

कोलकाता पोर्ट ट्रस्ट  
**KOLKATA PORT TRUST**

सिविल इंजीनियरिंग विभाग / Civil Engineering Department

वरिष्ठ कार्यकारी अभियंता, कोलकाता का कार्यालय/

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

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

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

**No: CT/16/2015-16/184**

**Dated: 25/06/2015.**

**NIT NO. CT/16/2015-16/183 Dated: 25/06/2015.**

Sealed tenders are invited from experienced and bonafide registered contractors of Ko.P.T for the following work :-

1. **Name Of Work :-** Tender for Petty miscellaneous works to Ko.P.T. Guest House (both Old & New) and Officers' Club Building ast 93, Chowringhee road, KoPT Maidan Tent at Kolkata and Simurali Rest House at Simurali for a period for a period of one year from the date of issuance of work order.
2. **Estimated amount :-** ₹ 3,32,671.56
3. **Time of completion :-** 12 (twelve) Months.
4. **Earnest Money :-** ₹ 6,660.00 [Not required for enlisted contractors]
5. **Period of sale of tender document :-** From 10:00 AM on 26/06/2015 upto 4:00 P.M on 13/07/2015.  
(a) **Last date of submission & opening of tender :-** Submission upto 3.00 PM on 14/07/2015.  
Opening shortly after 3.00 PM on 14/07/2015.
6. **Cost of tender document :-** ₹ 300 per set (non-refundable)

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

1. The intending bidder should have successfully completed Works of Civil Engineering Construction / Repairs (Petty or Thorough )/Renovation / Rehabilitation of Buildings / Sheds / Godowns etc during last 7 years ending on the last day of the month previous to the one in which applications are invited and the value of completed work(s) should be either of the following :-
  - a) Three completed works each costing not less than the amount equal to 40% of the estimated amount put to tender.
  - b) Two completed works each costing not less than the amount equal to 50% of the estimated amount put to tender.
  - c) One completed work costing not less than the amount equal to 80% of the estimated amount put to tender.

Contd-P-2

**CT/16/2015-16/184**

**Dated: 25/06/2015.**

2. The intending tenderer should have average Annual Financial turnover during the last 3 years ending 31<sup>st</sup> March of the previous financial year of at least 30% of the estimated amount put to tender.
3. The tenders must be submitted along with copy of VAT, ESI Registration Certificate or Affidavit regarding non-applicability of ESI, EPF Registration Certificate, PAN Card, P. Tax Clearance Certificate / Last payment Challan, Indemnity Bond, Trade License, Valid Labour License (if applicable) and documentary evidences in support of Prequalification criteria as mentioned above as stipulated in the tender conditions within the last date and time of submission as given above.

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

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

# कोलकाता पत्तन न्यास

सिविल इंजीनियरिंग बिभाग / Civil Engineering Department

वरिष्ठ कार्यकारी अभियंता, कोलकाता का कार्यालय/

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

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

## **NOTICE INVITING TENDER**

**No: CT/16/2015-16/183**

**Dated: 25/06/2015.**

Messrs/ Shri .....

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Dear Sir(s),

**Sub: Tender for Petty miscellaneous works to KoPT Guest House (both Old & New) and Officers' Club Building at 93, Chowringhee Road, KoPT Maidan Tent at Kolkata and Simurali Rest House at Simurali for a period of one year from the date of issuance of work order."**

Sealed tenders are invited from resourceful, experienced and bonafide **Registered Contractors of KoPT** for the subject work as per following Prequalification Criteria on **percentage above/below/at par** basis on estimated rates / amount (as shown in Bill of Quantities) in accordance with this Notice Inviting Tender, the General Conditions of Contract, Special Conditions of Contract, Specifications for materials and workmanship and Bill of Quantities for this particular contract.

### **1. Pre-qualification Criteria:**

- A.** The intending bidder should have successfully completed works of Civil Engineering Construction / Repairs (Petty or Thorough) / Renovation / Rehabilitation of Buildings / Sheds / Godowns etc during last 7 years ending on the last day of the month previous to the one in which applications are invited and the value of completed work(s) should be either of the following :-
- a) Three completed works each costing not less than the amount equal to 40% of the estimated amount put to tender.
  - b) Two completed works each costing not less than the amount equal to 50% of the estimated amount put to tender.
  - c) One completed work costing not less than the amount equal to 80% of the estimated amount put to tender.

**Estimated amount put to tender :-** ` 3,32,671.56

**Earnest Money Deposit :-** Not required for enlisted contractors.

**Time of Completion :-** 12 (Twelve) months

**Cost of tender documents:-** ` 300.00 per set (non-refundable)

**Period of sale of tender documents:-** On any working day from **26/06/2015 to 13/07/2015 upto 12.00 P.M on application from SEE(Kol)'s office.**

**OR**

From website [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) before 12.00 P.M on 13/07/2015.

**Date of submission & opening :-**

**14/07/2015**

Submission :- upto 3.00 P.M

Opening :- Shortly after 3.00 P.M

- B.** The average Annual Financial turnover of the intending tenderer during the last 3 years ending 31<sup>st</sup> March of the last financial year should be at least 30% of the estimated amount put to tender.
2. The Trustees' General Conditions of Contract, Schedules of Rates may be seen at this office during office hours on any working day. The GCC is also available on Ko.P.T's website. Rest of the tender documents like Special Conditions of Contract, B.O.Q. etc. are attached herewith.
  3. In case of a tenderer who has already deposited a Permanent Security with the KoPT under the new rules, he shall be bound by the Clauses of the General Conditions of the Contract pertaining to Earnest Money and Security Deposits for Registered Contractors.
  4. The tenderer who is tendering beyond his financial limit as per class of enlistment with KoPT, is required to deposit the Earnest Money Deposit in the form of **Bankers' cheque / Demand Draft / Pay order** in favour of "**KOLKATA PORT TRUST**" on any Schedule Bank payable at Kolkata before submission of the tender. The original Bankers' cheque / Demand Draft / Pay order must be attached with the tender without which the tender may be disqualified. The tenderer in such a case may also submit the EMD in cash with Trustees' Treasurer and submit the treasury receipt thereof in original with his offer.
  5. The EMD amount will be refunded to the unsuccessful tenderer without **any interest**. In case of being the successful tenderer, this amount will be adjusted against the Security Deposit as per the relevant clause of the G.C.C. Tender offer without EMD will be rejected.
  6. In case a bidder submits his offer after downloading the tender documents from Ko.P.T's website, he shall have to pay the cost of tender document by draft or by banker's cheque drawn in favour of '**Kolkata Port Trust**' at the time of submission of tender offer.
  7. The rate quoted by the tenderer should be complete in all respect and should include all duties, taxes, octroi, royalty, surcharge etc except Service Tax. Reimbursement of service tax will be made to the contractor by Ko.P.T on submission of actual payment of Service Tax at full rate for the work as per Finance Act, 1994.
  8. The rate quoted by the Contractor must be valid up to four months after opening of tender.
  9. The rate quoted by the tenderer should be complete in all respect and should include all duties, taxes, octroi, surcharge etc.
  10. While quoting the rate it should be noted that the tenderer should on no account overwrite the figures. Any correction necessary, should be made by cancelling the original figures and writing the corrected figures on the top. All such corrections should be initialled by the tenderer. If the figures are tampered with, the tender shall be liable to be rejected.
  11. The tender duly filled in, totalled and signed along with the following documents shall be submitted in sealed cover superscribing the above name of work so as to reach this office within 3:00 P.M. on **14/07/2015**. The tender will be opened shortly after 3:00 P.M, on the same day and intending bidders or their authorised representatives may attend the same. In the event of any unforeseen circumstances such as holidays, bandhs, strikes etc., on that day, the tenders may be submitted by 3:00 P.M. on the next working day, and will be opened shortly after 3 P.M. on the same day. All other conditions shall remain the same. **Except this, the notice inviting tender shall not be extended under any situation.**
    - i. Cost of tender documents (if downloaded from website).
    - ii. Earnest Money Deposit in requisite form (if required).
    - iii. Copy of the documents in support of pre-qualification criteria as mentioned above.
    - iv. Copy of valid Trade Licence.
    - v. Copy of VAT registration certificate.

- vi. Copy of IT registration certificate / PAN card.
- vii. Copy of professional tax clearance certificate / upto date challan.
- viii. Copy of ESI registration certificate or an affidavit on ` 10 non-judicial stamp paper regarding non-applicability of the same.
- ix. Copy of EPF Registration certificate.

12. All the tenderers should submit the above documents along with proforma of checklist attached with the **tender documents in a sealed cover.** **If the tenderer fails to submit such check list duly filled up, the tender would not be considered for opening.** If contents of check list turn out to be misrepresentation of facts, then such bids would be rejected even after opening of Price bid with a recorded warning for the bidder.

13. The tenderer must return the tender document duly filled in and signed in all pages over his office seal. The tenderer shall not impose his own terms and conditions. Such a tender is liable for rejection at the option of the tender inviting authority without further reference to the tenderer.

14. Micro and Small Enterprises firms registered with National Small Industries Corporation (under single point registration scheme) shall be exempted from payment of cost of Tender Document and depositing Earnest Money, for which copy of valid National Small Industries Corporation certificate is to be attached.

15. The undersigned does not bind him to accept the lowest or any tender or to assign any reason there for and also reserve the right to accept or reject any or all the tenders in part or whole.

**Senior Executive Engineer (Kolkata)**

**Tender for Petty miscellaneous works to KoPT Guest House (both Old & New) and Officers' Club Building at 93, Chowringhee Road, KoPT Maidan Tent at Kolkata and Simurali Rest House at Simurali for a period of one year from the date of issuance of work order."**

**NIT No:- CT/16/2015-16/183 dated 25/06/2015.**

**INSTRUCTION TO TENDERER**

- 1) The successful tenderer will be required to comply with the relevant provisions of building and other construction workers (Regulation of Employment and Conditions of Service) Act, 1996 and West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 2004 as well as Building and Other Construction Workers' Welfare Cess Act, 1996 and the rules framed there-under.
- 2) An amount of Labour Welfare cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the contractor for onward transmission of the same to the appropriate authority.
- 3) Submission of required documents with tender offer :-**
  - (i) The bidders should furnish documents regarding experience criteria and turnover criteria as per clause **1 of NIT** along with the tender offer.
  - (ii) When the tender is opened between April to June of any year and the bidder is unable to submit audited accounts of the previous year i.e latest financial year, the bidder may submit audited accounts of the financial year previous to the latest financial year.
  - (iii) In case tender is opened after June of any year and the bidder is unable to submit audited accounts of the previous year i.e latest financial year, the bidder may submit a certificate of turnover issued by the statutory auditor of the company / firm for the latest financial year.
  - (iv) In case a bidder is unable to submit documents required as per NIT along with the tender offer, the bidder should state it clearly on the checklist and submit the same and the Indemnity Bond (if required) within 15(fifteen) days from the date of communication in the matter, **failing which the offer shall be evaluated based on the submitted documents.**
  - (v) In case a bidder submits valid Professional tax Clearance Certificate / Challan valid for the last completed financial year and not the current one and if he is awarded the contract then it will be the contractor's responsibility to comply with the requirements of the concerned authority during the entire tenure of the contract.
- 4) While quoting the rate it should be noted that the tenderer should on no account overwrite the figures. Any necessary correction should be made by cancelling the original figures and writing the corrected figures on the top. All such corrections should be initialled by the tenderer. If the figures are tampered with, the tender shall be rejected.
- 5) **Bidder shall not use 'White Ink' for correction at any place of the tender paper.** Non-conformation to the instruction shall be treated as non-responsive and hence, may disqualify the tender.
- 6) The tender shall be evaluated on lowest offer basis.

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**Tender for Petty miscellaneous works to KoPT Guest House (both Old & New) and Officers' Club Building at 93, Chowringhee Road, KoPT Maidan Tent at Kolkata and Simurali Rest House at Simurali for a period of one year from the date of issuance of work order."**

**NIT No:- CT/16/2015-16/183 dated 25/06/2015.**

**SPECIAL CONDITIONS OF CONTRACT**

1. **General:-**These conditions are part of the tender documents, which must be read as a whole, the various sections being complimentary to one another, and are to be taken as mutually explanatory. Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Instructions to Bidders, Bill of Quantities and other documents forming part of this Contract. 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.
- o Order letter.
  - o Bill of Quantities.
  - o Special Conditions of the Contract.
  - o 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 Engineer shall be final and binding.

2. **Work Site:** The Work site is located at the premises of KoPT Guest House at 93, Chowringhee Road, Ko.P.T Maidan Tent at Kolkata and Simurali Rest House at Simurali. The tenderer shall visit the site of works and acquaint himself with the exact nature, scope and site of work before quoting his rates. No claims for any extra payment will be entertained under any circumstances after opening of the tender on this account. The contractor shall bear in mind that least possible inconvenience are to be created for users of essential facilities located within or in the vicinity of the works site during the tenure of his work.
3. **Working Period:** Normally the work will be carried out between 8 A.M. to 5 P.M. on the Trustees' working days only. In case of any deviation from this the contractor shall have to take prior permission from the Engineer. However, the tenderer should note that he might be required to carry out the job on Sundays, holidays and after normal working hours and at night in addition to the normal working hours to expedite the progress of the work for which no additional payment shall be made beyond the quoted rate.
4. **Scope Of Work :-** The scope of the work undertaking miscellaneous repairing works as and when requisitioned by this section as set forth in the Bill of Quantities.

However, the items as well as quantities put to there in the BOQ are provisional ones and may vary as per actual requirement of site including execution of extra items.

The work to be provided for by the contractor shall also include the following:-

- a) Provide all materials, supervision, scaffolding, temporary drainage, temporary fencing and temporary lighting as required for safety and work purposes etc. for the execution of the work.
- b) To take all the safety measures required for such type of work and if required, workmen's insurance against any accident which may occur in the course of execution of the job.
- c) Covering of all office furniture appropriately if so directed.
- d) Making good any damage done to Trustees' property during execution of work.

5. **Time of Completion:** The work is perennial in nature and different items under the BOQ are to be executed at the time of requirements of site and as will be intimated to the contractor from time to time. However, unless otherwise decided execution of work throughout the period has to be commenced within 48 hours of intimation to the contractor. However, the work is to be completed **within 12 (twelve) months from the date of placement of Work Order.**
6. **Site Godown and Watching:** The contractor shall have to make his own arrangements for construction of site godown (if any) for storage of materials and security thereof during day and night at his own cost. The godown and other temporary structures, if erected, are to be dismantled by the contractor before leaving the site after completion of the work at his own cost to leave the site at its initial condition. The Trustees' will, however, allow the construction of godown on the Trustees' land free of rent during execution of the work.
7. **Supervision, Tools & Equipments:** - The contractor shall have to engage sufficient number of qualified and skilled persons to supervise and execute the work. The contractor should arrange for all necessary tools , plants and equipments etc. required for successful execution of work at his own cost.
8. **Escalation/ variation in Prices:** No escalation/ variation on prices of labour as well as materials will be considered for payment.
9. **Forwarding of Materials** :All dismantled unserviceable materials are to be disposed off beyond the office compound and in conformity with the Municipal/ Corporation Rules at the contractor's own cost. The contractor shall have to arrange transport for forwarding any usable/ saleable materials that may be found during the process of execution of the work to the Trustees' Sales Yard or any other Site/ Godown including labourers, transportations, loading, unloading all complete as per the direction of the Engineer-In-Charge. No separate payment will be made to the contractor on this account unless specifically mentioned in the B.O.Q.
10. **Materials and Transport:-** All materials including cement, except mentioned otherwise in the items of the attached bill of quantities, for successful completion of work shall have to be procured and supplied by the successful tenderer at his own cost. The materials supplied by the contractor shall be of approved quality and approval also shall have to be taken from the Engineer at site before using the materials to the work. Rejected materials, if any, shall have to be removed by the contractor with his own labour and transport at his own cost immediately on receipt of the instruction.
11. **Testing of materials:-** Testing of any materials including cement (if required) shall have to be carried out at the Laboratories to be recommended by the Engineer-in-Charge. No payment will however be made to the contractor towards charges for testing which are not mentioned in the BOQ but to be done as per the codes and specifications.
12. **Specifications/ Codes and Standards:-** All works under this Contract will be executed according to the spirit of the Trustees' Specification for works. Whenever the details are not specifically covered in the specifications, relevant provisions in the latest revision and/ or replacements of the Indian Standard Specifications (IS) or any other Inter-national Code of Practice/ CPWD specifications will be followed. The Contractor shall have to procure copies of such codes/ standards for ready reference of his own personnel as well as the Trustees' Engineers at site at his own cost and without any additional reimbursement.
13. **Curing:** All cement works shall have to be adequately cured as per relevant codes without any extra cost.
14. **Water:** The contractor shall make his own arrangement for supplying of water required for the work. However efforts may be made to give some water connection near to the site for drinking purpose only, free of cost.



- 15. **Electricity :** Necessary arrangement for electrical connection is to be made by the contractor at their own cost. If required, KoPT may provide electrical connection with necessary charges.
- 16. **Errors in the B.O.Q:** In case rate of particular item is printed erroneously in BOQ, the rate stated in the Schedule of rates will prevail over the rate misprinted in BOQ.
- 17. **Security Restrictions :-** Keeping in mind the security rules and regulations applicable at Trustees' offices / other premises regarding entry and exit, the successful tenderer shall arrange for necessary permit / ensuring identity of workmen as and when required for men , material and vehicle at no extra cost to the Trustees.
- 18. **Service Tax :-** As KoPT is not a Registered Body Corporate, it is not liable to pay Service Tax under 'Reverse Charge Mechanism' as per Service Tax Law. The Service Provider is liable to recover Service Tax as applicable. Reimbursement of Service Tax will be made to the contractor by KoPT on submission of actual payment of Service Tax at full rate for the work as per Finance Act, 1994.

However the Service tax will be deducted at applicable rate fixed by the government time to time on the amount of recoveries like L.D, damage, penalty, land rent, electricity charges etc. from the contractor's bill.

**19. Compliance to the Labour Laws and Contract Labour Regulation and Abolition Act, 1970:**

The contractor shall be required to comply with the Minimum Wages Acts 1948, Employees Liability Act, 1938, Industrial Dispute Act, 1940 and the Contract Labour (Regulation and Abolition) Act 1970, or statutory amendments and the modifications thereof, any other laws relating thereto and the rules made there under from time to time. The successful bidder i.e. the contractor shall be required to pay the labourers the daily Minimum Wage applicable to Kolkata [ i.e area A ] as notified through relevant circular of CLC (Central), Govt. Of India issued from time to time in this regard.

It will be the duty of the contractor to abide by the provisions of the Act. Ordinances, Rules, Regulations, Byelaws and Procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible for any delay / damage etc. and keep the Engineer indemnified against all penalties and liabilities of any kind for noncompliance or infringement of such Acts, Ordinances, Rules, Regulations Bye-laws and Procedures.

The contractor shall indemnify the KoPT against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his sub contractor.

The aforesaid regulations shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a Breach of Contract. It will be obligatory on the part of contractor to obtain necessary Labour Licence from the Competent Authority for deploying requisite nos. of labours in the work and submit to the Engineer-in-Charge prior to commencement of the work.

- 20. Regarding extra, excess / delay / extension of time/ Liquidated damages for delay / Termination of Contract, necessary action shall be taken as per relevant provisions of the Trustees' General Conditions of Contract.

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Tender for Petty miscellaneous works to KoPT Guest House (both Old & New) and Officers' Club Building at 93, Chowringhee Road, KoPT Maidan Tent at Kolkata and Simurali Rest House at Simurali for a period of one year from the date of issuance of work order."

**NIT No:- CT/16/2015-16/183 dated 25/06/2015.**

**PREAMBLE TO THE BILL OF QUANTITIES**

1. The Bill of Quantities must be read along with the General Conditions of Contract, the Special Conditions of Contract and the Bidder is deemed to have examined the above documents and to have thoroughly familiarise himself with the total scope of work and its mode of execution.
2. The quantities given in the Bill of Quantities are approximate only and are given to provide a common basis for tendering. Payment will be made according to the quantities of each item of work actually carried out at the accepted rates as per Order Letter. The Engineer or his Representative shall measure the measurements of each item of work jointly.
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 properly based on his own analysis in the '**ABSTRACT FORM OF TENDER**' both in words and in figures.
4. In such cases, if arithmetical error is committed by the tenderer in working out the amount, the tendered percentage shall be taken into account and the amount corrected and the corrections authenticated by the tenderer.
5. When there is a difference between the percentage quoted in words and in figures, the percentage rate which complies with the amount worked out by the tenderer for this amount shall be taken as correct.

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**NIT No:- CT/16/2015-16/183 dated 25/06/2015.**

**BILL OF QUANTITIES**

SI No.	Description of Item	Quantity	Rate ( P)	Unit	Amount ( P)
1.	Earth work in excavation of foundation trenches or drains in all sorts of soil (including mixed soil but excluding laterite or sand stone) including removing, spreading or stacking the spoils within a lead of 75 m. As directed. The items includes necessary trimming of sides of trenches, levelling, dressing and ramming the bottom, bailing out water etc., as required complete. Depth of excavation not exceeding 1.5 m.	2.00 cum	12047.00	Per 100 cum	240.94
2.	Earth work in filling in foundation trenches or plinth with good earth in layers not exceeding 150 mm including watering and ramming etc. Layer by layer complete [Payment to be made on the basis of measurement of finished quantity of work] with earth obtained from excavation of foundation.	2.00 cum	7831.00	Per 100 cum	156.62
3.	Dismantle all types of masonry excepting cement concrete plain or reinforced, stacking serviceable materials at site and removing rubbish as directed within a lead of 75 m. In ground floor including roof.	1.00 cum	451.00	Per Cum	451.00
4.	Provide and build brick work with 1 <sup>st</sup> class bricks in cement mortar 4:1				
(a)	In foundation & plinth	1.00 1.00	6068.00	Per Cum	6068.00
(b)	In superstructure, ground floor	cum cum	6293.00	Per cum	6293.00
5.	Provide and build 125mm thick brick work with 1 <sup>st</sup> class bricks in cement mortar (4:1) - In ground floor.	1.00 sqm	783.00	Per sqm	783.00
6.	Provide and build 75mm brick work with 1 <sup>st</sup> class bricks set in cement, sand mortar (1:3) including using H.B. netting in every alternate layer. In ground floor.	2.00sqm	593.00	Per sqm	1186.00
7.	Labour for taking out old single flat soling including removing debris, sorting out serviceable materials and stacking.	10.00sqm.	991.00	Per 100 sqm	99.10
8.	Provide and lay single brick soling with picked jhama bricks including ramming and dressing bed to proper level and filling joints with local sand.	10.00sqm	377.00	Per sqm	3770.00
9.	Dismantle all types of plain cement concrete works, stacking serviceable materials at site and removing rubbish as directed within a lead of 75m. up to 150mm thick. In ground floor including roof.	1.00 cum	949.00	Per cum	949.00

SI No.	Description of Item	Quantity	Rate ( P )	Unit	Amount ( P )
10.	Dismantle R.C. floor, roof, beams etc. Including cutting rods and removing rubbish as directed within a lead of 75m. Including stacking of steel bar. In ground floor including roof.	0.50 cum	1975.00	Per cum	987.50
11.	Provide and lay ordinary cement concrete (1:2:4) with Pakur variety graded stone chips (20 mm nominal size) excluding shuttering and reinforcement, as per relevant IS Code.				
(a)	In ground floor.	1.00 cum	6064.00	Per cum	6064.00
(b)	At 1 <sup>st</sup> floor to roof	1.00 cum	6160.00	Per Cum	6160.00
12.	Provide R.C. shelves (3:1½ :1) either precast or cast in situ with stone chips and necessary reinforcement upto 1% (0.8% main and 0.2% distributions bars) shuttering etc. and 6mm thick cement plaster (4:1) including neat cement finishing and cutting chase filling and fixing in position, mending good damages as necessary complete. -50 mm thick panels.	2.00 sqm	1207.00	Per sqm	2414.00
13.	Provide reinforcement for reinforced concrete work in all sorts of structures including distribution bars, stirrups, binder etc., including supply of rods initial straightening and removal of loose rust (if necessary), cutting to requisite length, hooking and bending to correct shape placing in proper position and binding with 16 gauge black annealed wire at every inter section complete as per drawing and direction. Tor Steel/ Mild steel. For works in foundation, basement and up to roof of ground floor / upto 4 m.	0.30 MT	68508.00	Per MT	20552.40
14.	Hire and labour charges for shuttering with centering and necessary staging up to 4m. Using approved stout props and thick hard wood planks of approved thickness with required bracing for concrete slab, beams, columns, lintels curved or straight including fitting, fixing and striking out after completion of work. (upto roof of ground floor) (a)25mm to 30mm thick wooden shuttering as per decision and direction of the Engineer-in-Charge.	5.00 sqm	360.00	Per sqm	1800.00
15.	Strip of worn out plaster and raking out joints of walls, ceilings etc. up to any height and in any floor including removing rubbish within a lead of 75 m. as directed.	200.00 sqm	19.00	Per sqm	3800.00
16.	Provide Neat cement punning about 1.5 mm. thick in wall. Dado, window, sills, floor, drain etc using cement @0.152 Cu.m. per 100 sq.m.	10.00 sqm	38.00	Per sqm	380.00
17.	Repairing crack in wall by cement grouting (1:2) including widening the crack on the surface (into V section) cleaning and packing the same with cement mortar (1:2) and finishing off to match with adjacent surface , using cement - 69 kg/100 m.)	100.00 m	1513.00	Per 100 m	1513.00

SI No.	Description of Item	Quantity	Rate ( P )	Unit	Amount ( P )
<b>18.</b>	Provide and lay plaster (to wall, floor, ceiling etc.) with sand cement mortar including rounding off or chamfering corners as directed and raking out joints or roughening of concrete surface by chipping etc including throating, noising and drip course where necessary.				
<b>(a)</b>	20mm thick plaster with 6:1 cement mortar - In ground floor	50.00 sqm	181.00	Per sqm	9050.00
<b>(i)</b>					
<b>(ii)</b>	-In 1 <sup>st</sup> floor	50.00 sqm	185.00	Per sqm	9250.00
<b>(b)</b>	15mm thick plaster with 6:1 cement mortar - In ground floor.				
<b>(i)</b>		20.00 sqm	156.00	Per sqm	3120.00
	In 1 <sup>st</sup> floor.				
<b>(ii)</b>	10mm thick plaster with 4:1 cement mortar. In ground floor.	20.00 sqm	160.00	Per sqm	3200.00
<b>(c)</b>		10.00 sqm	140.00	Per sqm	1400.00
<b>19.</b>	Dismantle artificial stone floor up to 50mm thick by carefully chiselling without damaging the base and removing rubbish as directed with a lead of 75 m.-In ground floor including roof.	10.00 sqm	50.00	Per sqm	500.00
<b>20.</b>	Provide and lay artificial stone in floor, dado, staircase etc., with cement concrete (4:2:1) with stone chips laid in panels as directed with topping made with ordinary/white cement as necessary and marble dust in proportion (2:1) including smooth finishing and rounding off corners and including application of cement slurry before flooring works, using cement @ 1.75 kg/sqm all complete including all materials and labour. 3 mm thick topping (High polishing grinding on this item is not permitted with ordinary cement) - 35mm thick - In ground floor using gray cement.	10.00 sqm	372.00	Per sqm	3720.00
<b>21.</b>	Provide and apply white washing including cleaning and smoothening surface thoroughly in all floors and two coats. [To be done on specific instruction]	100.00 sqm	1887.00	Per 100 sqm	1887.00
<b>22.</b>	Provide colour washing with any shade with strainers as required including cleaning and smoothening surface thoroughly. Internal surface (all floors) One coat of colour wash other than yellow and pink.	200.00 sqm	1525.00	Per 100 sqm	3050.00
<b>23.</b>	Rendering the surface of walls and ceiling with white cement based wall putty of approved make and brand (1.5mm thick).	100.00 sqm	122.00	Per sqm	12200.00
<b>24</b>	Synthetic distemper to interior wall, ceiling with a coat of solvent based interior grade acrylic primer (as per manufacturer's specification) including cleaning and smoothening of surface - two coats.	100.00 sqm	73.00	Per sqm	7300.;00

SI No.	Description of Item	Quantity	Rate ( P )	Unit	Amount ( P )
25	Washing and cleaning the wall surface and ceiling by soft detergent powder and soft water and render the surface free of dust, stain etc.	200.00 sqm	8.00	Per sqm	1600.00
26	Applying decorative cement based paint of approved quality after preparing the surface including scraping the same thoroughly (plastered or concrete surface) as per manufacturer's specification- In ground floor, two coats.	50.00 sqm	53.00	Per sqm	2650.00
27	Labour for taking out door and window frame including shutter for repair or replacement of different parts of the frame & refixing the same including mending good all damages complete. (Concrete and brick work for mending damage will be paid separately)- upto area 2.5 Sq.Mtr.	10 sqm	121.00	Per Sqm	1210.00
28	Wood work with ordinary teak, Malaysian Sal in door and window frame fitted and fixed in position complete including a protective coat of painting at the contact surface of the frame excluding cost of concrete, iron butt hinges and M.S. clamp.	0.20 cum	95898.00	Per cum	19179.60
29	Provide and make Z-batten shutters of doors and windows as per design having tongued and grove-half lap joint as per direction of the Engineer-in-Charge including fitting and fixing shutter in position, but excluding the cost of hinge and other fittings shutter with 25 mm thick planks with 19mm thick batten from Hollok - In ground floor.	2.00 sqm	3077.00	Per sqm	6154.00
30	Take out shutter of door and window, dismantling by part (for repair and replacement of damaged parts) re-assemble and refitting and re-hanging the same with old fittings but with new screw as necessary. (where different parts of same shutters are renewed under different item, payment under this item will be made once only)	5.00 sqm	128.00	Per sqm	640.00
31	Providing styles and rails of wooden shutters fitted and complete. (Payment to be made on area of new work only) -in all floor: Sishu, Gamar, Champ, Badam, Bhola, Mogra, Hallak.  -25 mm thick shutters. -35 mm thick shutters.	1.00 sqm 1.00 sqm	1956.00 2569.00	Per sqm Per sqm	1956.00 2569.00
32	Providing panel (made of single plank) of door and window shutters to design as directed: In Ground Floor -19mm thick panel of 30cm to 45cm width - Sishu, Gamar, Champ, Badam, Bhola, Mogra, Hallak. (Payment to be made on area of exposed new work). (In case of non-supply of single plank panel rate of reduction to a maximum of 30% will be made).	1.5 sq m	1278.00	Per Sqm	1917.00

SI No.	Description of Item	Quantity	Rate ( P )	Unit	Amount ( P )
33	Provide, fit and fix Hydraulic door closer of approved quality as per ISI standard completed - Medium type (I.S.I. size 2)	3 nos.	1562.00	Each	4686.00
34	Repairs to automatic door closer including replacement of damaged main spring, oiling and adjusting as necessary including taking out and refitting the same.	3 nos.	367.00	Each	1101.00
35	Renewing Iron Mortise lock (local best approved quality) 6-lever with handle, connected rods and keys consisting of a complete set with chromium plated handle.	2 nos.	1033.00	Each	2066.00
36	Supplying, fitting and fixing M.S. clamps for door and window frame made of flat bent bar, end bifurcated with necessary screws etc. by cement concrete (1:2:4) as per direction (cost of concrete will be paid separately) -40mm x 6 mm, 250 mm long	6 nos.	33.00	Each	198.00
37	Provide, fit and fix Iron Butt hinges of approved quality with steel screws with ISI mark Page 91 (i) 100mm x 58mm x 1.90mm. (ii) 50mm x 37mm x 1.50mm.	10 nos. 10 nos.	52.00 18.00	Each Each	520.00 180.00
38	Provide, fit & fix Iron socket bolts of approved quality complete - 225 mm long x 10 mm dia bolt.	4 nos.	87.00	Each	348.00
39	Provide, fit and fix 300 mm long x 10 mm dia Iron catch hook of approved quality complete to shutter and chowkat.	3 nos.	95.00	Each	285.00
40	Provide, fit & fix Anodised aluminium barrel/tower/socket bolt (full covered) of approved manufactured from extruded section conforming to IS 207/74 fitted and fixed with cadmium plated screw - (a) 150 mm long x 10 mm dia bolt. (b) 225 mm long x 12 mm dia bolt.	4 nos. 2 nos	73.00 134.00	Each Each	292.00 268.00
41	Provide, fit & fix 300 mm long Iron Hasp Bolt of approved quality (oxidised with 16 mm dia rod with centre bolt and round fittings	4 nos.	193.00	Each	772.00
42	Supply, fit & fix Godrej Mortise Lock with latch and keys 6 levers complete, chromium plated.	2 nos.	2264.00	Each	4528.00

SI No.	Description of Item	Quantity	Rate ( P )	Unit	Amount ( P )
<b>43</b>	Provide and apply two coat (with super gloss, high gloss) best quality synthetic enamel paint of approved make and brand including smoothening surface by sand papering etc. ,including using of approved putty etc., on the surface, if necessary, with any shade except white shade. Two coats.				
<b>(a)</b>	On timber or plaster surface.				
<b>(i)</b>	Two coats (with any shade except white)	20.00 sqm	89.00	Per sqm	1780.00
<b>(ii)</b>	Two coats (white in shade).	20.00 sqm	85.00	Per sqm	1700.00
<b>(b)</b>					
<b>(i)</b>	On steel or other metal surface	20.00 sqm	86.00	Per sqm	1720.00
<b>(ii)</b>	Two coats (with any shade except white) Two coats (white in shade).	20.00 sqm	83.00	Per Sqm	1660.00
<b>44</b>	Provide Ready mix Wax polishing to wood work including preparing surface-on old wax polished surface	30.00 sqm	118.00	Per sqm	3540.00
<b>45</b>					
<b>(i)</b>	Prime one coat on timber or plastered surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc.	30.00 sqm	41.00	Per sqm	1230.00
<b>(ii)</b>	Prime one coat on steel or other metal surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc.	20.00 sqm	31.00	Per sqm	620.00
<b>46</b>	Supply best Indian sheet glass panes set in putty and fitted and fixed with nails and putty complete (in all floors for internal wall & upto 6 mm height for external wall) - 3 mm thick (weighting 7.4kg/sqm.)	4.00 sqm	544.00	Per Sqm	2176.00
<b>47</b>	Provide M.S. works in brackets made from flats, angles, tees etc. to sizes specially bent, twisted, forged, making holes drilled and fitted to rafter of trusses with necessary bolts, nuts, washer or screws etc. (length of straight not less than 230 mm).	0.40 Qntl.	9148.00	Per Qntl.	3659.20
<b>48</b>	Applying Acrylic Emulsion Paint of approved make and brand on walls and ceiling including sand papering in intermediate coats including putty (to be done under specific instruction)- Two coats Luxury quality	600.00 sqm	76.00	Per sqm	45600.00
<b>49</b>	Take out carefully G.C.I. or C.I. Asbestos sheet [including ridges etc] from roof of wall after unscrewing bolts, nuts, screws etc., and stacking the materials at site as directed.	10.00 sqm	42.00	Per sqm	420.00
<b>50</b>	Fit and fix old pieces of asbestos, C.G.I or G.I. sheets or plain sheets including closing old holes with washer and sheet bolts and nuts etc., and fix the same with supporting frame with necessary hook bolts, washers, putty etc., (excluding the cost of sheets) with about half old and half new fittings including the cost of new fittings) - In roof.	10.00 sqm	73.00	Per sqm	730.00



SI No.	Description of Item	Quantity	Rate ( P)	Unit	Amount ( P)
51	Stop roof leakages in G.C.I. or C.I. or asbestos roofing with putty and paint.	10.00 sqm	1155.00	Per 100 sqm	115.50
52	Provide Galvanised corrugated iron sheet work (excluding the supporting frame work) fitted and fixed with 10 mm dia 'J' or 'L' hook-bolts, limpet and bitumen washers and putty complete with 150 mm. end lap and one corrugation minimum side lap.[Payment to be made on area of finished work] GCI sheet to be supplied by contractor.-with 0.80 mm thick sheet.	10.00 sqm	947.00	Per sqm	9470.00
53	Partition of commercial ply as per design fitted and fixed complete 9excluding the supporting frame work but including necessary teak wood battens of size 40 mm x 25 mm - In ground floor 4 mm. thick	3.00 sqm	718.00	Per Sqm	2154.00
54	Ease doors and windows.	10 nos.	17.00	Each	170.00
55	Supply, fit, fix decorative lamination conforming to IS: 2046: 1995 as per approved make, brand, finish and thickness with fitting, fixing the same on particle/MDF/Ply Boards with recommended / approved adhesive with proper clipping the sides for better attachment as per direction of Engineer-in-Charge. The rate includes the cost of labour, adhesive and all incidental charges thereof.- In ground floor. Glossy/Matt/Suede excluding surface texture or metallic lustre -thickness of laminate 1 mm.	3.00 sqm	787.00	Per sqm	2361.00
56	Uproot and remove plants from the surface of walls parapet etc. and making good damages. Repairing of damages to be paid separately.				
(a)	Small plant of girth of exposed stem upto 75 mm, lift upto 6 Mtr. Medium size plant of girth of exposed stem above 75 mm. but not exceeding 150 mm ,lift upto 6 Mtr.	20 nos.	51.00	Each	1020.00
(b)		20 nos	61.00	Each	1220.00
57	Supply bubble free float glass of approved make and brand conforming to IS: 2835 - 1987.				
(i)	4 mm thick clear glass.	3.00 sqm	475.00	Per sqm	1425.00
(ii)	6 mm thick clear glass.	4.00 sqm	726.00	Per sqm	2904.00
58	Supplying EPDM gasket of approved make and brand as per direction of Engineer-in-Charge.				
(i)	T-shaped EPDM gasket for frame.	10.00 m	13.00	Per mtr	130.00
(ii)	U-shaped EPDM gasket for glass	10.00 m	15.00	Per mtr	150.00
59	Wood work with Malaysian Sal in posts, plates, rafters, battens, truss members, purins etc. fitted and fixed complete (excluding the cost of bolts only but including the cost of nails, screws etc.)	0.05 cum	95964.00	Per Cum	4798.20
60	Supply concealed type heavy duty PVC headed aluminium tower bolt for double leaf doors as per approved make and brand as per direction of Engineer-in-Charge.				
(a)	200 mm long.	2 nos.	73.00	Each	146.00
(b)	300 mm long.	2 nos.	88.00	Each	176.00

SI No.	Description of Item	Quantity	Rate ( P)	Unit	Amount ( P)
61	Supply PVC rollers for sliding windows as per direction of Engineer-in-Charge.	10 nos.	15.00	Each	150.00
62	Supply 4 lever mortice lock or any approved make and brand as per direction of Engineer-in-Charge.				
(a)	150 mm	2 nos.	451.00	Each	902.00
(b)	100 mm.	2 nos.	252.00	Each	504.00
63	Supply, fit & fix 1 <sup>st</sup> quality ceramic tiles (area of each tile above 0.09 Sq.m coloured decorative type) in floors to match with the existing work and 4 nos. of key stones (10mm) fixed with araldite at the back of each tile & finishing the joints with white cement mixed with colouring oxide if required to match the colour of tiles including roughening of concrete surface, if necessary or by synthetic adhesive and grout materials etc. With sand cement mortar (1:4) 20 mm thick and 2 mm thick cement slurry at back side of tiles using cement @ 2.91 kg/sq.m. and joint filling using white cement slurry @ 0.20 kg/sq.m.	10.00 sqm	1040.00	Per sqm	10400.00
64	Supply, fit and fix windows and ventilators with or without integrated grills conforming to IS:1038/1975 and manufactured from rolled steel sections conforming to IS:7452/1974 with non-friction projecting type, box type hinges, glazing clips, lugs, locking bracket, handle plate etc. Including hoisting in position, straightening if required, fixing lugs in cement concrete (4:2:1) with stone chips 19 mm down ,cutting holes and mending good damages to match with existing surface complete in all respect excluding glazing - flash but welded windows and ventilators, Openable steel windows without integrated grills--as per IS sizes with side hung shutters and horizontal glazing bars with or without fixed type ventilators (extra rate admissible for the operable portion only). In ground floor	2.00 sqm	2031.00	Per sqm	4062.00
65	Supply profiles of required section made of Aluminium Alloy extrusions conforming to IS: 733-1983 and IS: 1285-1975; Anodized (with required film thickness and specified colour/natural) matt finished conforming to IS:1868-1983 for fabrication of composite door, sliding and casement windows, partitions, formed of basic sections of any ISI embossed/certified make and brand as per direction of Engineer-in-Charge. [Payment will be made on finished length of the work] In 10-12 Micron thickness Anodizing film -Natural, white movable door shutter.				
(i)	Door frame (top & sides).	10.00 mtr	376.00	Per Mtr	3760.00
(ii)	Shutter :-	2.00	361.00	Per Mtr	722.00
(a)	Top rail	2.00	534.00	Per Mtr	1068.00
(b)	Bottom rail	2.00	446.00	Per Mtr	892.00
(c)	Lock rail	8.00	395.00	Per Mtr	3160.00
(d)	Door vertical	2.00	50.00	Per Mtr	100.00
(e)	Glazing clip				

SI No.	Description of Item	Quantity	Rate ( P)	Unit	Amount ( P)
66	Renewing heavy duty hydraulic double action floor spring along with top pin/set of pivots conforming to IS: 6315 or any approved make as per direction of Engineer in charge.	6 nos	2165.10	Each	12990.60
67	Renewing heavy duty top pin/set of pivots of local make and approved by the Engineer-in-charge. (This item to be provided where floor spring not used).	6 nos	372.75	Each	2236.50
68	Labour charge for fabrication and installation of partly glazed partly panelled or fully glazed single leaf aluminium swing door made of extruded and anodized alloy aluminium sections, fabrication including cutting to proper shape and size, drilling and aligning, fitted with heavy duty hydraulic action floor spring placed in the floor with mending damages, with top pin assembly of approve make and brand, fitted with in built locking arrangement, flush bolt, glazing clips and all other necessary fittings, fixtures, adhesives and joineries, cutting glass of approved make to requisite shape and size fitting with dry set neoprene or EPDM gasketing, cutting to requisite shape and size panel board (prelaminated particle block) fixing them with glazing clips as per drawing, specification and direction of Engineer in charge. The rate includes the hire charge of all tools and plants, adhesive, joineries such as screw, cleat angle etc. but excluded the cost of extruded aluminium sections, glass, panel boards neoprene / EPDM gasketing, locking arrangement, weather gasketing / wool pile, floor spring, top pin, handle, tower bolt, glazing clips etc. (10% rate reduction has to be made for swing doors or partitions where floor spring is not used. 10% enhancement of rate is to be made where door frame of extruded aluminium sections has to be fitted and fixed to masonry wall. 5% rate enhancement may be allowed for double leaf swing door. Payment shall be made for the shutter area only except where door frame is fixed the entire opening shall be taken to consideration. Payment for door frame sections are to be paid separately).	10.00 sqm	1294.00	Per sqm	12940.00
69	Applying Interior grade Acrylic Primer of approved quality and brand on plastered or concrete surface old or new surface to receive Distemper/ Acrylic emulsion paint including scraping and preparing the surface thoroughly, complete as per manufacturer's specification and as per direction of the EIC.(In Ground Floor)- One coat solvent based interior grade Acrylic Primer.	100.00 sqm	3676.00	Per 100 sqm	3676.00

SI No.	Description of Item	Quantity	Rate ( P)	Unit	Amount ( P)
70	M.F. suspended ceiling made with 12.5 mm thick Gypsum plaster board including G.I. perimeter channel of 0.55 mm flush (having two flanges 20 mm and 30 mm respectively and web 27 mm ) along with perimeter of ceiling with G.I. intermediate channel of 0.9 mm thick size 45 mmx15mm placed at 750 mm c/c with G.I. ceiling angle of size 25 mmx10mmx0.55 mm thick fixed to the ceiling with G.I. Cleat and steel expansion fastener ceiling section 0.55 mm thick of size 51.50 mmx26mm fixed to the intermediate channels with the help of connecting clip and in the direction of perpendicular to the intermediate channel of 300 mm c/c 12.5 mm thick Gypsum plastered board are to be fixed under ceiling section as above by machine screws. The boards are to be joined and finished with jointing compound, paper tape and application of top coat etc. as per the direction of Engineer-in-charge. (The rate includes of cost of all materials including taxes, cost of accessories, fittings and fixtures, scaffolding and labour charges etc. complete)- In ground floor.	10 sqm	1257.00	Per sq.m	12570.00
<b>TOTAL</b>					<b>3,32,671.56</b>

B/F ..... 3,32,671.56  
( + ) `

1) .....% above par  
(in figures)

.....  
(in words)

2) At par

3) .....% below par  
(in figures)

( - ) `

.....  
(in words)

Total amount in words : Rupees .....

Note: - The rate quoted shall include all taxes and duties as applicable excluding Service tax. Service Tax will be reimbursed by Ko.P.T on submission of actual payment of Service Tax at full rate for the work as per Finance Act 1994.]

Time of Completion : 12(Twelve) months

Signature of the Tenderer(s) : .....

Name and address of the Tenderer(s) : .....

Class of registration at Ko.P.T & details of Standing Security Deposit. ....

Permanent Income Tax A/C.No. : .....

Valid E.S.I. Registration No. : .....

Valid E.P.F. Registration No. : .....

Tender opening officer : i).....

ii).....

Whether the tenderer is covered under E.S.I. Act or not : YES / NO

List of documents submitted in connection with E.S.I. Act : i) .....

ii) .....

iii) .....

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

FORM OF TENDER

NIT No: CT/16/2015-16/183 dated 25/06/2015.

To

.....  
.....  
.....

I/We .....  
of .....

having examined the site of works, inspected the Drawings and read the Specifications, General & Special Conditions of Contract and Conditions of 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 12 (TWELVE) months 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 there to which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of Quantities, Drawings and Special & General Conditions of Contract and I/We hereby agree that until such Contract Agreement is executed the said Specifications, 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.

THE TOTAL AMOUNT OF TENDER ` .....

(Rupees in words) .....  
.....

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

I/We have deposited with the Trustees' Financial Adviser & Chief Accounts Officer, a sum of Rs.....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.

Signature of Tenderer  
(Seal of the Tenderer)

Witness :  
Signature \_\_\_\_\_

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

Name of the  
Tenderer : \_\_\_\_\_

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

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

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

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

To,

**The Sr. Ex. Engineer (Kolkata).  
Kolkata Port Trust.**

**Reg: NIT No: CT/16/2015-16/183 dated 25/06/2015.**

The following documents are enclosed in the sealed envelope containing our tender in connection with the above NIT. The original of the documents would be shown for verification as and when requested.

1. Cost of tender document (if required).
2. Treasury Receipt , Bankers cheque in original for Earnest money / Copy of Treasury receipt issued against Permanent Security Deposit.
3. Proof of experience and tum over as per pre-qualification criteria.
4. ESI Registration certificate, if applicable

OR

5. An Affidavit in original affirmed before a First Class Magistrate indicating that ESI Act is not applicable on non-judicial stamp paper worth Rs.10/- and Indemnity Bond in original in favour of KoPT drawn on a non-judicial stamp worth of Rs.50/- both as per your given proforma.
6. EPF Registration certificate.
7. The VAT Registration certificate.
8. PAN Certificate.
9. Copy of Labour Licence (if applicable ).
10. Copy of Trade Licence.
11. Copy of Professional tax clearance certificate / upto date challan.

Enclo : As above.

**Yours faithfully,**

**(Signature of the Tenderer).**

**On Rupees Ten Non-Judicial Stamp Paper.**

**BEFORE THE 1<sup>ST</sup> CLASS JUDICIAL MAGISTRATE AT .....**

**AFFIDAVIT**

I..... son of ..... aged about..... year, by faith ..... , by occupation ..... residing at ....., do hereby solemnly affirm and declare as follows:-

1. **THAT** I am the proprietor/Partner of ..... Having offer at .....  
And carrying on business on the said name and style.

(In case the above Deponent is an enlisted Contractor at Kolkata Port Trust, the same should be mentioned in the affidavit).

2. **THAT** my aforesaid Firm is exempted from E.S.I. Act and the said Firm has no valid E.S.I. Registration.

3. **THAT** the present affidavit is to be files before the Kolkata Port Trust as per the Clause No.11 of the Tender No **NIT No CT/16/2015-16/183 dated 25/06/2015** issued by Kolkata Port Trust in respect of the work **Tender for Petty miscellaneous works to KoPT Guest House (both Old & New) and Officers' Club Building at 93, Chowringhee Road, KoPT Maidan Tent at Kolkata and Simurali Rest House at Simurali for a period of one year from the date of issuance of work order."**

4. **THAT** the statements made above are all true to the best of my knowledge and belief.

**DEPONENT**

**Identified by me**



**On Rupees Fifty Non-Judicial Stamp Paper.**

**INDEMNITY BOND**

BY THIS BOND I, Shri/Smt. \_\_\_\_\_ son of  
Shri/Smt. \_\_\_\_\_ residing at \_\_\_\_\_ by  
occupation \_\_\_\_\_, the Partner/Proprietor/Director \_\_\_\_\_ having office  
at \_\_\_\_\_, am a tenderer under Civil Engineering Department, Kolkata Port Trust  
(A Statutory Body under MPT Act, 1963).

2. WHEREAS, the said Kolkata Port Trust had asked the every tenderer, who is not covered under E.S.I. Act or exempted to furnish an Indemnity Bond in favour of Civil Engineering Department, Kolkata Port Trust against all damages and accidents to the Labourer Tenderer/Contractor.

3. NOW THIS BOND OF INDEMNITY WITNESSETH THAT the tenderer/contractor named herein above shall indemnify the Kolkata Port Trust against all damages and accidents occurring to the Labourers of the Tenderer/Contractor as demanded by the Kolkata Port Trust and which shall be legal and/or claimed by the Kolkata Port Trust during the execution of the work stated in the NIT No. **CT/16/2015-16/183 dated 25/06/2015.**

4. AND the Contractor hereunder agree to indemnify and at all times keep indemnified the Kolkata Port Trust and its administrator and representative and also all such possible claim or demand for damages and accidents.

IN WITNESS WHEREOF I, \_\_\_\_\_, the Partner/Proprietor/Director  
\_\_\_\_\_ hereto set and seal this the \_\_\_\_\_ day of  
\_\_\_\_\_ in the year \_\_\_\_\_ at \_\_\_\_\_

Signature of the Indemnifier

Sureties :

1. Name :  
Address :

2. Name :  
Address :

Witnesses :

**[NOTE :- to be submitted by the L1 bidder within 15 days of opening of the tender.]**