the dues and damages receivable by HDC from the Contractor.
- (b) No compensation shall be paid by HDC to the Contractor on expiry of the contract.

6.18 ILLEGALITY

If for any reason whatsoever any provision and condition of the contract is held to be void, illegal or invalid under present or future laws or regulations effective and applicable during the contract period, such provision shall be treated as fully separable and the remaining provision of the contract shall remain in full force. The other provisions of contract shall not be affected by such illegal or invalid provisions or by its severance from this contract. For the sake of smooth execution of the contract, any new condition(s) as

may be mutually acceptable in supersession of the affected provision and condition of the contract shall be deemed to be a part of the contract from such point of time.

6.19 AMENDMENT IN CONTRACT PROVISIONS:

In case of exigency or for operational requirements, the conditions of the contract may be amended with mutual consent of both the parties, subject to the condition that such amendments are in conformity with the prevailing policy of Govt. of India and law of the land on the subject.

6.20 RISK PURCHASE

In case of supplier's failure and at the absolute discretion of the Sr. Dy. Manager (I&CF Division), HDC, the work may be ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the Sr. Dy. Manager (I&CF Division), HDC or, his representative. In case of risk purchase, extra cost will be borne by the supplier (successful tenderer).

6.21 BANNED OR DE - LISTED CONTRACTORS:

Bidders must give a declaration to the effect that they have not been banned or, de-listed by any Government or, Quasi-Government Agency or, PSU. If a Bidder has been banned / de-listed by any Government or, Quasi-Government Agency or PSU, the details of any such ban must be clearly stated along with relevant documents which the Bidder is to enclose together with Techno-Commercial Bid. Incorrect declaration or suppression of facts will lead to rejection of the Offer.

6.22 TAXES :

The quoted rates should include all other Taxes excluding GST. GST as applicable shall be paid extra against proper invoice submitted by the successful contractor.

The contractor will be required to submit GST compliant invoice with all required details and also to be required to file timely and proper return so as to enable KoPT to get due input credit against GST paid of.

In case of any failure on the above account, GST amount even if paid by HDC shall be recoverable from the contractor, along with applicable interest if any.

6.23 SETTLEMENT OF DISPUTES

If a dispute of any kind whatsoever arises between the Employer and the Contractor in connection with or arising out of the contract or the execution of the works, the same shall be dealt as per relevant provisions of the General Conditions of Contract and THE ARBITRATION AND CONCILITATION (AMENDMENT) ACT, 2015 and any statutory amendment thereof.

8. PREAMBLE TO THE BILL OF QUANTITIES

E- TENDER FOR "SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC."

Tender No.: I&CF/SDM/DOCK/T/1168

- 8.1 The Bill of Quantities must be read 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.
- 8.3 This being a percentage rate tender, the Bidder shall quote his rates as percentage above / below / at par with the estimated amount put to tender **on line** based on his own analysis .
- 8.4 Rates and Sums to be for Works Complete.
- 8.5 The quantities for work and materials stated in the Bill of Quantities are not to be considered as limiting or extending the amount of work to be done or materials to be supplied by the Bidder.
- 8.6 The rates quoted by the Bidder shall remain valid for variations up to plus or minus 25% of the sum named in the Work Order excluding all fixed sums and provisional sums. The Contractor shall be bound to carry out the work at the accepted rates (whenever available) and shall not be entitled to any claim or compensation whatsoever up to the said limit of variations.
- 8.7 The cost of preliminaries of works if any unless otherwise separately mentioned in Bill of Quantities shall be deemed to be included in the rates quoted by the bidder.

The Tender Price thus established would be taken for comparative evaluation of E-Tenderers.

9. BILL OF QUANTITIES

E- TENDER FOR "SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC."

Tender No.: I&CF/SDM/DOCK/T/1168

It. No.	Description of Item.	Qty.	Unit	Unit Price	Total Price
1	Workstation Type 1 Operating System : Microsoft Windows (64 Bit Win 10 Pro or higher Version) Processor : 3+ Ghz Multi-core (Intel i5 10 th Gen or higher) RAM: 16 GB DDR4 or higher Graphics : 2 GB DDR5 Dedicated or higher Disk: Minimum 512 GB SSD Display : 21.5' with Minimum resolution of 1920X 1080 Connectivity : Bluetooth and Wifi Others: 600 Va UPS, Keyboard, Mouse, Network Interface Card, USB ports Warranty : 5 Years Onsite (Specifications should be As per Annexure VI)	15	Nos.	₹ 62,933.36	₹ 9,44,000.40
2	Workstation Type 2 Operating System : Microsoft Windows (64 Bit Win 10 Pro or higher Version) Processor : 3+ Ghz Multi-core (Intel i5 10 th Gen or higher) RAM: 16 GB DDR4 or higher Graphics : 4 GB DDR5 Dedicated or higher Disk: Minimum 512 GB SSD Display : 21.5' with Minimum resolution of 1920X 1080 Connectivity : Bluetooth and Wifi Others: 600 Va UPS , Keyboard, Mouse, Network Interface Card, USB ports Warranty : 5 Years Onsite (Specifications should be As per Annexure VI)	5	Nos.	₹ 64,572.54	₹ 3,22,862.70
3	Microsoft Office (Lifetime License)	20	Nos.	₹ 2,296.00	₹ 45,920.00
4	Antivirus (3 Years)	20	Nos.	₹ 819.18	₹ 16,383.60
5	50 inch UHD Display (HDMI, USB Ports, 60 hertz Refresh Rate minimum)	2	Nos.	₹ 23,779.18	₹ 47,558.36
6	5 Mtr HDMI Cable (TV to PC Compatible)	2	Nos.	₹ 148.42	₹ 296.84

Total= Rs. 13,77,021.90

[Rupees Thirteen Lakhs Seventy Seven Thousand Twenty One and Paise Ninety Only]

DOCUMENTS TO BE UPLOADED

(Documents to be downloaded, filled up, signed, scanned and uploaded)

Following documents for meeting the pre-qualification criteria should be uploaded by the Bidder along with offer otherwise their offer may be rejected: -

1. Evidence that the bidder shall submit evidence that the bidder has successfully executed similar work (Order letter and successful execution certificate to be provided) as per the following: At least 3 similar Works each worth not less than INR . 5,50,808.76 over a period of last 7 years ending on 30.06.2022 or At least 2 similar Works each worth not less than INR 6,88,510.95 over a period of last 7 years ending on 30.06.2022 or At least 1 similar Work each worth not less than INR 11,01,617.52 over a period of last 7 years ending on 30.06.2022. NOTE: Similar work shall mean having experience in supply, installation & commissioning of Desktop Computers.
2. Audited balance sheet and Profit & Loss account for the last 3 (three) financial years. Average annual financial turnover (as per Annexure X) during the above mentioned period must be at least INR 4,13,106.57
3. Submit certified copy of 'Employees State Insurance (ESI) Registration Certificate' (for each member in case of a Consortium) OR an Affidavit (for each member in case of a Consortium) affirmed before a First Class Judicial Magistrate in case the Bidder is not covered under ESI Act or exempted from it.
4. Submit certified copy of 'Provident Fund Registration Certificate' (for each member in case of a Consortium) OR an Affidavit (for each member in case of a Consortium) affirmed before a First Class Judicial Magistrate in case the Bidder is not covered under Provident Fund Act or exempted from it.
5. Copy of up-to-date Profession Tax Payment Challan (PTPC), if applicable. If this is not applicable, the bidder should submit a declaration in this regard.
6. Copy of GST Registration Certificate / Provisional Registration Certificate (GSTIN).
7. Self certified copy of PAN.
8. If the bidder is not an Original Equipment Manufacturer (OEM), then the bidder shall have to submit the certificate as an authorized partner / dealer / distributor from the Original Equipment Manufacturer (OEM). This document shall clearly state that the OEM shall remain responsible and ensure warranty as per tender period, terms and condition.
9. If the bidder is an Original Equipment Manufacturer (OEM), then the bidder shall have to submit warranty certificate for supplied equipments as per tender period, terms and condition.
10. Declaration by the bidder as per Annexure – I A & I B.
11. Declaration by the bidder as per Annexure - II.
12. Profile of Bidder as Annexure - III.
12. Abstract Form of Tender and Form of Tender as per Annexure – IV & V.
13. The bidder shall have to submit information regarding make, model and compliance (Yes/No) in respect to minimum guiding specification as per Annexure – VI certified by OEM.
15. The bidder shall have to submit the following documents if applicable: (i) Valid NSIC Registration Certificate with list of stores / items / services / works for which registration is issued, (ii) Certificate of DIC or AADHAR based MSME certificate where the categories of firm i.e. Micro or Small is mentioned.

DECLARATION BY THE BIDDER

(To be submitted on Company's Letter Head along with Techno Commercial Bid duly stamped and signed)

Sr. Dy. Manager-I (I&CF),
Haldia Dock Complex.
SYAMA PRASAD MOOKERJEE PORT, KOLKATA

SUB:- E- TENDER FOR " SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC."

Dear Sir,

We do hereby confirm that our offer is strictly in accordance with the terms and conditions of the Tender Document without any deviation / condition.

We further confirm that Part-II of the bid does not contain any condition / deviation.

Signature of the Bidder with Office Seal.

Date:

Place:

DECLARATION BY THE BIDDER

(To be submitted on Company's Letter Head along with Techno Commercial Bid duly stamped and signed)

Sr. Dy. Manager-I(I&CF),
Haldia Dock Complex.
SYAMA PRASAD MOOKERJEE PORT, KOLKATA

SUB:- E- TENDER FOR "SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC."

Dear Sir,

- a) The bidding firm has not been debarred / delisted by any Govt / Quasi Govt. / Public sector undertaking in India.
- b) The proprietor / partner(s)/ authorised signatory of the bidding firm is/are not associated with other firm bidding for the same work.

Signature of the Bidder with Office Seal.

Date:

Place:

CONCURRENT COMMITMENT(S) OF THE BIDDER

(To be submitted with Techno-Commercial Bid)

Sl. No.	Full particulars of works to be executed concurrently by the bidder. (i) Name of work. (ii) Client. (iii) W.O. No. & Date.	Sanctioned Tender Value. (in Rs.)	Completion time as stated in tender.	Name and address to whom reference can be made.
1	(i)			
	(ii)			
	(iii)			
2	(i)			
	(ii)			
	(iii)			
3	(i)			
	(ii)			
	(iii)			
4	(i)			
	(ii)			
	(iii)			

BIDDER'S PROFILE

(To be submitted with Techno Commercial Bid)

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

A) In case of Limited Company -

- 1) Name of 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
desire to be stated.
- 5) Name, address and other necessary particulars :
of 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 two years.

B) In case of a firm -

- 1) Name and address of the firm. :
- 2) When business started :
- 3) If registered a certified copy of certificate of :
registration.
- 4) A certified copy of the Deed of Partnership :
- 5) Full name and address of each of the partners :
and the interest of each partner in the
partnership – any special particulars as to
partners if desired to be stated.
- 6) Whether the firm pays income tax over Rs.10, :
000/- per year

C) In case of an Individual:

- 1) Full name and address of the Bidder :
any special particulars of the Bidder if
desired to be stated.
- 2) Name of the father of the Bidder. :
- 3) Whether the Bidder 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 and address
etc. of such persons and the nature
of such interest.
- 6) Whether the Bidder pays Income Tax :
over Rs.10, 000/- per year.

Dated:

(Full signature of Bidder)

ABSTRACT FORM OF TENDER (UNPRICED)

(To be submitted with Techno Commercial Bid)

I / We hereby tender for the under mentioned work for its execution within the specified time and in accordance, in all respects with the specifications, design, drawing and instructions in writing and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as practicable.

(a) Name of Work. : **E- TENDER FOR "SUPPLY, INSTALLATION AND COMMISSIONING OF 20 NO. WORKSTATIONS & 2 NO. DISPLAY PANELS AT I&CF DIVISION, HDC "**

(b) Estimated Cost. : Rs. 13,77,021.90 [Rupees Thirteen Lakhs Seventy Seven Thousand Twenty One and Paise Ninety Only]

(c) Earnest Money : Rs. 6,900.00 (Rupees Six Thousand Nine Hundred only).

(e) Time allowed for completion of the work : **2 (Two) Months**

(f) Permanent I/T A/C No. :

(g) Maximum number of workmen to be engaged on any day. :

(h) Bank Details

Name of Bank: Branch:

Branch Code: Account Number:

IFS Code:-

(Signature of the Bidder)

Witness:

Address:

(Name in block letters)

Address:-

Occupation:-

FORM OF TENDER (UNPRICED)

(To be submitted with Techno Commercial Bid)

To

The Sr. Dy. Manager (I&CF),

Haldia Dock Complex

I/We_____having examined the site of work, inspected the Drawings and read the specifications, General & Special Conditions of Contract and Conditions of the 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 / weeks 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 thereto which may be necessary to give effect to the acceptance of the Tender and incorporating such Specification, Bill of Quantities, Drawing and Special & General Conditions of Contract and I / We hereby agree that until such Contract Agreement is executed the said Specification, 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.

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

I / We have deposited with the Trustees' Manager (Finance), HDC, vide Receipt No. _____ of _____ 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.

Dated:
Seal)

(Signature of Bidder with

WITNESS :

Name of the Bidder :

Signature :

Name :

Address :

(In Block letters)

Address :

Occupation :

MINIMUM GUIDING SPECIFICATION FOR
WORKSTATION (MAKE:
HP/DELL/LENOVO/ACER)

INTENDING BIDDER MUST SUBMIT INFORMATION AS PER THE FOLLOWING TABLE **DULY CERTIFIED BY ORIGINAL EQUIPMENT MANUFACTURER**

Make :			
Model :			
Sl.	Specification		Complied (Yes/No)
1	Processor	10 th Generation Intel® Core i5 or higher	
2	Motherboard	Motherboard must be from the same OEM. The OEM name must be embossed on the Motherboard.	
3	Graphics	15 nos. 2 GB and 5 nos. 4 GB DDR5 Dedicated or higher	
4	Memory RAM (Minimum)	16 GB 2400 MHz DDR4 Memory with 4 DIMM slots	
5	Hard Disk	512 GB SSD	
6	Monitor	21.5 inches with LED Back light or and TCO6 Certified Professional Display	
7	Ethernet	Integrated Gigabit (10/100/1000) NIC	
8	Mouse	2 Button USB Optical Scroll Mouse	
9	Keyboard	104 Keys USB key board	
10	Audio	Internal audio connector with Internal audio Speaker in Monitor or CPU.	
11	I/O Ports	8 USB (at least 4 USB ports in front panel). Out of 8 USB ports 3 must be USB V 3.0, 1 VGA out / 1 display port	
12	Expansion Slots	2 PCIe /PCI	
13	Controls	Serial, USB & Network Enable/ Disable Port Control, Power- On Password	
14	Connectivity	Bluetooth and Wifi Dongle or integrated	
15	UPS	600 Va	
16	Chassis	Security lock option to lock both PC and Monitor. Chassis with Chassis Intrusion Switch. Chassis Volume (liters) not more than 13.5 liters.	

17	Power Supply	Not more than 200 Watt with min 85 % or higher energy efficient power supply	
18	Bays	Two (2)	
19	Operating System & Media	Preloaded Windows 10 Pro (64bit) English or higher	
20	OS Certifications	Windows 10 Professional or higher	
21	Compliance / Certification	For OEM: ISO9001 and 14001. For quoted model: UL / FCC, EPEAT GOLD, ENERGY STAR 6 and IPv6.	
22	Warranty	5 years On-site Comprehensive OEM NBD Warranty. For interpretation of NBD, please refer clause 6.6	
23	Compatibility	Should be compatible with existing network infrastructure of HDC and SAP ecosystem.	

GENERAL CONDITIONS OF CONTRACT

‘General Conditions of Contract, Forms and Agreements’ as sanctioned by the Board of Trustees of KoPT, HDC for the Port of Kolkata is hosted at www.kolkataporttrust.gov.in. (<http://www.kolkataporttrust.gov.in/showfile.php?layout=1&lang=1&lid=1342>). Only those Clauses, Forms or Formats, which are not covered elsewhere in this Tender Document, shall be applicable. Also, for the sake of interpretation of the contents of the Appendices, the terms contained in the main tender document (other than Appendices) including the ‘General Conditions of Contract, Forms and Agreements’ shall prevail.