



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

“श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता के सिविल इंजीनियरिंग विभाग में दो वर्षों के लिए इंजीनियरिंग  
सेवाएं प्रदान करना”

**E-TENDER FOR “ Providing Engineering Services in Civil Engineering Department  
of Syama Prasad Mookerjee Port, Kolkata for two years”.**

सिविल इंजीनियरिंग विभाग

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता

**Civil Engineering Department**  
**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**

**TENDER NO.: SMPK/KDS/CIV/T/2691/50 DT. 20.07.2022**

**e-Tender Call Notice**

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता

सिविल इंजीनियरिंग विभाग

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**

**Civil Engineering Department**

**NOTICE INVITING TENDER**

**Tender No : SMPK/KDS/CIV/T/2691/50 Dt. 20.07.2022**

E-Tender is invited in Single Stage Two Bid System from reliable, bonafide & experienced agency with required experience as per Prequalification criteria stipulated in Tender Document for **“Providing Engineering Services in Civil Engineering Department of Syama Prasad Mookerjee Port, Kolkata for two years.”** as per Bill Of Quantities The Bid Document may be seen from **the Enivida Portal** (<https://kopt.enivida.in/>).

**Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only. The tender is also published on KoPT website ([www.smporkolkata.shipping.gov.in](http://www.smporkolkata.shipping.gov.in)).**

**SCHEDULE OF TENDER (SOT)**

TENDER NO. निविदा संख्या	SMPK/KDS/CIV/T/2691/50 Dt. 20.07.2022
MODE OF TENDER निविदा का तरीका	e-Procurement System  <b>Online Two Part</b>  (Techno-Commercial Bid and Price Bid ) through Enivida Portal <a href="https://kopt.enivida.in/">https://kopt.enivida.in/</a>  The intending bidders are required to submit their offers electronically through e-tendering portal.  Physical tender will not be acceptable
Estimated Cost Of the Work अनुमानित लागत Of कार्य	NA
Earnest Money Deposit बयाना राशि	The intending bidders should submit Earnest Money of Rs.3,67,500.00 (Rupees Three lakh sixty seven thousand five hundred only) payable through DD / RTGS / NEFT / Bank Transfer etc..) to be transferred on  A/C: Syama Prasad Mookerjee Port, Kolkata A/c No: 067502000000491 IFSC: IOBA0000675  Bank Name: Indian Overseas Bank Branch Name: STRAND ROAD Branch through National Electronic Fund Transfer (NEFT)/Real Time Gross Settlement (RTGS) or by Banker's cheque/ Bank Draft/ Pay Order payable to SYAMA PRASAD MOOKERJEE PORT, KOLKATA and payable at Kolkata within 3 working days of last date of submission of bid at the office of the Chief Engineer, SYAMA PRASAD MOOKERJEE PORT, KOLKATA, 15 Strand Road,

	<p>Kolkata 700001,</p> <p>In case bidder fails to submit the EMD amount as specified above before bid due date their offer will be summarily rejected.</p> <p>Copy of the DD/Banker's Cheque should be uploaded along with the bid.</p>
<p>Tender Document fee (Non-refundable) निविदा दस्तावेज शुल्क (अप्रतिदेय)</p>	<p>The intending bidders should submit the tender cost of Rs. <b>1770/- (Rupees one thousand seven hundred seventy only)</b> including GST @ 18% (non-refundable) as per above separately to SMPK, otherwise their offer will be summarily rejected.</p> <p>Copy of the DD/Banker's Cheque should be uploaded along with the Bid.</p>
<p>Railtel Tender Processing Fee (Non-refundable) Mode of Payment: - E-payment Only through Debit / Credit Card or Net Banking.</p> <p>रेलटेल टेंडर प्रोसेसिंग शुल्क (नॉन रिफंडेबल) भुगतान का प्रकार:- ई-पेमेंट केवल के माध्यम से डेबिट/क्रेडिट कार्ड या नेट बैंकिंग।</p>	<p>TPF- <b>0.1%</b> of estimate cost (Minimum 750/- Maximum 7500/- + GST Registration Charges Rs. 2000/- + Applicable GST Per Year</p>
<p>Date of NIT available to parties to download पार्टियों को डाउनलोड करने के लिए उपलब्ध एनआईटी की तिथि</p>	<p><b>08.08.2022 to 30.08.2022 (up to 14:00 hrs.)</b></p>
<p>Pre – Bid Meeting Date &amp; Time प्री-बिड मीटिंग की तारीख और समय</p>	<p>Date of Pre Bid Meeting: 16.08.2022 at 11:30 AM</p> <p>Offline meeting: Venue: In the Office of the Chief Engineer of SYAMA PRASAD MOOKERJEE PORT, KOLKATA at SMPK Head Office at 15 Strand Road.</p> <p>If Online Meeting is schedule the Link will be shared vide corrigendum.</p>
<p>Last date of submission of EMD &amp; Tender Document fee at Syama Prasad Mookerjee Port, Kolkata श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता में ईएमडी और निविदा दस्तावेज शुल्क जमा करने की अंतिम तिथि</p>	<p><b>02.09.2022 (up to 15:00 hrs.)</b></p>
<p>Date of Starting of e-Tender for submission of online Techno-Commercial Bid and Price Bid at Enivida Portal ई-निविदा शुरू होने की तिथि ई-निविदा पोर्टल पर ऑनलाइन टेक्नो-कमर्शियल बिड और प्राइस बिड जमा करना</p>	<p><b>08.08.2022 (From 15:00 hours onwards)</b></p>
<p>Date of closing of online e-tender</p>	<p><b>30.08.2022 (Up to 3:00 P.M.)</b></p>

for submission of Techno-Commercial Bid & Price Bid. तकनीकी-वाणिज्यिक बोली और मूल्य बोली जमा करने के लिए ऑनलाइन ई-निविदा बंद करने की तिथि	
Date & time of opening of Techno-Commercial Bid . तकनीकी बोली और मूल्य बोली खोलने की तिथि और समय।	<b>31.08.2022 (After 3:00 P.M.)</b>
Project Duration	<b>24 months</b>
Mode of Selection	<b>Least Cost Selection</b>
Contact Person for queries / details/ data	1. Name: S.Mitra, Designation: Dy. Chief Engineer-I Contact no.: 9836298680 E-Mail: <a href="mailto:santanumitra@kolkataporttrust.gov.in">santanumitra@kolkataporttrust.gov.in</a> 2. Name: Palash Dutta Designation: Superintending Engineer (Contract Cell) Contact no., 96747 20078 E-Mail: <a href="mailto:p.dutta@kolkayaporttrust.gov.in">p.dutta@kolkayaporttrust.gov.in</a>
Contact Persons of ENIVIDA Portal	Phone No.7278929467/8448288981 Mail id: - <a href="mailto:enividahelpdesk@gmail.com/">enividahelpdesk@gmail.com/</a> <a href="mailto:ewizardkumar@gmail.com">ewizardkumar@gmail.com</a>

**Note:** In the event of any unforeseen closure of work / holiday on any of the above days, the same will be opened / held on the next working day without any further notice.

Chief Engineer  
SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
Tender Inviting Authority

## Annexure-A

### 2.0 - Important Instructions for E-Tender

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 **Enivida Portal <https://kopt.enivida.in/>** before responding to this e-tender :

- Bidders Manual Kit
- Help for Contractors
- FAQ

#### 2.1 - Contact Persons (SYAMA PRASAD MOOKERJEE PORT, KOLKATA):

1. Name: S.Mitra,  
Designation: Dy. Chief Engineer-I  
Contact no.: 9836298680  
E-Mail: [santanumitra@kolkataporttrust.gov.in](mailto:santanumitra@kolkataporttrust.gov.in)
2. Name: Palash Dutta  
Designation: Superintending Engineer (Contract Cell)  
Contact no., 96747 20078  
E-Mail: [p.dutta@kolkayaporttrust.gov.in](mailto:p.dutta@kolkayaporttrust.gov.in)

Contact persons (Enivida Portal):

**Phone No.7278929467/8448288981**

**Mail id: - [enividahelpdesk@gmail.com](mailto:enividahelpdesk@gmail.com) / [ewizardkumar@gmail.com](mailto:ewizardkumar@gmail.com)**

1	Bidding in e-tender : a. Bidder(s) need to submit necessary EMD & Tender fees to be eligible to bid online in the e-tender. Tender fees is non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by SMPK. b. The process involves Electronic Bidding for submission of Technical and Commercial Bid
2	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	E-tender cannot be accessed after the due date and time mentioned in NIT.
5	SMPK 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.
6	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
7	No deviation to the technical and commercial terms & conditions are allowed.
8	The bidders must upload all the documents required as per terms of tender. Any other document uploaded which is not required as per the terms of the tender shall not be considered.
9	The bid will be evaluated based on the filled-in technical & commercial formats.
10.	Bidder has fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda" <b>A declaration in this regard is to be made by the bidder.</b>

11.	<p>(A) Techno-Commercial part of the Tender will be opened electronically on specified date and time as</p> <p>(B) mentioned in the NIT. Bidder's can witness electronic opening of Bid.</p> <p>(C) Part II i.e Price Part will be opened electronically of only the qualified bidders and accepted by SMPK. Such bidders will be accepted by SMPK. Such bidder(s) will be intimated the date of opening price bid (part II) in due course through valid email id provided by them.</p> <p>(D) Necessary addendum/corrigendum (if any) of the tender would only be hoisted in the e-Enivida Portal</p>
12.	<p>The Bidder must possess compatible Digital Signature Certificate (DSC) of Class-II or Class – III</p> <p>All Bids are to be submitted online on the website (<a href="https://kopt.enivida.in/">https://kopt.enivida.in/</a>)</p>

**Annexure –B**

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
मुख्य अभियंता कार्यालय,  
SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
**Office of the Chief Engineer,  
Head Office Building, 15,  
Strand Road, Kolkata 700 001.**  
**Tele – 033 2230-3451 Extension: 398,399,400**  
**Fax - (033) 2230-0413**  
**E-mail id: [ce@kolkataporttrust.gov.in](mailto:ce@kolkataporttrust.gov.in);**  
**[santanumitra@kolkataporttrust.gov.in](mailto:santanumitra@kolkataporttrust.gov.in),**  
**[p.dutta@kolkayaporttrust.gov.in](mailto:p.dutta@kolkayaporttrust.gov.in)**

**3.0: Commercial Terms & Conditions**

S.N	TERMS
1.	Mere participation in e-tender will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of techno-commercial evaluation of bids also.
2.	Copy of valid NSIC Certificate or MSME Certificate has to be submitted along with the bid.
3.	EARNEST MONEY: As Per NIT
4.	E-Tenderers submitted without requisite Earnest Money are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) or with MSME for items for which the tender is invited.
5.	SCOPE OF WORK: As per E-Tender Document
6.	The Terms and Conditions of E-Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires
7.	The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract of SMPK In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Chief Engineer , SYAMA PRASAD MOOKERJEE PORT, KOLKATA, thereon shall be final and binding upon all parties.
8.	The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any. Trustees' General Conditions of contract is the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the undersigned on any working day before quoting for the Tender.
9.	The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.
10.	The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Calcutta.
11.	Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and submission of their bids or for any other expenses incurred in connection with such bidding.
12.	Bidders are advised to visit the site of work prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, existing road facilities for carrying materials etc. before submission of the e-tender. He may contact the Chief Engineer/SE(Contract cell) or his authorized representative at his office at 15, Strand Road, Kolkata 700001 in this regard. Non compliance of the same will in no way relieve the successful bidder of any of his obligations in

	performing the work in accordance with this Bid Document within the quoted price.
13.	<p><b>Validity:</b></p> <p>The tender shall remain open for acceptance for a period of 180 days from the date of opening of techno-commercial bid.</p> <p>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 tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees / sanctioning Authority.</p>
14.	<p><b>Non-Responsive Bidder</b></p> <p>The offer/tender shall be treated as non-responsive, if it is not accompanied by requisite earnest money /valid NSIC Registration Certificate /MSME Registration Certificate / is not accompanied by requisite tender paper cost / or valid NSIC/MSME Registration Certificate.</p> <p>Validity of the offer is less than tender stipulation, does not meet the Qualification Criteria as stipulated in the NIT.</p> <p>The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely/offer or tender if submitted with any deviation from the tender terms &amp; conditions.</p> <p><b>In addition to above, a bidder may be disqualified if:</b></p> <p>The bidder provides misleading or false information in the statements and documents submitted.</p> <p>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.</p> <p>Offer / tender is submitted with any deviation from the tender terms &amp; conditions</p> <p>The decision of SYAMA PRASAD MOOKERJEE PORT, KOLKATA in this regard shall be final and binding on the Bidder.</p>
15.	Earnest Money and Security Deposit: As per tender Document
16.	<p>Performance Guarantee: 3% of Contract Value</p> <p>The Contractor should submit a Performance Guarantee in the form of B.G. for 3 % of contract value in SMPK's proforma from a Scheduled/ Nationalised Bank within 21 days from the date of receipt of LOI/Work Order, failing which the contract would be rescind without any further notice.</p> <p>The P.G. should be obtained for the full period of Contract.</p>
17.	In the event of the successful bidder 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 be cancelled at the option of the Trustees' apart from other actions.
18.	Prices: As per BOQ given in the tender document.
19.	The bidder shall quote his price as per the Bill of Quantities in the Price bid (Part-II)
20.	Orders may be placed in full/part to the lowest bidder
21.	Price(s) to be quoted should remain firm over the contract period.
22.	The prices quoted shall be including all statutory levies excluding GST, which shall be paid extra.



23.	<b>Evaluation Criteria:</b> As per relevant clause of Tender document.
24.	<b>Payment:</b> As per Tender document.
25.	<b>Location:</b> As per Tender document.
26.	<b>Time of Completion:</b> As per Tender document.
27.	Work is to be carried out as per terms & condition of the contract document.
28.	<b>Jurisdiction of Court:</b> The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of Kolkata
29.	Personal Protective Equipment (PPE): Contractor and their workmen including driver must use PPE, i.e. safety helmet etc. at the time of work inside dock premises at their own cost.  For safety measure relevant clause from GCC may be referred to.
30.	Compensation (Liquidated Damages) against failure to complete the work within the stipulated time as per tender condition.
31.	<b>Price adjustment clause:</b> As per Tender document.
32.	<b>Technical capacity:</b> As stipulated in Tender document.
33.	<b>Financial capacity:</b> As stipulated in Tender document.
34.	<b>Dock Permits:</b> As per tender document
<b>Besides the above conditions all other conditions as stated in NIT, BOQ, Special Condition the of Contract, Instruction to the tenderers, shall have to be agreed by the Bidders.</b>	

**Annexure –C**

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता

SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
CIVIL ENGINEERING DEPARTMENT

15, स्ट्रैंड रोड, कोलकाता -700001  
15, Strand Road, Kolkata – 700001

NIT No.: **SMPK/KDS/CIV/T/2691/50 Dt. 20.07.2022**

NOTE: Last Date of Download of tender documents: 30.08.2022 (up to 14.00 hours)

Tender is due for submission by 3:00 P.M. On 30.08.2022

Tender is due to open at 3:00 P.M. On 31.08.2022

तकनीकी वाणिज्यिक बोली (भाग-I)  
**Techno Commercial Bid (Part-I)**

“श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता के सिविल इंजीनियरिंग विभाग में दो वर्षों के लिए इंजीनियरिंग सेवाएं प्रदान करना”

**Providing Engineering Services in Civil Engineering Department of Syama Prasad Mookerjee Port, Kolkata for two years.**

#### 4.0 - INSTRUCTIONS TO BIDDER

#### बोलीदाता को निर्देश

E-TENDER FOR "Providing Engineering Services in Civil Engineering Department of Syama Prasad Mookerjee Port, Kolkata for two years."

TENDER No.: SMPK/KDS/CIV/T/2691/50 Dt. 20.07.2022

(1)	General	The work as described in the tender shall be executed in Kolkata and in accordance with the attached, Special Conditions of Contract & detailed Bill of Quantities.
		Earnest money and cost of tender paper are to be physically deposited at the office of Chief Engineer at 15, Strand Road, Kolkata-700 001 by vendors/contractors through Bank Draft/ Banker's Cheque/ Demand Draft/ Pay Order etc. in favour of SYAMA PRASAD MOOKERJEE PORT, KOLKATA, payable at Kolkata, within 3 days after opening of tender.
		Details of cost of e-tender paper remitted should be entered by the participating vendor/ contractor in the space provided in the e-tender as indicated hereunder:  a) Name of remitting vendor/contractor: b) Tender No. : c) Amount remitted : d) Date of remittance : e) Bank Draft / Cheque No.: f) Scan copy of the document: Yes/No
		Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder:  a) Name of remitting vendor/contractor: b) Tender No.: c) Amount remitted: d) Date of remittance: e) Bank Draft / Cheque No.: f) Scan copy of the document: Yes/No  Tender submitted without requisite Earnest Money and cost of tender paper will be liable for rejection.
(2)	<b>Mode of submission of Bid</b>	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.
		A Bid shall contain the following <i>scanned copies</i> of which are to be uploaded:-  i) GST registration certificate. ii) Valid Trade License (Valid for current period & also for type of work) /Registration. Any Foreign agency can also participate by making a Consortium/ Joint Venture with some Indian Firm fulfilling the above criteria. iii) Valid Professional Tax Clearance Certificate / Up to date

	<p>tax payment challan. If this is not applicable, the bidder must submit a declaration in this regard.</p> <ul style="list-style-type: none"> <li>iv) Proof of possessing valid Employees' Provident Fund (EPF) Account. EPF Registration Certificate.</li> <li>v) Proof of being registered with Employees' State Insurance Corporation (ESIC), ESI Registration Certificate.</li> <li>vi) Credentials in the form of copies of Letters of Award of Works along with corresponding/successful Completion Certificates from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.</li> <li>vii) Last three years balance sheet and profit &amp; loss account in support of Annual Financial turnover (i.e. 2018–2019, 2019-2020 and 2020-2021) The same should be audited as per relevant norms wherever required along with UDIN of the Auditor</li> <li>viii) PAN Card Bank Draft/ Pay order etc. regarding EMD &amp; Cost of Tender documents/valid NSIC certificate</li> <li>ix) Self declaration of the bidder that the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India(to be mentioned in the letter head of the Firm).</li> <li>x) Self-declaration regarding 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(to be mentioned in the letter head of the Firm).</li> <li>xi) A list of Service contracts/works/projects which are in hand at the time of submitting the offer as per the enclosed proforma titled 'Concurrent Commitments of The Bidder' vide Schedule – T in Part-I of the tender document.</li> <li>xii) Undertaking of the tenderer to be submitted as per enclosed Pro-forma (Format - 6) in lieu of submission of signed copies of the full Tender document, addenda &amp; corrigendum in the letter head of the Firm.</li> <li>xiii) Last page of "Bill Of Quantities" &amp; the "Form Of Tender" duly filled up (without price quoted) shall be duly signed and stamped by the Bidder.</li> </ul> <p><b><u>N. B.-1</u> The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities for clarification of his documents or credibility.</b></p> <p><b><u>N.B.-2</u> Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements and their <b>EMD will be forfeited for such action.</b></b></p> <p>All the bidders should submit the e-tender in accordance with the Mode of submission of Bid as afore-said.</p>	
(3)	<b>Earnest Money Deposit</b>	<p>Rs.3,67,500.00 (Rupees Three lakh sixty seven thousand five hundred only) payable through DD / RTGS / NEFT / Bank Transfer etc.,)</p> <p>Any Bid not accompanied with proper EMD shall be rejected summarily as being non-responsive and the Price Bid will not be opened.</p>
(4)	<b>Refund of Earnest Money</b>	<p>The EMD of the unsuccessful Bidders will be returned without interest, after finalisation of tender to the A/C from which the EMD will be deposited should be in the name of Contractor/Authorised person of the firm who have digitally signed the Bid.</p>

		<p>Regarding refund of EMD the unsuccessful bidder should submit a letter requesting refund of EMD.</p> <p>Refund of EMD in respect of unsuccessful Bidders will also be made to the Bidder as per the following.</p> <p>(a) <b>Proposal rejected during scrutiny:</b> Two weeks after the date of intimation of rejection of proposal followed by receipt of request letter for refund from the Bidder.</p> <p>(b) <b>Unsuccessful Proposals:</b> One month after award of assignment to successful Bidder followed by receipt of request letter for refund of EMD from the Bidder.</p>
(5)	<b>The EMD (bid security) will be forfeited:</b>	<p>(a) If the documents submitted by a Bidder proves to be fake at any point of time during execution of work.</p> <p>(b) If the Bidder adopts corrupt or fraudulent practices and try to influence the Department during tender processing.</p> <p>(c) In case of a successful Bidder, if the Bidder fails to Sign the Agreement or to deposit the PSD within the specified time limit.</p> <p>(d) Backing out from the offer by the participating bidder after opening of technical bid by the successful bidder will liable for forfeiture of EMD and debarment of the Bidder from participating in any future tenders.</p>
(6)	<b>Performance Security Deposit (PSD):</b>	<p>03% (Three percent) of the Contract value shall be deposited either in the form of a D.D or B.G from any Nationalised Bank located at Kolkata in favour of SYAMA PRASAD MOOKERJEE PORT, Kolkata as Performance Security Deposit (PSD) which is to be submitted within 21 days from the issue of Work Order &amp; will be released after two months of successful &amp; satisfactory completion of the entire job assigned to the Bidder.</p> <p>Claim period should be for a period 03 months from the date of completion.</p> <p>SYAMA PRASAD MOOKERJEE PORT, Kolkata reserves the right to seek extension of the validity of the PSD, if considered necessary, and the contractor will be duty bound to do so. In case, the contractor fails to extend the validity as requested by Kolkata Port Trust, the PSD will be encashed.</p>
(7)	<b>Validity of Offer</b>	<p>The e-tender shall remain valid for a period of 180 days from the date of opening the bid.</p> <p>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 for forfeiture at the option of the Trustees/ Sanctioning Authority/Engineer.</p>
(8)	<b>Delay / Extension of Time / Liquidated Damage / Termination of Contract</b>	<p>As per Clause 8.0 of G.C.C. to be referred regarding Delay / Extension of Time / Liquidated Damage / Termination of Contract.</p>
(9)	<b>Detailed Scrutiny of E-Tenderers</b>	<p>During the course of examination of Part-I 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 i.e. Part-II of those bidders who meet the qualifying criteria of NIT shall be opened.</p> <p>During techno-Commercial Evaluation, i.e. evaluation of Part-I of tender, an offer shall be considered non-responsive in case it :-</p> <p>(i) is not accompanied by requisite Earnest Money /NSIC /MSME Registration certificate.</p>

		<p>(ii) is not accompanied by requisite Tender paper cost /NSIC /MSME Registration certificate.</p> <p>(iii) validity of the offer is less than tender stipulation,</p> <p>(iv) does not meet the Qualification Criteria as stipulated in the NIT.</p> <p>(v) The bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely/offer or tender if submitted with any deviation from the tender terms &amp; conditions.</p> <p>In addition to above, a bidder may be disqualified if:</p> <p>a) The bidder provides misleading or false information in the statements and documents submitted.</p> <p>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.</p> <p>The decision of SYAMA PRASAD MOOKERJEE PORT, KOLKATA in this regard shall be final and binding on the Bidder.</p>
(10)	<b>For Micro &amp; Small Enterprises (MSEs) registered with NSIC &amp; or MSME</b>	<p>Micro &amp; Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) or with MSME are exempted from depositing Cost of Tender Document and Earnest Money.</p> <p>If Micro &amp; Small Enterprises (MSEs) registered with NSIC or MSME intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer will not be considered.</p> <p>Copy of valid NSIC Certificate for MSEs has to be submitted along with bid</p>
(11)	<b>Evaluation Criteria</b>	<p>Least Cost Selection</p> <p>The bidder scoring minimum 75% marks in technical part (as specified in the RFP) will be qualified from opening of financial bid. The bidder whose quotation will be lowest will be awarded the contract.</p>
(12)	<b>Acceptance of Tender</b>	<p>SYAMA PRASAD MOOKERJEE PORT, 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.</p> <p>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.</p> <p>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</p>
(13)	<b>Miscellaneous</b>	<p>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.</p> <p>II. The bidder shall not impose his own terms &amp; conditions in his offer or quote his rates based on his own terms and conditions, such E-Tenders are liable to rejection at the option of the Trustees without further reference to the bidder.</p>

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|  |  | <p>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.</p> <p>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.</p> <p>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.</p> <p>VI. Enlisted/registered contractor of SMPK will get the benefit of exemption of deposition of Earnest Money upto the prescribed limit. They are to upload the scan copy of the original T.R. issued to them by SMPK during registration to SMPK relating to Permanent Security Deposit.</p> <p>VII. The Bidder shall give a declaration about the names of their relations employed in SYAMA PRASAD MOOKERJEE PORT, KOLKATA. It is not the intention to debar the Contractors from working if their relatives are working in SMPK, but such a declaration is necessary in the interest of Trustees against any possible lapses.</p> <p>VIII. After evaluation of the bids, all bidders will get information regarding their eligibility / pre-qualification on website through E-Mail.</p> <p>IX. The Price bid of the successful bidders (qualified in technical bid) will be decrypted and opened on-line , on the scheduled date and after the pre-scheduled time by the Bid Openers with their Digital Signature Certificate (DSC)</p> <p>X. The authority will not be held responsible for any technical snag or network failure during online bidding.</p> |
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### **5.0 - Experience & Financial Criteria:**

To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following:

<b>Sl.</b>	<b>Minimum Qualification Criteria</b>
a)	Should have a registered office in India
b)	Should be a Company/ Firm/ LLP registered in India with a track record of providing Technical manpower support services for at least 05 years as on March 31,2022
c)	Should not have been debarred or blacklisted by Government or Central govt./State Govt./PSU/Governmental Agency/Govt. Department.
d)	Should have an average annual turnover of more than INR 10 crores from consulting/advisory services in last 3 years. The audited copy of the financial statements should be submitted.
e)	Should have experience of at least 03 completed work for providing technical manpower services to Central/State Government Departments / PSU/ /Govt. Department

**Note:** Work experience as a sub-contractor **shall not be** considered as the requisite qualification.

<b>SYAMA PRASAD MOOKERJEE PORT, KOLKATA Right to Accept or Reject Proposal:</b>
<ul style="list-style-type: none"><li>• SYAMA PRASAD MOOKERJEE PORT, KOLKATA does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever.</li></ul>
<ul style="list-style-type: none"><li>• Tenders in which any of the particulars and prescribed information are missing or are incomplete in any respect and/or the prescribed conditions are not fulfilled are liable to be rejected. Tenderer's may please note that any conditions be it financial or otherwise, not covered in the tender documents will not be entertained and such tenders are liable for rejection.</li></ul>
<ul style="list-style-type: none"><li>• Canvassing in connection with tenders are strictly prohibited and the tenders submitted by the tenderer(s) who resort to canvassing will be liable to rejection.</li></ul>
<ul style="list-style-type: none"><li>• Notwithstanding anything contained in this Proposal Document, SYAMA PRASAD MOOKERJEE PORT, KOLKATA reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons</li></ul>
<ul style="list-style-type: none"><li>• SYAMA PRASAD MOOKERJEE PORT, KOLKATA also reserves the right to invite revised Technical Proposals and /or revised Financial Proposals from Bidders with or without amendment of the Proposal document at any stage, without liability or any obligation for such invitation and without assigning any reason.</li></ul>

<b>SYAMA PRASAD MOOKERJEE PORT, KOLKATA reserves the right to reject any Proposal if:</b>
<ul style="list-style-type: none"><li>• at any time, a material misrepresentation is made or uncovered, or</li><li>• The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the proposal.</li></ul>



## **6.0 - INFORMATION TO BIDDERS– TABLE OF CONTENT**

General Information	<ul style="list-style-type: none"><li>• This section of the bidding documents provides the information necessary for Bidders to prepare online responsive bids, in accordance with the requirements of the Tender Inviting Authority.</li><li>• It also provides information on, online bid submission, opening, evaluation and contract award.</li></ul>
Instruction for Online Bid Submission:	<ul style="list-style-type: none"><li>• The Bidders are required to submit soft copies of their bids electronically on the (<a href="https://kopt.enivida.in/">https://kopt.enivida.in/</a>) using valid Digital Signature Certificates.</li><li>• The instructions given below are meant to assist the Bidders in registering on the E nivida Portal, prepare their bids in accordance with the requirements and submitting their bids online on the E nivida Portal</li></ul>
Registration:	<ul style="list-style-type: none"><li>• Bidders are required to enroll on the e-Procurement module of the <a href="https:// Enivida Portal https://kopt.enivida.in/">https:// Enivida Portal https://kopt.enivida.in/</a> by using the “Register as Vendor” option available on the home page. Enrolment on the Enivida Portal is free of charge.</li><li>• During enrolment / registration, the Bidders should provide the correct/true information including valid email-id &amp; mobile No.</li><li>• All the correspondence shall be made directly with the contractors/Bidders through e-Mail-id provided.</li><li>• As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.</li><li>• For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates (preferably Class III) with signing key usage) is mandatory which can be obtained from SIFY/TCS/n-Code/e-Mudra or any Certifying Authority recognized by CCA India on e-Token/ Smart Card.</li><li>• Upon enrolment on Enivida Portal for e-tendering, the Bidders shall register their valid Digital Signature Certificate with their profile.</li><li>• Only one valid DSC should be registered by a Bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.</li><li>• Bidders can then log into the site through the secured login by entering their user ID/password and the password of the DSC/e-Token.</li></ul> <p>Note : Those who already enrolled need not to go through this step.</p>
Preparation of Bids	<ul style="list-style-type: none"><li>• For preparation of bid, Bidders shall search the tender from published tender list available on site and download the</li></ul>

	<p>complete tender document and should take into account corrigendum if any published before submitting their bids.</p> <ul style="list-style-type: none"> <li>• Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of parts in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.</li> <li>• Any clarifications if required, the Bidders have to go through the contact details given in the tender document.</li> <li>• Bidders should get ready in advance the bid documents to be submitted as indicated in the tender document/schedule in PDF formats.</li> </ul>
Submission of Bids	<ul style="list-style-type: none"> <li>• Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time. All other information have been furnished at Sl. No.6 (a) of the e-Tender Call Notice</li> <li>• While submitting the bids online, the Bidder shall read the terms &amp; conditions (of Enivida Portal <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>) and accepts the same in order to proceed further to submit their bid.</li> <li>• In the e-tender system, after uploading the Bid, the Bidder need not to send any documents (hard copy) to the tender inviting authority before opening of Technical Bid. After opening of the bid, the authenticity of the uploaded documents will be verified by the tender inviting authority.</li> <li>• The Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender details according to specified part.</li> <li>• Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.</li> <li>• Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date &amp; time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the Bidders.</li> <li>• After the bid submission (i.e. after Clicking “Final Submission” in the portal), the Bidders shall take print out of system generated acknowledgement number and keep it as a record of evidence for online submission of bid.</li> <li>• Bidder should follow the server time being displayed on Bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.</li> </ul>

	<ul style="list-style-type: none"> <li>All bids submitted by the Bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer256 bit encryption technology</li> </ul>
Qualifying requirements	<ul style="list-style-type: none"> <li>The Bidder(s) shall furnish documentary proof as below for fulfilling qualifying criteria as above failing which their offer may be summarily rejected: <ul style="list-style-type: none"> <li>Scanned copy of Firm's valid Licence/Registration.</li> <li>Scanned Copies of Similar Nature of assignment(s), Completion Certificate(s) from Client as per Clause 4 having Date of Commencement &amp; Completion, Actual Date of Completion, Contract Value, Actual Payment Received , Contact address of the organisation/ Contact person with Mobile No., Land Phone No., FAX No., Postal Address etc who has issued such certificate(s).</li> <li>Scanned Copies of Audited Balance Sheet/Profit &amp; loss account/ Certificate from Chartered Accountant for last three years ending 31st March 2022. The same should be audited as per relevant norms wherever required along with UDIN of the Auditor</li> <li>Scanned copy of Power of Attorney certificate on Stamp Paper is to be submitted in case an authorized representative needs has to sign the tender document</li> <li>Self signed copies of Acknowledgement towards deposit of EMD &amp; Tender Fee. This verified acknowledgement will be a part of agreement in case of the successful Bidder and will be used for refund of EMD in case of unsuccessful Bidder.</li> <li>Letter of Proposal Format - 1</li> <li>Proposal Security (Earnest Money Deposit) of Rs.3,67,500.00 (Rupees Three lakh sixty seven thousand five hundred only) should be deposited through NEFT/RTGS or by Banker's cheque/ Bank Draft/ Pay Order payable to SYAMA PRASAD MOOKERJEE PORT, KOLKATA and payable at Kolkata within 3 working days of last date of submission of bid at the office of the Chief Engineer, SYAMA PRASAD MOOKERJEE PORT, KOLKATA, 15 Strand Road, Kolkata 700001</li> </ul> </li> </ul>
<p><u>NOTE: FIRM(S) MUST NOT INDICATE DIRECTLY OR INDIRECTLY THEIR FINANCIAL PROPOSAL ANY WHERE IN PART OF TECHNICAL PROPOSAL. ANY SUCH DISCLOSURE SHALL RESULT IN SUMMARILY REJECTION OF WHOLE OF THE PROPOSAL OF THE CONCERNED PARTY/IES.</u></p>	
About BOQ	The unit rates in Format for Financial Bid shall be quoted strictly in figures only and macros must be enabled to see the word representation of figures.
Submission of Offer	<ul style="list-style-type: none"> <li>The tender shall be submitted online in Two Part system duly scanned and digitally signed by the authorized representative of the Bidder as follows: <p>Part-1 (Technical Bid)</p> <ul style="list-style-type: none"> <li>Online bids should be submitted containing original scanned</li> </ul> </li> </ul>

	<p>copy of following document in Part-1.</p> <ul style="list-style-type: none"> <li>• Scanned copy / Acknowledgement of Tender fee deposited.</li> <li>• Scanned copy / Acknowledgement of Earnest Money Deposit (EMD).</li> <li>• Online bids should be submitted containing original scanned copies of the documents listed out in the RFP document under the heading “QUALIFYING REQUIREMENT”.</li> </ul> <p>Part-2 (PRICE BID)</p> <ul style="list-style-type: none"> <li>• After filling the Technical Bid, bidder should click ‘save’ for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then bidder should click on “save” to record their Commercial bid.</li> <li>• Then once both the Technical bid &amp; Commercial bid has been saved, the bidder can click on the “Final submission” button to register their bid.</li> </ul>
Tender Submission	<ul style="list-style-type: none"> <li>• The bid should be submitted online at website <a href="https://kopt.enivida.in/">https://kopt.enivida.in/</a> only, by the due date mentioned in e-Tender Notice. The Server Date &amp; Time as appearing on the website <a href="https://kopt.enivida.in/">https://kopt.enivida.in</a> only be considered for the cut-off date and time for submission of bids. Offers sent through post, telegram, fax, telex, e-mail, and courier or by any other mode will not be considered. In case of date of opening is declared as holiday tender will be opened on next working day.</li> <li>• In the e-Procurement Portal, the bid is allowed to be modified any number of times before the final date and time of submission.</li> <li>• The Bidder shall have to log on to the system and resubmit the bids as asked for by the system including the price bid. In doing so, the bids already submitted by the Bidder will be removed automatically from the system and the latest bid only will be admitted. But the Bidder should avoid modification of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure.</li> <li>• If the Bidder fails to submit his modified bids within the designated time of receipt, the bid already in the system shall be taken for evaluation.</li> <li>• The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit/ upload the same along with the bid.</li> <li>• Note: For this tender withdrawal of bid is not allowed.</li> </ul>
Bid Opening	<ul style="list-style-type: none"> <li>• Only those Bidders shall be considered qualified by SYAMA PRASAD MOOKERJEE PORT, KOLKATA, who submit requisite EMD, Tender Fee &amp; documents, accept all the terms &amp; conditions of the Tender document unconditionally and meet the qualifying requirement stipulated in the Tender document. The decision of the SYAMA PRASAD MOOKERJEE PORT, KOLKATA shall be final and binding in this regard.</li> <li>• The Bidder shall bear all cost associated with the preparation</li> </ul>

	<p>&amp; submission of its bid and the SYAMA PRASAD MOOKERJEE PORT, KOLKATA will in no case be responsible or liable for these cost, regardless of the conduct or outcome of the tendering process</p> <ul style="list-style-type: none"> <li>• Bid opening dates are specified during tender creation or can be extended vide corrigendum. Any addendum/corrigendum shall also be notified in the said website <a href="https://kopt.enivida.in">https://kopt.enivida.in</a></li> <li>• The Bid openers; who have been pre-defined shall log on to the portal with their respective DSC. Unless all the Officers who have been declared as Opening officers, log on the portal with their DSC the Tender cannot be opened.</li> <li>• After evaluation of bid, all the Bidders will get the information regarding their eligibility on website.</li> <li>• Date of Price Bid opening would be intimated to the Prequalified Bidders through EMAIL after Technical Evaluation is completed.</li> <li>• The Price Bid of the technically qualified Bidders will be opened &amp; evaluated on the notified date &amp; time by the Bid Openers with their Digital Signature Certificate (DSC) in the presence of Bidders or their authorized representative who wish to be present.</li> <li>• The Financial bid of the Bidders shall be opened one by one by the bid Openers. The Bidders can view bid opening remotely on their personalized dash board under “Bid Opening (Live)” link.</li> </ul>
Bid Evaluation	<ul style="list-style-type: none"> <li>• The Comparative statement of the tender shall be prepared manually by SYAMA PRASAD MOOKERJEE PORT, KOLKATA to decide the relative positions of the tenderer.</li> <li>• The bids will be considered technically qualified of the bidder who scores minimum 75% marks in Technical evaluation.</li> <li>• Financial Bid of only technically qualified bidders will be opened. Qualified Bidder quoting the lowest will be awarded the bid.</li> <li>• After evaluation of bid, all the Bidders will get the information regarding their eligibility through Email. Thereafter, e-mail confirmation will be sent to all successful Bidders.</li> <li>• The Bidders can check the same from the portal. The Bidder will get the information regarding the status of their Technical and Financial bid put together and ranking of Bidders on website</li> </ul>
Award of Contract	<ul style="list-style-type: none"> <li>• The Bidder whose bid has been accepted will be notified for the award by the SYAMA PRASAD MOOKERJEE PORT, KOLKATA prior to expiration of the Bid validity period through the “Letter of Intent”, which will state the sum that the SYAMA PRASAD MOOKERJEE PORT, KOLKATA will pay to the Contractor in consideration of the execution, completion by the Contractor as prescribed in the Contract.</li> <li>• The Work Order will constitute the formation of the Contract until the Formal Agreement is signed.</li> <li>• The Bidder shall promptly check their e-mailbox registered with</li> </ul>

	<p>Enivida Portal for receipt of any information/clarification/ correspondence in respect of their bid. SYAMA PRASAD MOOKERJEE PORT, KOLKATA shall not be responsible for non-receipt/failure of e-mail to the Bidders.</p> <ul style="list-style-type: none"> <li>• If any of the information furnished by the Bidder is found to be incorrect, the Bid/ contract is liable to be rejected/terminated and the EMD will be forfeited.</li> <li>• SYAMA PRASAD MOOKERJEE PORT, KOLKATA reserves the right to cancel the tender without assigning any reason thereof.</li> <li>• Conditional offers are liable for rejection.</li> <li>• Bids from those Bidders who have not submitted their offer as per e- Tender Notice will not be considered.</li> </ul>
<p>Fraud and Corruption</p>	<p>SYAMA PRASAD MOOKERJEE PORT, KOLKATA will reject a proposal for award if it is found that the Bidder recommended for award has been engaged in corrupt or fraudulent practices in competing for the contract in question.</p> <p>Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited &amp; the tenders submitted by the contractors who resort to canvassing will be liable for rejection</p> <p>The details of work to be carried out and its scope are given in the "Tender Document" of these documents, which also indicate a brief description of the Project where work is to be executed. The tenderers are advised to study the same carefully before tendering and they shall be deemed to have full acquainted themselves with the same.</p> <p>The Bidders; in their own interest, are advised to inspect and examine the site and its surrounding and satisfy themselves, before submitting their tenders, in respect of the site conditions including but not restricting to the following which may influence or effect the work or cost thereof under the contract.</p> <ul style="list-style-type: none"> <li>• The Contractor shall be debarred for any period of time as decided by the SYAMA PRASAD MOOKERJEE PORT, KOLKATA for the following reasons.</li> <li>• If the contractor fails to deposit PSD within the stipulated period as stated in the letter of intent.</li> <li>• If the contractor fails to commence the work on or before the scheduled date stated in the work order.</li> <li>• Violates conditions of contract.</li> </ul>
<p>De-Listing of contractor</p>	<ul style="list-style-type: none"> <li>• The Contractor shall be de-listed / debarred for the following reasons: <ol style="list-style-type: none"> <li>I. If the contractor fails to execute the work or executed it unsatisfactorily.</li> <li>II. If found to have submitted forged/false certificate/documents during the enlistment/tender for any work.</li> <li>III. If abandons the work during execution at any stage.</li> </ol> </li> </ul>

	<p>IV. Has already been debarred for other reasons by TIA.</p> <p>V. Any other reason which in view of enlisting authority is adequate for delisting the contractor.</p>
Transfer of Tender Documents	<ul style="list-style-type: none"> <li>• Transfer of tender documents processed by one intending tenderer to another is not permissible. Tenders should be furnished by the contractors/firms in whose favour registration has been done.</li> <li>• Tender(s) furnished in any other name(s) than mentioned in the tender paper will be rejected outright.</li> </ul>
Income Tax	<ul style="list-style-type: none"> <li>• Acknowledgement for filling of Returns under Income Tax Rules may be uploaded for last 3 years ending on 31<sup>st</sup> March 2021</li> </ul>
Taxes and Duties	<ul style="list-style-type: none"> <li>• The prices quoted shall be inclusive of all statutory taxes and duties and/or other charges levied by any Central/ State/local authorities but excluding GST. GST shall be paid by SYAMA PRASAD MOOKERJEE PORT, KOLKATA extra on actual on production of documentary evidence and shall not be considered for evaluation of the bids.</li> <li>• Supplier/service provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.</li> <li>• The Supplier/ Service Provider agrees to comply with all applicable GST laws, including GST acts ,rules, regulations, procedures, circulars &amp; instructions there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws.</li> <li>• Supplier/Service Provider should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN.</li> <li>• In case there is any mismatch between the details so uploaded in GSTN by Supplier/ Service Provider and details available with SYAMA PRASAD MOOKERJEE PORT, KOLKATA, then payments to Supplier/Service Provider to the extent of GST relating to the invoices/s under mismatch may be retained from due payments till such time SYAMA PRASAD MOOKERJEE PORT, KOLKATA, is not sure that accurate tax amount is finally reflected in the GSTN to SYAMA PRASAD MOOKERJEE PORT, KOLKATA's Account and is finally available to SYAMA PRASAD MOOKERJEE PORT, KOLKATA, in terms of GST laws and that the credit of GST so taken by SYAMA PRASAD MOOKERJEE PORT, KOLKATA, is not required to be reversed at a later date along with applicable interest.</li> <li>• SYAMA PRASAD MOOKERJEE PORT, 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 supplier/service provider.</li> <li>• Any loss of input tax credit to SYAMA PRASAD MOOKERJEE PORT, KOLKATA, for the fault of supplier shall be recovered by SYAMA PRASAD MOOKERJEE PORT, KOLKATA, by way of adjustment in the consideration payable.</li> <li>• Supplementary invoices/Debit note/credit note for price</li> </ul>

	<p>revisions to enable SYAMA PRASAD MOOKERJEE PORT, KOLKATA, to claim tax benefit on the same shall be issued by you for a particular year before September of the succeeding Financial Year.</p> <ul style="list-style-type: none"> <li>The purchase order/ work order shall be void, if at any point of time you are found to be a black listed dealer as per GSTN rating system and further no payment.</li> </ul>
Tax Recoveries at Source	<ul style="list-style-type: none"> <li>Income Tax, or any other taxes, duties, service charges, rents, etc. as may be deductible would be deducted at source from the running payments of the contractor/ firm by SYAMA PRASAD MOOKERJEE PORT, KOLKATA at the time of effecting payments as contained in the provisions of Income-Tax Act and other enactment and provisions of local bodies in force from time to time.</li> </ul>
Security Requirements	<ul style="list-style-type: none"> <li>Where the works are to be carried out within the prohibited area of the Port, the contractor(s) is required to obtain necessary permits/passes for his men and materials and vehicle for entering the Security Zone which would be provided free of cost by Kolkata Port Trust. He is also required to comply with the Port Security Requirement as may be notified from time to time.</li> </ul>
Legal Jurisdiction	<ul style="list-style-type: none"> <li>All disputes are subject to exclusive jurisdiction of courts at Kolkata, only.</li> </ul>
Signing of the Contract	<ul style="list-style-type: none"> <li>The successful tenderer shall be required to execute an agreement in the pro- forma attached with the tender documents as ANNEXURE with Stamp paper of proper value within 15 days from the date of issue of the notice of acceptance of tender. In the event of failure on the part of successful tender to sign the agreement within the above stipulated period the Earnest Money deposited by him be forfeited and the acceptance of the tender shall be considered as cancelled.</li> </ul>
Joint Venture / Consortium	<ul style="list-style-type: none"> <li>Not Allowed for this tender</li> <li>The bidder should be a single entity</li> </ul>
General Tender to form part of agreement	<p>This general Tender Notice, Instructions to tenderers shall be deemed to form part of the Agreement.</p>

Sd/-

**CHIEF ENGINEER,**

**SYAMA PRASAD MOOKERJEE PORT,  
KOLKATA,15 STRAND ROAD, KOLKATA  
700001**



## **7.0 - Technical Part**

<b>Background &amp; Requirements</b>	<p>SMP,K intends to engage technical manpower (Engineers) having B.E / B.Tech Civil Engineering and Diploma in Civil Engineering for day to day execution and supervision of Projects and other works as required from time to time in Civil Engineering Department, KDS of SMPK.</p> <ul style="list-style-type: none"><li>• Design &amp; Project Monitoring in Civil Engineering Department</li><li>• Site execution of Civil Engineering Department</li><li>• Supervision of Ongoing Projects of Civil Engineering Department</li></ul>
<b>Eligibility Criteria</b>	<p>Tenders are invited from experienced and reputed Companies/Firms/Agencies for providing manpower (B.Tech / B.E &amp; Diploma Civil Engineers.) to SMP, Kolkata wuth the eligibility as below:-</p> <ol style="list-style-type: none"><li>1. The bidders must be the agencies offering manpower support services and supplying pf technical professionals for at least three years with an average annual cumulative turnover of at leastRs. 10 crores during the last 3 years (2018-19 to 20-21). Copies of the balance sheets of last three financial years, duly certified by a Chartered Accountant shall be submitted in support ofthe requisite turnover.</li><li>2. The bidders must have supported the central govt. / state govt. / PSU by supplying technical manpower / professionals<ul style="list-style-type: none"><li>• at-least (03) three projects of value more than 80 lakhs</li><li>• at-least two (02) Project of value more than 01 Crore</li><li>• at-least (01) One Project of Value more than 1.6 Crore</li></ul></li></ol> <ul style="list-style-type: none"><li>• <u>Work experience as a sub – contractor shall not be considered as the requisite qualification</u></li><li>• <u>Ongoing Projects will not be considered for the purpose of bid evaluation</u></li></ul>

- “Project Value” means the “The Total Project Cost of the Project assigned to bidder for supply of technical manpower”

**Supporting documents to justify their claim:**

Copies of orders/contracts and completion certificate from the clients should be submitted as supporting documents duly signed and stamped on each page and all other supporting documents as stated above in the tender documents

**Manpower Requirement**

The contract for supply of technical manpower (B.E. / B.Tech & Diploma in Civil Engineering) for a period of two years from the date of order issued by this office.

The Department has initial requirement as mentioned below for technical manpower (B.E. / B.Tech & Diploma in Civil Engineering) that are well conversant with technical know-how as specified in the technical qualifications of each manpower.

**Number of Manpower required**

S/N	Item	Qty
1.	Graduate Engineer (B.E. / BTech) in Civil Engineering	08
2.	Diploma in Civil	08
		Total= 16

- The tendering Company/Firm/Agency should fulfill the following technical specifications for Technical Bid:-
- The manpower Company/Firm/Agency should be registered with the appropriate registration authority.
- The Company/Firm/Agency should have at least three years experience in successfully providing Technical manpower (Graduate / Diploma Engineers) to the Government Departments, Public Sector Companies etc.
- Completion certificate from those companies to whom the manpower was provided.
- The Company/Firm/Agency should have its own Bank Account.
- Bidder should not sublet the contract to any other agency. An Undertaking in this regard should be submitted.

Note: No deviation from the above conditions shall be allowed

**Age Limit**

He / She should not be more than 35 years of age as on bid submission date

<b>Education Qualification &amp; Experience required for Graduate Engineer</b>	<p>Educational Qualification: Graduate Engineer: Technical Qualifications BE/ B.Tech in Civil Engineering from NIT, IEST, Jadavpur University</p> <p>Minimum experience of (03) Three years in civil engineering works either in site execution / design &amp; drawing / project monitoring / planning of Infrastructure Projects / Contract Management / tendering</p> <p>Experience should be related to civil engineering structures / Road/ Bridges/ River Regulatory work / Marine / Port Sector</p>
<b>Education Qualification &amp; Experience required for Diploma Engineer</b>	<p>Educational Qualification:</p> <p>Diploma in Civil Engineering from reputed institutes / colleges</p> <p>Minimum experience of (05) five years experience in maintenance / Project Monitoring works / contract management/ tendering. Experience should be related to civil engineering structures / Road/ Bridges/ River Regulatory work / Marine / port Sector</p>
<b>Location of Deployment</b>	<p>The Manpower is required to be deployed at Civil Engineering offices of SMPK at Kolkata</p>

## 7.1 : SCOPE OF WORK

The bidder will be required to deploy the manpower as stated above

Graduate Engineer	Diploma Engineer
<ul style="list-style-type: none"><li>• Support in Design department</li><li>• Support in day to day Project Monitoring</li><li>• Site execution &amp; Supervision of ongoing projects &amp; quality assurance of capital works and maintenance works</li><li>• Support in tendering departments</li><li>• Documentation and recordkeeping</li><li>• Any other work as assigned by SMPK from time to time</li></ul>	<ul style="list-style-type: none"><li>• Support in Design department</li><li>• Site execution &amp; Supervision of ongoing projects and quality assurance of capital works and maintenance works</li><li>• Support in tendering departments</li><li>• Documentation and recordkeeping</li><li>• Any other work as assigned by SMPK from time to time</li></ul>

### 7.2: Payment Terms & Condition:

- Payments for Technical Manpower shall be made to the firm / agency on monthly basis based on actual deployment of resources on the project. All payments will be made on pro-rata basis for the contingent on the deployment of resources. There will be no other separate payments for any resource units other than the assigned project.
- The payment shall be made to the agency on conclusion of the calendar month by the 10<sup>th</sup> working day of succeeding month based upon attendance certification by competent authority
- SMPK shall consider and approve the invoices and based on its approval process prior to release of payment.
- It is the responsibility of the agency / bidder to pay the salary of technical manpower regularly on monthly basis. The payment shall be made to the agency on conclusion of the calendar month by the 10<sup>th</sup> working day of succeeding month based upon attendance certification by competent authority
- Payment of wages / salary to the technical manpower deployed at SMPK for this project shall be made within 10<sup>th</sup> day of following month and should not be linked with monthly payment to the bidder / agency to be paid by SMPK
- **This is in addition to the original clause as mentioned in SCC 8.3.4.1**

### 7.3: Removal and / or Replacement of Personnel

- Except as the Employer may otherwise agree, no changes shall be made in the technical manpower proposed at the time of bidding.
- If, for any reason beyond the reasonable control of the Bidder, it become necessary to replace any of the personnel, the bidder shall forthwith provide as a replacement a person of equivalent qualification and better experience. The upper limit of the substitution on account of various reasons including health ground should normally not exceed 25% of the total key personnel (i.e. 16 no. of technical manpower 08 Graduate Civil (BE / B.Tech) Engineer & 08 Diploma Civil Engineer
- If the employer finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action or has reasonable cause to be dissatisfied with the performance of any of the Personnel, the bidder shall, at the Employer's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to employer.

#### **7.4: Work Duration (hours of Work for Technical Manpower to be deployed at SMPK)**

- Hours of work for technical manpower would be normal working hours excluding Sundays and SMPK Holidays as applicable to be considered for a particular month
- Working hours of the technical manpower to be deployed at SMPK shall normally be -8 hours a day and on normal working days. However, if required work is to be executed beyond normal working hours.
- The Technical manpower will be entitled to 15 days leave in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement) which may be availed of with prior approval. For any absence in excess of 15 days, pro-rata deduction would be made.

### 7.5: Criteria for Technical Evaluation

Sr. No.	Eligibility Criteria Specification	Description	Marks
1	Technical Manpower deployment firm / agency with 3 years of experience in providing manpower support services to central government organization / state government organisations / PSU	<ul style="list-style-type: none"> <li>• 01 to 03 years of experience: 10 Marks</li> <li>• More than 03 years of experience: 20 marks</li> </ul>	20
2	<b>Resume of Graduate Engineer</b> Qualification: Graduate Engineer (B.E / B.Tech) – (2 marks) Experience: 03 three years of relevant experience – (1.5 mark for each project – maximum of 3 marks)	<ul style="list-style-type: none"> <li>• 08 resumes with maximum 05 marks each</li> </ul>	40
3	<b>Resume of Diploma Engineer</b> Qualification: Diploma in Civil Engineering – 01 marks Experience: (05) Five years of relevant experience – (2 mark for each project – maximum of 04 marks)	<ul style="list-style-type: none"> <li>• 08 resume with maximum 05 marks each</li> </ul>	40
		<b>Total Marks</b>	100

**Note: Bidder must score minimum of 75 marks in order to be qualified for opening his financial bid.**

### 7.6: Bill of Quantity (BOQ)

**Project Name: Providing Engineering services in Civil Engineering Department of Syama Prasad Mookerjee Port for a period of two years**

S.No	Item	Quantity	Unit	Rate quoted per man month (INR)	Amount (INR)
A	Graduate Engineer (B.E. / BTech) in Civil Engineering	8 X 24	Man month		
B.	Diploma in Civil	8 X 24	Man month		
<b>Note:</b> <ul style="list-style-type: none"><li>• Bidder to quote the above rates inclusive of all overheads charges and agency charges / profit</li><li>• The Agency charges quoted by the tendering agency should be inclusive of all statutory/taxation liabilities excluding GST which will be paid extra as per actuals.</li><li>• The payment shall be made to the agency on conclusion of the calendar month by the 10<sup>th</sup> working day of succeeding month based upon attendance certification by competent authority.</li><li>• Payment of wages / salary to the technical manpower deployed at SMPK for this project shall be made within 10<sup>th</sup> day of following month and should not be linked with monthly payment to the bidder / agency to be paid by SMPK.</li><li>• <b>Price not to be quoted here</b></li></ul>					

Signature of authorized person

Full Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Date:

Place:

## 08: Formats

### FORMAT – 1 Letter of Proposal

[On the Letter Head of the Bidder]

(Letter Ref no.: & Date)

To,  
The Chief Engineer (KDS)  
Syama Prasad Mookerjee Port, Kolkata

Sub: Request for Proposal (RFP) for

Dear Sir,

With reference to your RFP document dated ....., I / We, having examined RFP documents and all other relevant documents and understood their contents, hereby submit our Proposal / Bid for “ Request for Proposal (RFP) for “ ..... “. This proposal is unconditional and unqualified.

1. I. We acknowledge that SMPK will be relying on the information provided in the Proposal / Bid and the documents accompanying the Bid for the aforesaid purpose and I/We certify that all information provided in the Proposal / Bid and in the Appendices true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. I/We shall make available to SMPK any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
3. I/We acknowledge the right of SMPK to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I/We certify that in the last three years, we or any of our associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority to a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project / assignment or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
5. I/ We declare that:
  - a. I/ We have examined and have no reservations to the RFP documents including any Addendum / Corrigendum which may be issued by SMPK;
  - b. I/We do not have any conflict of interest in accordance with the terms set forth in this RFP document;
  - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, defined in this RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with SMPK or any other public sector enterprise or any government, Central or State; and
  - d. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP document, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I/We understand that SMPK may cancel the selection process at any time and that you are neither bound to accept any proposal that you may receive nor to select the PMU, without incurring any liability to the Bidders in accordance with the RFP document.
7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our associates have not been convicted by a Court of Law or indicated or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Assignment or which related to a grave offence that outrages the moral sense of the community.



8. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any Department of the government or convicted by a court of Law for any offence committed by us or by any of our Associated.
9. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associated or against our CEO or any of our Directors / managers / employees.
10. I/We hereby irrevocable waive any right or remedy which may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by SMPK (and/or the Government of India/ West Bengal) in connection with the selection of PMU or in connection with the selection process itself in respect of the above mentioned Assignment.
11. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, I/We shall have any claim or right if whatsoever nature in the Assignment is not awarded to me / us or our proposal is not opened or rejected.
12. I/We agree to keep this offer valid for six months from the Proposal Due Date as specified in the RFP.
13. A Power of Attorney in favour of the authorized signatory to sign and submit this proposal and documents is attached in format provided at Format 4 A.
14. In the event of my / our firm being selected as the PMU, I/We agree to enter into the Consultancy Agreement with SMPK for the said Assignment in such manner as set out in the RFP document.
15. I/We have studied RFP and all other documents carefully and also surveyed the Assignment site. We understand that except as expressly set forth in the Consultancy Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by SMPK or in respect of any matter arising out of or concerning or relating to the selection process including the award of Assignment.
16. I/ We agree and undertake to abide by all the terms and condition of the RFP Document. In witness thereof, I/We submit this proposal under and in accordance with the terms of the RFP document.
17. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.
18. I/We agree and understand that this Proposal is subject to the provisions of the RFP documents. In no case, I/We shall have any claim or right of whatsoever nature if the Assignment is not awarded to me / us or our Bid is not opened.
19. I/We agree and undertake to abide by all the terms and conditions of the RFP document.
20. I/We agree and undertake to be liable for all the obligations under the RFP documents till the completion of the Assignment/ Service in accordance with the terms of the RFP documents.

In witness thereof, I/We submit the Bid/ proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

**Format 2**  
**Particulars of the Bidder**

1.	Project Name:															
2.	<p>Details of Bidder</p> <p>Name of Bidder:</p> <p>Brief description of the Bidder:</p> <p>Country of Incorporation:</p> <p>Date of incorporation and / or commencement of business</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">S/N</th> <th style="width: 20%;">Name of the firm</th> <th style="width: 20%;">Type of Organization or company structure</th> <th style="width: 15%;">Principal Office, Branches</th> <th style="width: 35%;">Main line of business, core Area/ Strength</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Location of Principal Office that will be responsible for the implementation of this work: (a) India (b) other</p>	S/N	Name of the firm	Type of Organization or company structure	Principal Office, Branches	Main line of business, core Area/ Strength	1					2				
S/N	Name of the firm	Type of Organization or company structure	Principal Office, Branches	Main line of business, core Area/ Strength												
1																
2																
2.	<p>Contact and Communication Details:</p> <p>(a) Name</p> <p>(b) Designation:</p> <p>(c) Company:</p> <p>(d) Address:</p> <p>(e) Contact no.:</p> <p>(f) E-Mail Address:</p>															
3.	<p>Details of individual (s) who will serve as the point of contract / communication for SMPK within the Company</p> <p>(a) Name:</p> <p>(b) Designation:</p> <p>(c) Address:</p> <p>(d) Contact No.:</p> <p>(e) E-Mail address:</p>															
	(Signature, name and designation of the authorized signatory)															

**Format – 3**  
**Statement of Legal Capacity**

(To be forwarded on the letter head of the Bidder)

(Letter Ref & Date)

To,  
The Chief Engineer (KDS)  
Syama Prasad Mookerjee Port, Kolkata

Dear Sir,

Sub: Request for Proposal (RFP) for “ “ at SMP, Kolkata

I/We hereby confirm that we, the Bidder, satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that ..... (Insert Individual's name) will act as our Authorized Representative on our behalf and has been duly authorizes to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Your faithfully,  
(Signature, name and designation of the authorized signatory)  
For and on behalf of:.....

**Format 4A**  
**Power of Attorney**

(To be executed before Notary Public on a Non – Judicial Stamp Paper of at least Rs 10)

Dated:

TO WHOMSOEVER IT MAY CONCERN Mr. .... (Name of the Person (s)), domiciled at  
..... (Address), acting as .....  
(Designation and name of the Company), and whose signature is attested below, is hereby appointed  
and authorised on behalf of ..... (Name of the applicant) to provide  
information and respond to enquiries etc. as may be required by the Employer for the Project of (Project  
Name.....) and is hereby further authorised to sign and file  
relevant documents in respect of the above.

(Attested signature of Mr./Mrs. ....)  
For .....)  
Name & Designation

**Format – 5**  
**Format for Anti- Collusion Certificate**  
**(On the letter head of Bidder)**

Project Name:

Anti-Collusion Certificate

I/We hereby certify and confirm that in the preparation and submission of this RFP, we have not acted in concert or in collusion with any other Bidder or other person (s) and also not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

I/We further confirm that I/We have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this RFP.

Dated this \_\_\_\_\_ Daye of \_\_\_\_\_, 2022

Name of the Bidder

Signature of the Authorised Person

Name of the Authorised Person

**Format 6**  
**Format for Project Undertaking**  
**(On the Letter head of Bidder)**

Project Name:

Letter Ref

Date:

To,  
The Chief Engineer (KDS)  
Syama Prasad Mookerjee Port, Kolkata

We have read and understood the RFP Document in respect of the captioned assignment provided to us by SMP, Kolkata.

We hereby agree and undertake as under:

- (a) Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our bid / proposal, we hereby represent and confirm that our bid/ proposal is unconditional in all respects.
- (b) I/ We ..... (Name of Tenderer) are not barred by Government of India, Government of West Bengal or any state government or any of their agencies from participating in similar projects.
- (c) I/We ..... (Name of Tenderer) have fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any, downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and addenda.
- (d) I/ We ..... (name of the Tenderer) are submitting this undertaking in lieu of submission of signed copy of the full tender documents GCC, Corrigendum and Addenda.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2022

Name of the Bidder

Signature of the Authorised Person

Name of the Authorised Person

**Format 7**  
**Financial Capacity of the Bidder**

S.No.	Financial Year	Average Annual Turnover from consultancy services (In Rs Cr)
1.	2020-21	
2.	2019-20	
3.	2018-19	

Certificate from the Statutory Auditor<sup>#</sup>

This is to certify that ..... (Name of the Bidder) has received the payments shown above against the respective years on account of professional fees for projects as presented in Appendix attached hereto.

Name of the audit firm:

Seal of the audit firm:

UDIN No.:

Date:

(Signature, name and designation of the authorized signatory)

# In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder

Bidders may provide information on their total turnover from all consulting activities. This shall be supported by auditor's certificate or audited balance sheets

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

**Format 8**  
**Eligible Experience of Proposed Resource**

Note: To be filled separately for each eligible project undertaken for respective Key Personnel

<b>Name of Key Personnel:</b>	
<b>Designation of Key Personnel:</b>	
<b>Name of the Project:</b>	
<b>Project Features</b>	
<b>Name of Company where employed:</b>	
<b>Name of Client and Address:</b> (indicate whether public or private)	
<b>Name, telephone no. and email ID client's representative:</b>	
<b>Estimated capital cost of the Project (in Rs. crore)</b>	
<b>Start date and finish date of the services (month/ year):</b>	Service Start Date: Service End:  Project Start Date: Project Finish Date: Status (Ongoing / Completed):
<b>Brief description of the Project:</b>	
<b>Description of the role and services provided by the key personnel:</b>	
<b>It is certified that the aforesaid information is true and correct to the best of my knowledge and belief.</b>	
(Signature, name and designation of the authorised signatory)	
(Name and seal of the Bidder)	



**Format 9**  
**Details of Proposed Key Personnel**

S.No.	Proposed Position	Name of Key Personnel	Educational Qualification	Professional Experience (Years)	Employment Profile		Details of eligible assignments
					Name of Firm	Employed Period (From – To)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Graduate Civil - I						
2.	Graduate Civil – II						
3.	Graduate Civil – III						
4.	Graduate Civil - IV						
5.	Graduate Civil – V						
6.	Graduate Civil – VI						
7.	Graduate Civil – VII						
8.	Graduate Civil – VIII						
9.	Diploma Civil - I						
10.	Diploma Civil - II						
11.	Diploma Civil - III						
12.	Diploma Civil - IV						
13.	Diploma Civil - V						
14.	Diploma Civil - VI						
15.	Diploma Civil - VII						
16.	Diploma Civil - VIII						

**Note: CV of each proposed expert must be in the format (Format 10). In case the CV is not as per Format 10, the respective CV shall not be considered for evaluation.**

**Date:** .....

**Signature and name of the authorized signatory of the Bidder:**.....

**Notes:**

1. Use separate form for each key personnel
  2. The names and chronology of assignments included here should conform to the assignment – wise details as mentioned in earlier format
  3. Each page of the CV shall be signed in ink by both the Personnel concerned and by the Authorised Representative of the Bidder firm along with the seal of the firm.
- It is allowed to use Scanned Signatures of Personnel and countersigned by the authorised signatory in original. The originally signed CV shall be produced during negotiation, if successful.

**Format 10:**  
**(CV of Proposed Technical Experts)**

Proposed Position:			
Name of Firm:			
Name of Expert			
Date of Birth:		Nationality:	
Education:	Degree Obtained	Name of Institute or University	Date
Membership of Professional Associations:			
Other Trainings:	Institute / Company	Type	Year
Countries of Work Experience			
Languages:	Level of Proficiency		
	Languages	Reading	Writing
Employment Record:	From (Month/Year):		To (Month/Year):
	Employer:		
	Position Held:		
	Roles & Services:		
Detailed Tasks Assigned	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned		
	<ul style="list-style-type: none"> <li>a) Name of assignment or project:</li> <li>b) Month and Year: From to</li> <li>c) Location:</li> <li>d) Client:</li> <li>e) Main project features:</li> <li>f) Position held:</li> <li>g) Activities performed</li> </ul>		

**Format - 11**

**Project Data Sheet – Eligible Project Experience of the Bidder**

Using the format below, provide information on relevant project experience for which your consultancy was legally contracted for deployment of technical manpower similar to the ones requested under this Tender during last 07 years preceding the date of submission of proposal

Name of the Bidder	
Name of the Project	
Project Type	
Description of services performed by the Bidder firm	
Name of Client and Address (Indicate whether public or private entity)	
Name, telephone no. fax no. of the clients representative	
Estimated Capital Cost of Project (in Rs Cr)	
Area of Project (in acres)	
Start Date and Finish Date of the service (month/ year)	
Proof / Certification from Client	
For completed Project Completion certificate (Yes / No)	
Salient features of the Project including the list of Project components	
Salient features of the services Provided	

- Use separate sheet for each Eligible Contract. The eligible projects as per RFP requirement
- The certification of project experience shall be issued by concerned agency or client.
- The Bidder should furnish adequate evidence to support its claim of eligible experience as per Bid Response sheets.
- Projects with valid project experience certificate shall only be considered during evaluation.
- The Bidder should provide details of only those projects undertaken by it. Project experience of the Bidder's Parent company or its subsidiary or any associate company will not be considered for marking of the experience.

