



## KOLKATA DOCK SYSTEM

MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT  
8, GARDEN REACH ROAD, KOLKATA-700043

## TENDER DOCUMENT

Notice Inviting Tender No.: SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022  
निविदा आमंत्रण सूचना संख्या: एसएमपी/केडीएस/मेक/डीसी-II/एडीवी/618 दिनांक 29.09.2022

Supply and operation of 2 nos. of Buses, Model: Force-Traveller or equivalent of about 25/26 seating capacity to be deployed at NSD of Syama Prasad Mookerjee Port round-the-clock for a period of 3 years.

2 बसों की आपूर्ति और संचालन, नमूना: फोर्स ट्रावेल्लर या लगभग 25/26 बैठने की क्षमता के समकक्ष श्यामा प्रसाद मुखर्जी पोर्ट के एनएसडी में 3 साल की अवधि के लिए चौबीसों घंटे तैनात किया जाना है।

Pre-bid meeting: 11.10.2022 at 11:30 hrs.

पूर्व बोली बैठक: 11.10.2022 को 11:30 बजे।

Start date of submission of Tender: 18.10.2022 from 12:00 hrs.

निविदा जमा करने की प्रारंभ तिथि: 18.10.2022 12:00 बजे से।

Closing date of submission of Tender: 31.10.2022 by 14:00 hrs.

निविदा जमा करने की अंतिम तिथि: 31.10.2022 14:00 बजे तक।

Date of opening of Tender: 01.11.2022 at 15:00 hrs.

निविदा खोलने की तिथि: 01.11.2022 15:00 बजे।

Chief Mechanical Engineer  
मुख्य यांत्रिक अभियंता

## NOTICE INVITING TENDER

Mechanical and Electrical Engineering Department of Syama Prasad Mookerjee Port, Kolkata (SMP, Kolkata or SMPK) invites e-Tender under two part system viz. Techno-Commercial Bid and Price Bid for “Supply and operation of 2 nos. of Buses, Model: Force-Traveller or equivalent of about 25/26 seating capacity to be deployed at NSD of Syama Prasad Mookerjee Port round-the-clock for a period of 3 years”. Tender Document may be downloaded from SMP, Kolkata website <https://smpportkolkata.shipping.gov.in> and <https://kopt.enivida.in>. Corrigendum/Addendum/Clarifications, if any, shall be hoisted in the above mentioned websites only.

Work Title	“Supply and operation of 2 nos. of Buses, Model: Force-Traveller or equivalent of about 25/26 seating capacity to be deployed at NSD of Syama Prasad Mookerjee Port round-the-clock for a period of 3 years”.
Tender Inviting Authority	Chief Mechanical Engineer
NIT No.	SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022
Mode of submission of Tender	The tender is comprised of two parts viz. Techno-Commercial Bid and Price Bid. Intending bidders are required to submit their offers electronically through e-NIVIDA portal <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> only. No physical tender is acceptable by SMP, Kolkata.
Date of NIT available to parties to download	30.09.2022 at 17:00 hrs.
Date and time of Pre-Bid Meeting	11.10.2022 at 11:30 hrs., to be held at the Office of the Chief Mechanical Engineer at 8, Garden Reach Road, Kolkata – 700043.
Estimated cost	Rs. 1,09,20,752.20/-(excluding GST) for 3 year
Cost of Tender document or Tender document fee	Rs.1,770/- (i.e., Rs.1,500/- plus GST @18%) to be submitted either in the form of Demand Draft/ Banker's Cheque/Pay Order from any Nationalized/Scheduled Bank in India, having branch at Kolkata and to be drawn in favour of “Syama Prasad Mookerjee Port, Kolkata”. Exemption category :- Details mentioned under Instructions to Tenderers.
Earnest Money Deposit (EMD)	Rs. 2,18,415/- (i.e., 2 % of the estimated cost) Exemption category :- Details mentioned under Instructions to Tenderers.
RailTel Tender Processing Fee (Not refundable)	Mode of payment: E-payment only through Debit Card/Credit Card/Net Banking. Tender Processing Fee (TPF): 0.1% of Estimated Cost (Minimum Rs.750/- plus GST, Maximum Rs.7,500/- plus GST). Registration Charge: Rs.2000/- plus GST per year.
Last date of submission of Tender Document Fee and Bid Securing Declaration Form	The Tender Document Fee, Earnest Money deposit, both in the form of Banker's Cheque/Pay Order/Demand Draft/Treasury Receipt, if applicable, shall have to be deposited/submitted <b>in original</b> , with Chief Mechanical Engineer, Syama Prasad Mookerjee Port, Kolkata, Mechanical and Electrical Engineering Department, 8, Garden Reach Road, Kolkata -700043 <b>before the scheduled time and date of opening of the Techno-commercial Bid. Scanned copies of Tender Document Fee and Earnest Money deposit, if applicable, must have to be uploaded along with the Techno- commercial Bid of the e- Tender.</b>
Date of starting of e-Tender for submission online (Techno-Commercial Bid and price Bid) at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>	18.10.2022 from 12:00 hrs.

Date of closing of online e-tender for submission online (Techno-Commercial and Price Bid) at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>	31.10.2022 at 14:00 hrs.
Date and time of opening of techno-commercial bid	01.11.2022 at 15:00 hrs.
Date and time of opening of Price Bid.	To be intimated through email only.

### निविदा आमंत्रण सूचना

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता (एसएमपी, कोलकाता या एसएमपीके) के यांत्रिक व विद्युत अभियंत्रण विभाग दो भाग प्रणाली के तहत ई-निविदा आमंत्रित करता है, के लिए तकनीकी-वाणिज्यिक बोली और मूल्य बोली, कोलकाता (एसएमपी, कोलकाता या एसएमपीके) “2 बरसों की आपूर्ति और संचालन, नमूना: फोर्स ट्रावेल्लर या लगभग 25/26 बैठने की क्षमता के समकक्ष श्यामा प्रसाद मुखर्जी पोर्ट के एनएसडी में 3 साल की अवधि के लिए चौबीसों घंटे तैनात किया जाना है”। निविदा दस्तावेज एसएमपी, कोलकाता की वेबसाइट <https://smporkolkata.shipping.gov.in> और <https://kopt.enivida.in> से डाउनलोड किया जा सकता है। शुद्धिपत्र/परिशिष्ट/स्पष्टीकरण, यदि कोई हो, केवल उपर्युक्त वेबसाइटों में ही डाला जाएगा।

कार्य शीर्षक	“2 बरसों की आपूर्ति और संचालन, नमूना: फोर्स ट्रावेल्लर या लगभग 25/26 बैठने की क्षमता के समकक्ष श्यामा प्रसाद मुखर्जी पोर्ट के एनएसडी में 3 साल की अवधि के लिए चौबीसों घंटे तैनात किया जाना है।”
निविदा आमंत्रण प्राधिकारी	मुख्य यांत्रिक अभियंता
सूचना आमंत्रण संख्या	एसएमपी/केडीएस/मेक/डीसी-II/एडीवी/618 दिनांक 29.09.2022
निविदा जमा करने का तरीका	निविदा दो भागों में शामिल है अर्थात् तकनीकी-वाणिज्यिक बोली और मूल्य बोली। इच्छुक बोलीदाताओं को केवल ई-निविदा पोर्टल <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> के माध्यम से अपने प्रस्तावों को इलेक्ट्रॉनिक रूप से जमा करना आवश्यक है। एसएमपी, कोलकाता द्वारा कोई भौतिक निविदा स्वीकार्य नहीं है।
पार्टियों को डाउनलोड करने के लिए उपलब्ध एनआईटी की तिथि	30.09.2022 17:00 बजे।
बोली पूर्व बैठक की तिथि और समय	11.10.2022 को 11:30 बजे, मुख्य यांत्रिक अभियंता के कार्यालय में 8, गार्डन रीच रोड, कोलकाता - 700043 में आयोजित किया जाएगा।
अनुमानित लागत	रु. 1,09,20,752.20/- (जीएसटी को छोड़कर) 3 वर्ष के लिए
निविदा दस्तावेज या निविदा दस्तावेज शुल्क की लागत	रुपये 1770/- (अर्थात् रु.1500/- प्लस जीएसटी @ 18%) भारत में किसी भी राष्ट्रीयकृत/अनुसूचित बैंक से डिमांड ड्राफ्ट/बैंकर्स चेक/पे ऑर्डर के रूप में जमा किया जाना है, जिसकी कोलकाता में शाखा है और "श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता" के पक्ष में तैयार किया जाए। छूट श्रेणी :-निविदाकारों को निर्देश के तहत उल्लिखित विवरण।
बयाना राशि जमा (ईएमडी)	रु. 2,18,415.04 (अर्थात् अनुमानित लागत का 2%) छूट श्रेणी :-निविदाकारों को निर्देश के तहत उल्लिखित विवरण।
रेलटेल निविदा प्रसंस्करण शुल्क (वापसी योग्य नहीं)	भुगतान का प्रकार: ई-भुगतान केवल डेबिट कार्ड/क्रेडिट कार्ड/नेट बैंकिंग के माध्यम से। निविदा प्रसंस्करण शुल्क (टीपीएफ): अनुमानित लागत का 0.1% (न्यूनतम रु. 750/- प्लस जीएसटी, अधिकतम रु. 7,500/- प्लस जीएसटी)।

	पंजीकरण शुल्क: रु.2000/- प्लस जीएसटी प्रति वर्ष।
निविदा दस्तावेज शुल्क और बोली सुरक्षित घोषणा पत्र जमा करने की अंतिम तिथि	निविदा दस्तावेज शुल्क, बयाना राशि जमा, बैंकर चेक/पे ऑर्डर/डिमांड ड्राफ्ट/ट्रेजरी रसीद, सत्यनिष्ठा संधि, यदि लागू हो, दोनों के रूप में, मुख्य यांत्रिक अभियंता, श्यामा प्रसाद मुखर्जी के पास मूल रूप से जमा/प्रस्तुत करना होगा। पोर्ट, कोलकाता, मैकेनिकल और इलेक्ट्रिकल इंजीनियरिंग विभाग, 8, गार्डन रीच रोड, कोलकाता - 700043 तकनीकी-वाणिज्यिक बोली खोलने की निर्धारित समय और तिथि से पहले। ई-निविदा की तकनीकी-वाणिज्यिक बोली के साथ निविदा दस्तावेज शुल्क, बयाना राशि जमा और सत्यनिष्ठा संधि की स्कैन प्रतियां, यदि लागू हो, अपलोड करनी होंगी।
ऑनलाइन जमा करने के लिए ई-निविदा शुरू होने की तिथि (तकनीकी-वाणिज्यिक बोली और मूल्य बोली) पर <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>	18.10.2022 12:00 बजे से।
ऑनलाइन जमा करने के लिए ऑनलाइन ई-निविदा बंद करने की तिथि (तकनीकी-वाणिज्यिक और मूल्य बोली) पर <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>	31.10.2022 14:00 बजे।
तकनीकी-वाणिज्यिक बोली खोलने की तिथि और समय	01.11.2022 15:00 बजे।
मूल्य बोली खोलने की तिथि और समय।	केवल ईमेल के माध्यम से सूचित किया जाना है।

### **List of Annexures**

Important instructions for e-tender	Annexure – A
Terms and Conditions of Tender	Annexure – B
Special Conditions of Contract	Annexure – C
Specification and Scope of Work	Annexure – D
Rate Schedule	Annexure – E
Covering Letter	Annexure – F
Profile of Tenderer	Annexure – G
Undertaking of Tenderers in lieu of submission of signed copy of Tender document	Annexure – H
Affidavit for exemption from ESI Registration	Annexure – I
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Bid responsive checklist	Annexure – K
Details of contracts by the Firm/ Agency / Individual during the last seven years and also for ongoing contracts	Annexure – L
Joint Venture Terms & Formats	Annexure – M
General Conditions of Contract, Forms and Agreement	Annexure – N

**TENDER FOR “Supply and operation of 2 nos. Bus, Model: Force-Traveller or equivalent of about 25/26 seating capacity to be deployed at NSD of Syama Prasad Mookerjee Port, Kolkata round-the-clock for a period of 3 years” vide NIT no. SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022**

### **IMPORTANT INSTRUCTIONS FOR e-Tender**

### **INSTRUCTION TO TENDERERS**

This is an e-procurement event of Syama Prasad Mookerjee Port, Kolkata. The e-procurement service provider is e-NIVIDA portal <https://kopt.enivida.in> for e-Procurement. You are requested to read the terms and conditions of this tender before submitting your tender online. Tenderers who do not comply with the conditions with documentary proof wherever required, shall not qualify in the Tender.

1.	Online tenders through e-NIVIDA portal <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> for e-Procurement mode are invited by Syama Prasad Mookerjee Port, Kolkata from GST registered domestic Contractors for executing the work. The tender document through e-NIVIDA portal( <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> ) for e-Procurement is open from 30.09.2022 (17:00 hrs) to 31.10.2022 (14:00 hrs) and can be downloaded from the official website of SMP, Kolkata and through e-NIVIDA portal) <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> for e-Procurement. The complete tender document can be downloaded from Syama Prasad Mookerjee Port, Kolkata website: <a href="https://smpportkolkata.shipping.gov.in">https://smpportkolkata.shipping.gov.in</a> and <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> for e-Procurement (GePNIC) and bidders are required to submit tender offer through <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> for e-Procurement on or before the due date and time of submission. The tenderer shall upload the scanned copy of the instruments towards the cost of Tender Document, Earnest Money Deposit (EMD) as proof of payment in the <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> Portal for e-Procurement. The tender offer shall have to be submitted by the Tenderer only through <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> Portal for e-procurement mode as explained in the tender document.
2.	The Techno-commercial Bid including the Price Bid shall have to be submitted online at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> Techno-Commercial bid and Price Bid would be opened electronically on specified date and time as given in the NIT. Bidders can witness the opening of Techno-Commercial bid and Price bid electronically. The tenderers are advised to offer their best possible rates. There would generally be no negotiations. Bidders are requested to submit their most competitive prices while submitting the bid.
3.	All entries in the tender should be entered in online Technical and Commercial Formats without any ambiguity.
4.	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 <a href="https://kopt.enivida.in/">https://kopt.enivida.in/</a> before responding to this e-tender. <ul style="list-style-type: none"> <li>➤ Bidders Manual Kit</li> <li>➤ Help for contractors</li> <li>➤ FAQ</li> </ul> <p>Contact persons (enivida Portal): Phone Nos. 7278929467 / 8448288981 Email ID: <a href="mailto:enividahelpdesk@gmail.com">enividahelpdesk@gmail.com</a> &amp; <a href="mailto:ewizardkumar@gmail.com">ewizardkumar@gmail.com</a></p>

	<p><u>Contact persons of SMP, Kolkata:</u>  1.Shri D.Das, Dy.CME-II  Mobile No. 9674720043  Email: <a href="mailto:ddas@kolkataporttrust.gov.in">ddas@kolkataporttrust.gov.in</a>  2.Shri R. K. Biswakarma, Executive Engineer  Mobile No. 8250819887  Email: <a href="mailto:ramesh.b@kolkataporttrust.gov.in">ramesh.b@kolkataporttrust.gov.in</a></p>
5.	All notices/corrigendum/addendum and correspondence to the bidders shall be made by email only during the process till finalization of tender by SMP, Kolkata. Hence, the bidders are required to ensure that their corporate email ID provided is valid and updated at the stage of registration of vendor with <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> portal (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
6.	E-tender cannot be accessed after the due date and time mentioned in NIT.
7.	<p>(a). MSMEs registered with NSIC under Single Point Registration scheme/DIC/UAM are exempted from depositing Tender Fee and Earnest Money. But all the NSIC/DIC registered firms are not exempted from depositing Tender Fee and Earnest Money. Only those firms, having documents of such exemption for the entire tendered work (as per the Bill of Quantity) would be exempted. Documentary evidence must be uploaded for claim of such exemption, failing which their tender would be summarily rejected.</p> <p>(b). The process involves Electronic Bidding for submission of Tender Document Fee and EMD, Techno- Commercial Bid as well as Price Bid.</p> <p>(c). The e-tender floor shall remain open from the pre-announced date and time and for as much duration as mentioned above.</p> <p>(d). All electronic bids submitted during the e-tender process shall be legally binding on the bidder. <i>Any bid will be considered as valid bid if it fulfills all the terms and conditions of the Tender Document.</i></p> <p>(e). It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>(f). No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms and conditions for the tender.</p> <p>(g). Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted in Indian Rupee Currency as per UOM indicated in the e-tender floor/tender document.</p>
8.	The e-tender shall be governed by the terms and conditions mentioned therein.
9.	No deviation to the technical and commercial terms and conditions are allowed.
10.	SMP, Kolkata 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.
11.	The bidders must upload all the documents required as per Pre-qualification criteria and the documents enlisted under techno-commercial bid and Price-bid, failing which the tender shall lead to disqualification. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
12.	The bid will be evaluated based on the filled-in technical and commercial formats uploaded.
13.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false at any stage of tendering process, tender will be liable for outright rejection. Punitive action including suspension and banning of business can also be taken against defaulting bidders, including cancellation of contract if fabrication of document is discovered after issuance of work order.
14.	Price bid must be filled-up in EXCEL SHEET IN <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> PORTAL (which is uploaded by SMP, Kolkata)

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## **Terms and Conditions of Tender**

NIT No.SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022

**Concurrence and remarks for all terms and conditions will be taken on-line. No hardcopy  
for the same needs to be submitted**

- 1 Pre-Qualification Criteria of the Tenderers:** The Tenderers shall satisfy the following:-

**I. Technical Capacity :**

Must have the experience of having successfully completed similar works during last seven years ending on 31<sup>st</sup> August, 2022 as per the following guidelines:-

- a) Three similar completed works each costing not less than Rs. 43,68,300/-(which is 40% of the estimated value of tender).

**Or**

- b) Two similar completed works each costing not less than Rs.54,60,376/-(which is 50% of the estimated value of tender).

**Or**

- c) One similar completed work costing not less than Rs.87,36,602/-(which is 80% of the estimated value of tender).

**II. Financial Capacity :**

Average Annual financial turnover of the tenderer during the last three years ending 31<sup>st</sup> March of 2021 viz. 2018-19, 2019 – 20 & 2020-21, should be at least 30% of the estimated cost of the tender and the value of 30% is Rs. 32,76,226/-

**III.** Claims for fulfilling the above criteria viz. Technical and Financial Capacities, must have to be supported with documents viz., Work Order(s), Work Completion Certificate(s) from Client(s), Audited Balance Sheets and Profit and Loss Accounts for the last 3 years viz. 2018-2019, 2019-2020 and 2020-2021. Due to COVID-19 Pandemic situation, the above documents for the period 2017-18 may also be considered, if average value of annual financial turnover of the tenderer of 2018-2019, 2019-2020 and 2020-2021 falls short of required value of financial capacity.

***In the event of non-submission of Audited Balance Sheet for the financial year ending 31.03.2021, the turnover for that financial year has to be submitted in lieu, duly certified by Chartered Accountant mentioning UDIN.***

- IV.** Similar work means “the tenderer should have experience of having successfully completed supply & operation of vehicles of all types on hire in different organization”.



**N.B. The tender can also be submitted in Joint Venture (JV) and in that case the tenderer must fulfill the terms and conditions as detailed under “Joint Venture Terms & Formats” under Annexure-M along with fulfillment of its enclosed Annexure.**

**2 Tender Fee & Earnest Money Deposit:**

- a) Demand Draft/Banker's Cheque/Pay Order in original, for **Rs.1,770/-** (Rupees One Thousand seven hundred seventy only) as cost of Tender Document which needs to be physically submitted within 15:00 hrs of 01.11.2022 to the Chief Mechanical Engineer, Mechanical and Electrical Engineering Department, Syama Prasad Mookerjee Port, Kolkata , 8, Garden Reach Road, Kolkata -700043.
- b) Demand Draft/Banker's Cheque/Pay Order in original, for Rs. 2,18,415/- (Rupees Two Lakh Eighteen Thousand Four Hundred and Fifteen only) as Earnest Money Deposit which needs to be physically submitted within 15:00 hrs of 01.11.2022 to the Chief Mechanical Engineer, Mechanical and Electrical Engineering Department, Syama Prasad Mookerjee Port, Kolkata, 8, Garden Reach Road, Kolkata -700043. In case of unsuccessful tenderers, Earnest Money Deposit (EMD) of unsuccessful tenderers will be refunded immediately after finalization of tender. EMD of L-1 bidder will be encashed.
- c) **Exemption of fees:** Micro and Small Enterprise (MSEs) registered with NSIC (under Single Point Registration Scheme)/ DIC (District Industries Centre)/Udyog Adhaar shall be exempted from payment of cost of Tender Document and depositing Earnest Money for which copies of valid MSE's Certificate along with NSIC Certificate/DIC Certificate/ Udyog Aadhaar Acknowledgement / Udyog Adhaar Memorandum issued by MoMSME, with list of items registered must be submitted in techno-commercial part of their offer for claim of such exemption otherwise their offer will be rejected. Documentary evidence must be submitted in techno-commercial part of Tender for claim of such exemption, failing which their tender would be summarily rejected. The MSMEs who have applied for registration or renewal of registration with any of the above agencies/ bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.

**3. The Techno-commercial Bid must contain scanned copies of the following:**

- A. (a). Demand Draft/Banker's Cheque/Pay Order for Rs.1,770/- towards cost of “Tender Document Fee”, drawn in favour of “Syama Prasad Mookerjee Port, Kolkata”, issued from a Nationalized Bank/Scheduled Bank in India, having Branch at Kolkata.
- (b). Earnest Money Deposit in the same manner, as that of (a) above,
- (c). Udyog Adhaar /NSIC/DIC Certificate duly signed and stamped, if applicable.

***However, Tender Document Fee, Earnest Money Deposit, Udyog Adhaar/NSIC/DIC Certificate are required to be submitted offline IN ORIGINAL under cover of an envelope marking “Tender Document Fee, Earnest Money deposit, Udyog Adhaar/NSIC/DIC Certificate (if applicable)” and mentioning the e-tender number on it, before the scheduled time and date of opening of the Techno-commercial bid.***

**B.** Scanned copies of self-attested documents of the following are also required to be submitted online along with the techno-commercial bid:

- (a).** Covering letter for submission of tender, unconditionally accepting all the terms and conditions of the tender including the Addendum, if issued and declaring to have not been banned/debarred/delisted by the Central/State Govt. or any entity controlled by them or any other legal authority from participating in any Tender/Contract/Agreement of whatever kind, as per **ANNEXURE-F**.
- (b).** Profile of the tenderer containing full name and office address of the Tenderer, names and designation of the officials of the Tenderer connected with the instant Tender, their land and mobile telephone nos., e-mail id and Fax No. etc. as per **ANNEXURE –G**.
- (c).** Undertaking of the tenderer to be submitted in lieu of submission of signed copies of the Tender document in full, as per enclosed Pro-forma at **ANNEXURE –H**.
- (d).** Earnest Money deposit.
- (e).** Tender Fee.
- (f).** Copies of Audited Balance Sheets and Profit and Loss Accounts for the last 3 years viz. 2018-2019, 2019-2020 and 2020-2021. In the event of non-submission of Audited Balance Sheet for the financial year ending 31.03.2021, the turnover for that financial year has to be submitted in lieu, duly certified by Chartered Accountant mentioning UDIN. Due to COVID-19 Pandemic situation, the above documents for the period 2017-18 may also be considered, if average value of annual financial turnover of the tenderer of 2018-2019, 2019-2020 and 2020-2021 falls short of required value of financial capacity.
- (g).** Documentary evidence of successful completion of similar works as proof of fulfilling the Pre-qualification Criteria of the tender.
- (h).** PAN Card.
- (i).** GST Registration Certificate.
- (j).** Trade License/Registration.
- (k).** Professional Tax Clearance Certificate/ up to date tax payment Challan, if applicable.
- (l).** Income Tax Return of last 3 years viz. 2018-2019, 2019-2020 and 2020-2021.
- (m).** Statement to confirm the status of the Tenderer – whether a Partnership Firm, Company or Proprietorship Firm. If demanded by SMP, Kolkata, the tenderer shall be bound to furnish necessary documents in support of their statement in this regard.
- (n).** Registration under ESI Act: All intending tenderer at the time of tender shall disclose all necessary documents as to whether they are covered under ESI Act or not.
  - (i).** In case they are covered under ESI Act, they have to furnish the details of registration failing which their tender would be liable to be cancelled.
  - (ii).** In case they are not covered under ESI Act or exempted, they would furnish necessary documents along with an Affidavit in original affirmed before a First Class Judicial Magistrate on a Non Judicial Stamp Paper worth Rs.10/- to that effect as per enclosed Performa at **ANNEXURE -I**.
  - (iii).** In case they are not covered under ESI Act, they must additionally indemnify SMP, Kolkata against all damages and accident occurring to his labour in a Non-Judicial Stamp Paper worth Rs.50/-. The same should be submitted along with Techno-commercial Bid as per enclosed Performa at **ANNEXURE -J**.
- (o).** Registration under EPF Act: Intending tenderers shall furnish the details of EPF Registration. In the event of non-applicability of Registration under EPF Act, the tenderer shall furnish documentary evidence for the same or shall furnish in lieu, a self-declaration citing reasons, as to why they do not come under EPF Act.
- (p)** Duly filled, signed Checklist as per **ANNEXURE -K**.
- (q).** Details of contracts by the Firm/ Agency / Individual during the last seven years, duly filled, signed as per **ANNEXURE -L**.

(r) Duly filled, signed Formats as per **ANNEXURE -M**, if applicable.

4. All the documents as mentioned here-in-before shall have to be UPLOADED along with the Techno-commercial Bid. The tenderer should clearly understand that no information/indication as to price should be entered in the page of “Bill of Quantities” or elsewhere in the Techno-commercial Bid. Indication of price anywhere in any manner in the Techno-commercial part of the tender would lead to rejection of the offer.

**Price bid which must be filled-up in EXCEL SHEET IN PORTAL which is uploaded by SMP, Kolkata.**

5. No condition or conditional rebate should at all be indicated/mentioned in the Price Bid.

6. Tenderers may note that non-submission of any of the aforesaid documents/non-fulfillment of any of the aforesaid criteria shall lead to disqualification of their offers.

7. Techno-commercial bid would be opened on the aforesaid schedule date of opening the techno-commercial bids. Price Bids of only the qualified bidders shall be opened on a suitable date, to be intimated beforehand through email only.

8. The Port authority will not be responsible for any cost or expense incurred by the Tenderer in connection with preparation or submission of the tenders.

9. In case of unscheduled holiday, Strike/Bandh etc. on the scheduled date of Pre-bid Meeting, opening of Techno-commercial or Price Bid, the same time (as per the schedule) on the next working day will be considered as scheduled time for the purpose of Pre-bid meeting, opening of Techno-commercial or Price Bid, as the case may be. Here, Port authority’s working day means Monday to Friday in between 9-30 hrs. to 18-00 hrs.

10. Should there be any doubt or ambiguity as to the meaning of any portion of the tender document or if any further information is required, the same shall be clarified/amended by SMP, Kolkata in the Pre-bid Meeting. No excuse of ignorance in this regard shall be accepted at a later date after the Pre-bid meeting. In the event of making any important clarification or amendment of terms of the tender, pursuant to the discussion in the Pre-bid meeting or otherwise, the same shall be hoisted in SMP, Kolkata’s website and <https://kopt.enivida.in> Portal only for information of all concerned and the same shall form a part of the Tender Document. The tenderers are requested to keep themselves informed of the development by visiting the said websites regularly. Such amendment(s) shall be binding upon them. **Any offer having deviation from SMP, Kolkata’s terms and conditions shall render such offer unacceptable to SMP, Kolkata. No alteration shall be made by the Tenderer in the tender document and the offer must be in accordance with the terms and conditions of the tender.** The prospective tenderers may inspect the site prior to the date of Pre-bid Meeting in order to make themselves fully aware of the work, site and scope of work as mentioned in the tender. **For attending the Pre-bid Meeting, the representatives of the tenderers should accompany proper authorizations letters from their respective organizations.** The tenderers, however, before the Pre-bid meeting, can submit in the form of letters their doubt or ambiguity as to the meaning of any portion of the tender document and can sought for further information, if any is required.

11. The quoted rates would be kept valid for at least 120 days from the date of opening of the Techno-commercial Bid.

12. The Port authority reserve the right to disqualify a tender in case they are satisfied that any bribe, commission, gift or advantage has been given, promised or offered by or on behalf of any of the tenderers to any officer, employee or representative of the SMP, Kolkata or to any person on his or on their behalf in relation to acceptance of the tender.

13. The tenderers shall distinctly understand that they will be strictly required to conform to all the terms of the tender and the plea of custom prevailing will not in any case be accepted as an excuse on their part for infringing of any of the conditions and they shall refrain from sending revised or amended quotations, after the closing date and time of the tender.

The contract document shall be drawn in English language only. The contract shall be governed by all relevant Indian Acts as applicable only within the jurisdiction of High Court of Kolkata, West Bengal, India including the Acts like The Indian Contract Act, The Major Port Trusts Act, The Workmen's Compensation Act, The Minimum Wages Act, The Contract Labour (Regulation & Abolition) Act, The Indian Arbitration & Conciliation Act, 1996 as amended by the Arbitration and Conciliation (Amendment) Act, 2015, Employees' Liability Act, 1938, Act(s) or any other act, law, rule as may be applicable.

It will be the duty of the contractor to abide by all the provisions of the Acts, Ordinances, Rules, Regulations, By-laws, Procedures as are lawfully necessary in the execution of the work. The contractor will be fully responsible for any delay, damage, etc. and shall keep SMPK indemnified against all penalties and liabilities of any kind for non-compliance or infringement of any kind, any such Act, Ordinances, Rules, Regulations, By-laws, Procedures, etc.

The contractor shall indemnify SMPK against payment to be made under or for the observance of the laws aforesaid, without prejudice to his right to claim indemnity for his subcontractors. The aforesaid Acts, Ordinances, Rules, Regulations, By-laws, Procedures, shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

The contractor has to comply all applicable labour laws while operating the contract.

14. **Scrutiny of e-tenderers & clarification during evaluation process:-** During the course of examination of the Techno- commercial Bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his/their bids. The request for providing such additional details/documents and/or clarification and the response shall be in writing / email. SMPK reserves the right to reject any offer which is non-responsive.

15. During evaluation of the tender, an offer shall be considered non-responsive in case:

- (i) the tender is not accompanied by requisite Tender Fee,
- (ii) the tender is not accompanied by Earnest Money Deposit,
- (iii) the validity of the offer is less than the validity stipulated in the tender,
- (iv) the offer does not satisfy the Pre-qualification criteria of the tender,
- (v) the bidder submits conditional offer and/or impose own terms and conditions.
- (vi) if the tender does not accept the terms and conditions of the tender in full.
- (vii) if all the documents required as per NIT are not uploaded.

**In addition to above, a bidder may be disqualified if**

- (a). the bidder provides misleading or false information in the statements and documents submitted,
- (b). If in the opinion of Tender Inviting Authority, the quoted rate is unworkable.

(c). Record of unsatisfactory performance during the last seven years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy etc.

The decision of SMP, Kolkata in this regard shall be final and binding on the Bidder.

16. (a) A bidder would be disqualified for providing misleading or false information in the statements and documents submitted as well as with tampering of tender document.

(b) Disclosure/indication of price in Techno-commercial Bid shall render the tender disqualified and rejected.

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## **Special Conditions of Contract**

**NIT No. SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022**

- 1 It would be the tenderer's responsibility to obtain all information clarification which may be necessary for the purpose of tender/offer and visit all the site where vehicles are required to be supplied and operated. No excuse of ignorance as to the site conditions will be accepted in the event of not visiting the site. All costs, charges, expenses that may be incurred by the tenderer in connection with preparation of tender, shall be borne by the tenderer and the Port accept no liability what-so-ever in this regard.
- 2 EMD of Rs. 2,18,415/- (Rupees Two Lakh Eighteen Thousand Four Hundred and Fifteen only) is to be submitted in Cover-I of the tender/offer by CTS Banker's Cheque/ Demand Draft/Pay Order of any Kolkata Branch of a Scheduled Bank of India, drawn in favour of "Syama Prasad Mookerjee Port, Kolkata", and payable at Kolkata.

Tender without Earnest Money or depositing Earnest Money in a manner other than that stipulated above or for an amount less than the specified amount would be considered as invalid tender and the tender may be disqualified.

In case of unsuccessful tenderers, Earnest Money Deposit (EMD) of unsuccessful tenderers will be refunded immediately after finalization of tender. EMD of L-1 bidder will be encashed.

3. **(A) Performance Security Deposit:** @ 3% of the contract price (based on per year evaluated value of contract) will be deposited with the Port Authority towards the Security Deposit within 15 days of receipt of Order Letter. The successful tenderer may submit the total amount of security deposit in the form of an irrevocable Bank Guarantee to be issued by any Nationalized Bank of India having Branch in Kolkata as per format given in the tender. The Security Deposit will be retained by SMP, Kolkata till expiry of the contractual period. In the event of the contractor failing to execute the contract agreement without sufficient reason acceptable to SMP, Kolkata, the Security Deposit will be forfeited along with cancellation of the contract.

**(B) Refund of Security Deposit:** On due and satisfactory performance of the contract and on completion of all obligations by the contractor under the contract, the Security Deposit would be refunded subject to the following conditions:

- (a). After deducting the amount from the Security Deposit, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by SMP, Kolkata.
- (b). Contractor shall have to apply for the refund of Security Deposit.
- (c). Before releasing the Security Deposit, the contractor shall have to submit a certificate to the effect that they have no claim(s) against SMP, Kolkata under this contract. If any bill(s) for the work done under this contract is/are left pending at the time of releasing the Security Deposit, the contractor shall furnish the certificate in the following format:

“I/We hereby certify that there is no claim against SMPK under contract no. ....  
 .....for the job **“Supply and operation of 2 nos. Bus, Model: Force-Traveller or equivalent of about 25/26 seating capacity to be deployed at NSD of Syama Prasad Mookerjee Port, Kolkata round-the-clock for a period of 3 years”**  
 except to the extent of the claims preferred by me / us as per the undernoted bills already submitted to you.”

#### 4.1 **TERMS OF PAYMENT AGAINST HIRE OF VEHICLES**

Payment will be made as per the payment terms mentioned below:-

- a) Supply & operation charges will be paid for the period during which the vehicle is actually possessed for use by SMPK. However, payment under this tender shall be commenced after execution of agreement by the party with SMPK.
- b) Monthly bills along with the valid documents, written instructions obtained from the department should be submitted for vehicle supplied during the month, payment of which will be made within 30 days from the date of submission, provided bill in order is submitted within next month. The contractor will, however, not be entitled to payment, if the bill is not submitted within 3 months from the date of supply of the vehicle.
- c)
  - i) Payment will be made on the basis of hourly charge only in accordance with Rate Schedule.
  - ii) Further, the successful tenderer will be paid escalation/de-escalation on account of fuel in terms of clause 33 of Special Condition of Contract.
- d) Certification of all documents (on photocopies after verification with original) of bus would be done by the concerned department only and no further checking of those documents would be conducted by the Finance Department for processing the payment after certification of the bill. Such documents should be verified only once by the concerned department for supply of the vehicle. Such photocopies should not be enclosed with the bill. The officials concerned of user department/section will verify the same and keep them in their own custody and certify the bills only. There is no need to annex all supporting documents of the vehicle with every bill, unless the vehicle itself is changed by the contractor due to any reason.
- e) SMPK has been paying contractors' bills through ECS. For this, the successful contractor(s) shall furnish the following information immediately after receipt of intimation in this regard:-
  - i) Bank Account No. of the contractor
  - ii) Type of Account – Savings/Current/Cash Credit
  - iii) Name of the Bank.
  - iv) Name of the branch
  - v) IFS Code of Branch

- v) MICR No.
- vi) PAN

Accordingly, the successful contractor would be required to open their Bank Account within the ECS Zone prescribed by the RBI, if not already done, to ensure receipt of payment of bills from SMPK.

Payment shall be made strictly as per provisions mentioned in the Payment terms. No other charges shall be admitted or paid.

(f) For non-fulfilment of any obligation under the contract, KDS, SMPK reserves the right to withhold the payments due to the successful bidder in part or full till such period as KDS, SMPK may consider necessary for due performance by the successful bidder.

(g) The contractor is required to pay Income Tax on all payments made to him under this contract. Accordingly, Income Tax will be deducted from the contractor at source at the appropriate rate, as per relevant provision of Income Tax Act, 1961 or any amendment thereof. The rate quoted by the tenderer should be inclusive of all statutory levies except GST, which will be paid extra at actuals. All taxes charged should be disclosed by the contractor and any amendment in taxes and laws will have to be applied to the contract as per statute.

#### **4.2.1 TAXES & DUTIES :**

The rate quoted by the tenderers should be considered to be all inclusive, except GST. GST will be paid extra at applicable rates at the time of supply of goods/services.

#### **4.2.2 RELEVANT GST CLAUSE :**

- i. Supplier/Service Provider to confirm that the GST amount charged in Invoice is declared in its returns and payment of taxes is also made.
- ii. The supplier/service Provider agrees to comply with all applicable GST Laws, including GST acts, rules, regulations, procedures, circulars and interaction there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier/Service Provider should ensure accurate transaction details, as required by GST Laws are timely uploaded in GSTN. In case there is any mismatch between the uploaded in GSTN by supplier/service provider and details available with Syama Prasad Mookerjee Port, Kolkata , then payment to supplier/service provider to the extent of GST relating to the invoice/s under mismatch may be retained from due payment till such time Syama Prasad Mookerjee Port, Kolkata is not sure that accurate tax amount is finally reflected in the GSTN to SMPK's account and is finally available to the Syama Prasad Mookerjee Port, Kolkata in terms of GST Laws and that the credit of GST taken by Syama Prasad Mookerjee Port, Kolkata is not required to be reversed at a later date along with applicable interest.



- iii. Syama Prasad Mookerjee Port, Kolkata has the right to recover mandatory loss including interest and penalty suffered by it due to any non-compliance of tax law by the supplier/service provider. 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 consideration payable.
- iv. Supplementary invoices/debit note/credit note for price revision 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.
- v. The purchase order/work order shall be void, if at any point of time the successful tenderer is found to be a blacklisted dealer as per GSTN rating system and further no payment shall be entertained.

### 5.1 **REQUISITION FOR BUS:**

Presently, 2 buses(Non-AC) are required to be booked everyday round the clock for 24 hrs. for all days of the year. This booking of buses is likely to continue for 3 years.

The number of buses shown above is indicative and there may be variation of the same at any time during contract period.

On an average, each bus will have to run about 120 to 150 kilometer per day round the clock for 24 hrs within NSD.

### 5.2 **SCHEDULE OF REQUIREMENT OF VEHICLES**

Part	Type of Vehicle	No. Required	Duty Hours	Estimated Value for 3 year (Rs.)
A	<b>Force Traveller or equivalent</b>	2 [25/26 seating capacity (excluding driver)]	24	<b>Rs.1,09,20,752.20/- (excluding GST) for 3 year</b>

### 5.3 **AGE OF VEHICLE**

The date of 1<sup>st</sup> Registration for Bus shall be on or after 01.09.2020. In case of supply over aged vehicles, the contractor is not entitled to any payment.

### 5.4 **REQUIREMENT TO CARRY ORIGINAL VALID DOCUMENTS**

5.4.1 The vehicle to be supplied should have registration with the Motor Vehicles Authority for '**Commercial use**'. The supplied vehicle must have Insurance including Passengers' coverage, as per Motor Vehicles Act. Failure in this regard shall rest with the Contractor for making good all the losses and obligations whatsoever. The supplied vehicle should carry the following original valid documents:-

- a) Registration Certificate/Blue Book/Smart Card
- b) Valid Insurance certificate

- c) Valid Token indicating payment of Road Tax
- d) Valid 'Pollution under control' certificate.
- e) Appropriate valid Driving Licence of the driver
- f) CF certificate.

5.4.2 The contractor is liable to maintain the validity of the documents and SMPK will not liable for violation of the same in any respect.

## **5.5 DOCK PERMIT:**

The successful tenderer will have to procure Dock Permit to be issued by SMPK free of cost for all their drivers and vehicles who would be required to enter inside the dock premises. Even the drivers who would be required to enter into dock premises once in a while, should also have valid dock permit.

### **5.6.1 PENALTY:**

5.6.1.1 In case of non-supply of any vehicle throughout any 8 hour shift or less/more than that duration, penalty shall be effected on per hour or part thereof basis and penalty amount would be double the accepted hourly rate or part thereof for that total duration of non-supply.

5.6.1.2 However, the payment or deduction of such compensation shall not relieve the contractor from the obligation / liabilities under the contract. In case of failure of the contractor to supply vehicle as per contract, any authorized official of SMPK at his discretion may hire vehicle at the risk and expenditure of the contractor, over and above the penalty imposed in this respect. The penalty will be realized from any dues of the contractor or the contractor will have to pay the same to the trustees.

**5.6.2 Replacement of bus:** In case any vehicle becomes unavailable due to breakdown or for any reason, the same shall have to be replaced by another vehicle immediately. In that case, the age of the replacing vehicle shall be such that the date of registration of that vehicle would be on or after 01.09.2018. However, if the original vehicle is not put back in service within 24 hours of its unavailability, then the contractor will be paid 80% of the contract rate after the aforesaid 24 hours time till the original vehicle is put back in service.

**6 PRODUCTION OF ORIGINAL DOCUMENTS:** The successful tenderers shall be required to produce the relevant blue book / registration documents, permit, valid insurance and up-to-date road tax clearance certificates, CF in respect of each supplied vehicles and all other relevant documents in original (against which he has submitted copies to SMPK for this tender or subsequently) when called by SMPK officials / users.

**7 ADHERENCE TO RULES AND REGULATIONS:** The contractor shall strictly adhere to all rules and regulations as laid down by the Central / State Govt., Regional Transport Authority and Syama Prasad Mookerjee Port, Kolkata or any other statutory

authority in respect of execution of the contract. Responsibility for any non-compliance will be solely on the contractor.

- 8 **PLACEMENT OF FORMAL ORDER AND COMMENCEMENT OF SUPPLY OF BUSES:** On finalization of tender and acceptance of the same by competent authority, Order Letter would be placed on the successful tenderer for commencement of work with immediate effect. The successful tenderer has to submit Security Deposit and execute Contract Agreement with SMP, Kolkata within 15 days of placement of order letter. Any delay in this respect will result in withholding of his payment.

However, in case the successful tenderer desires to purchase new buses for supplying and operating the same against the instant tender, then a time of 30 days will be given by SMPK from the date of placement of order letter on the successful tenderer.

The tenderer shall have to mention in their bid and also in Bid Responsive Checklist (Annexure-K) as to whether they would be purchasing new bus or not for information of SMPK.

- 9 **INSURANCE OF SUPPLIED VEHICLES:** Syama Prasad Mookerjee Port, Kolkata will not be responsible for any damage to the vehicle supplied by the contractor during the course of operation and the transport contractor, in their own interest, should obtain suitable and sufficient coverage at his cost from appropriate authority and no claim / correspondence on this account will be entertained.

- 10 **COST OF PREPARATION OF TENDER DOCUMENTS:** Syama Prasad Mookerjee Port, Kolkata will not be responsible for any cost or expense incurred by the tenderers in connection with preparation or submission of the tenders.

- 11 **DAMAGE AND LOSS TO PRIVATE PROPERTY AND INJURY TO WORKMEN:**

The Contractor shall at their own expenses, reinstate and make good upto the satisfaction of Syama Prasad Mookerjee Port, Kolkata and pay compensation for any injury or loss or damage accrued to any property or rights whatsoever, including property and rights of Syama Prasad Mookerjee Port, Kolkata or Agents or servants or employees of Syama Prasad Mookerjee Port, Kolkata, the injury, loss or damage arising out of or in any way in connection with the execution or purported execution of the contract(s). Further, the Contractor will indemnify Syama Prasad Mookerjee Port, Kolkata against all claims enforceable against Syama Prasad Mookerjee Port, Kolkata or any Agents, servants or employees of Syama Prasad Mookerjee Port, Kolkata or which would be so enforceable against Syama Prasad Mookerjee Port, Kolkata where Syama Prasad Mookerjee Port, Kolkata is a separate entity, in respect of any such injury including injury resulting to death, loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

The successful bidder shall indemnify KDS, SMPK from the possible future demand of workers / employees engaged by them under this contract, for absorption in KDS, SMPK. It will be the responsibility of the successful bidder to find a solution for such demand if it arises and SMPK will not accept any responsibility, whatsoever, as far as the workmen engaged by the Contractor are concerned.

- 12 TERMINATION OF CONTRACT:** The contract may be terminated anytime within the period of the contract by SMPK, at its sole discretion, for any of the following reasons and for such cancellation, SMPK will under no circumstances, be liable for incurring any financial expenditure to the contractor:

- a) Non-placement of the vehicle as per requisition, for more than three occasions in a month.
- b) Breach of any terms and conditions of the contract.
- c) Any unlawful act on the part of the contractor or its employees or any third party on behalf of the contractor, entailing any damage/loss to the life/property/material of SMPK or engaging in any unlawful activities or causing any inconvenience to SMPK.
- d) Any other reasons considered by SMPK to be sufficient in this regard.

The decision of the Chairman, SMPK to this effect, shall be final and binding on the contractor.

- 13** In the event of termination of the contract prior to expiry of the contract, for any of the reasons indicated above, SMPK shall be entitled to execute the balance work as per the scope of work at the risk and expenses of the successful bidder for the balance / remaining period of the contract and to recover the same from the terminated successful bidder in addition to any other amount, compensation or damages that KDS, SMPK is entitled to in terms of the other relevant clauses in the contract.

- 14 CONTRACT AGREEMENT:** A Contract Agreement shall have to be executed by the successful tenderer within 15 days from the date of placement of order letter, as per the General Conditions of Contract Forms and Agreements on Non-Judicial Stamp Paper worth Rs.100/-(Annexure – N).

- 15** (i) **Amicable settlement :** If any dispute or difference or claims of any kind arises between the Contractor and SMPK in connection with interpretation or application of any terms and conditions or any matter or thing in any way connected with or in connection with or arising out of the contract, or the rights, duties or liabilities of the parties under the contract, then the parties shall meet together promptly at the requests of any party in an effort to resolve such dispute, difference or claim by discussions between them.
- (ii) **Arbitration:** In addition to what has been stated in this tender document on this issue, the following may be noted by the tenderers:

(a) **Arbitrators:** Failing amicable settlement, the dispute or differences or claims as the case may be, shall be finally settled by binding arbitration under the Arbitration and Conciliation Act, 1996 as amended by the Arbitration and Conciliation(Amendment) Act, 2015. The arbitration shall be by a panel of three Arbitrators, one to be appointed by each party and the third to be appointed by the two arbitrators appointed by the parties. A party requiring arbitration shall appoint an Arbitrator in writing, inform the other party about such appointment and call upon the other party to appoint its Arbitrator and inform the party initiating such arbitration within 60 days. If the other party fails to appoint its Arbitrator, the party (initiating such arbitration) appointing Arbitrator shall take step in accordance with Arbitration and Conciliation Act, 1996, as amended by the Arbitration and Conciliation(Amendment) Act, 2015.

(b) **Place of Arbitration:** The place/jurisdiction of arbitration shall be in Kolkata, West Bengal, India.

- 16 **PRIORITY OF CONTRACT DOCUMENTS :** The several documents forming the Contract are to be taken as mutually explanatory to one another, but in case of ambiguity or discrepancies, the same shall be explained and adjudicated by the Engineer of the Contract (EoC), who shall thereupon issue to the Contractor instructions thereon which will be final and binding to the Contractor. Unless otherwise provided in the Contract, if the stipulations in the various documents forming a part of the Contract are found to be in variation in any respect then, unless a different intention appears, the provision(s) of one will override others (but only to the extent these are at variance) in order of precedence as given in the list below i.e. a particular item in the list will take precedence over all those placed lower down the list.

The following documents shall form the Contract Agreement in the following sequence:

- a. The said Tender/Offer and the acceptance of the Tender/Offer
  - b. Instruction to Tenderers
  - c. Terms and Conditions of Tender
  - d. Special Conditions of Contract
  - e. Scope of Work & Specifications
  - f. Bill of Quantities/Rate Schedule
  - g. General Conditions of Contract, Forms and Agreement
  - h. Letter of Intent and Order Letter
  - i. All correspondence by which, the contract is added, amended, varied or modified in any way by mutual consent.
- 17 All other terms and conditions excepting those mentioned separately in Annexure-B and Annexure-C of this tender document shall be governed by General Condition of Contract Forms and Agreements (Annexure – M).
- 18 **A. Opening of Tender:** The tender will be opened online. Tenderers can see the Techno-commercial Comparative Statement and the Comparative Statement of Price in

their login once it is opened. All responses to requests for clarification shall be in writing and **no change in the price** shall be permitted.

**B. Content of technical-commercial bid:** The 'Technical commercial Bid' shall contain only the Techno-Commercial Part of this tender document duly filled in and signed using DSC, without price part as mentioned above.

**C. Content of price bid:** The 'Price Bid' shall contain 'Bill of Quantity' duly entered online and signed using DSC. Any condition imposed in 'Price Bid' shall make the bid liable for outright rejection.

**D. Bidder liability to understand in full:** The bidder shall be deemed to have carefully examined and fully understood the General Instructions to Bidders, the Special Conditions of the Contract, General Conditions of Contract, Scope of Work, Eligibility Criteria, Terms of Payment, Evaluation Criteria, etc.

- 19 A bidder would be disqualified for providing misleading or false information in the statements and documents submitted as well as with tampering of tender document.
- 20 **Withdrawal of Tender:** Withdrawal of tender/offer within the validity period of the tender shall result in forfeiture of the Earnest Money.
- 21 The rate quoted in the tender shall hold good and shall be binding on the tenderer. No escalation on the rates will be entertained during the contractual period other than that mentioned in the clause for Fuel Escalation / De-escalation.
- 22 The successful tenderer shall be in all cases responsible for the execution of the work in accordance with the Terms and Conditions of Tender, Special Conditions of Contract, Scope of Work & Specifications, Rate Schedule, General Conditions of Contract, Forms and Agreement.
- 23 Disclosure/indication of price in Techno-commercial Bid shall render the tender disqualified and rejected.
24. **PRE-BID MEETING:**

(a) A Pre-Bid meeting (off-line) shall be held on as per time schedule mentioned above. In case of offline meeting, it will be held at the Office of the CME, Syama Prasad Mookerjee Port, Kolkata, 8, Garden Reach Road, Kolkata – 700043. The Bidders may participate in the same, if they so desire.

(b) The intending bidders are advised to formulate their queries relating to any aspect mentioned in the tender document or any clarification required well in advance and forward the same in writing or by e-mail to [ddas@kolkataporttrust.gov.in](mailto:ddas@kolkataporttrust.gov.in) and [cme@kolkataporttrust.gov.in](mailto:cme@kolkataporttrust.gov.in) in advance of the pre-bid meeting to the CME, Syama

Prasad Mookerjee Port, Kolkata, 8, Garden Reach Road, Kolkata – 700043 so that the same may be discussed / clarified in the Pre-Bid meeting. During the Pre-Bid meeting, the queries received in advance would be clarified first followed by those raised during the meeting.

(c) Modifications / amendments, if any, to the terms and conditions of the original tender, scope of the project etc. as decided in the pre-bid meeting which the intending bidder is to note for submitting their tender. The amendments / modifications / clarifications shall be hosted in the Railtel eNivida Portal and also on SMPK website in the form of an "Addendum" which shall become an integral part of the tender document for all purposes and shall be binding on the bidder.

(d) Attending the Pre-Bid meeting will be helpful for the intending bidder but is not mandatory.

**25. AMENDMENT OF TENDER DOCUMENT: ISSUING ADDENDA / CORRIGENDA etc. :**

At any time prior to the due date for submission of tender, KDS, SMPK may, for any reason, whether at its own initiative or in response to queries / clarifications raised by the intending bidder(s) during pre-bid meeting or otherwise, modify the tender document by issuance of addenda / corrigenda to the bidders. The bidders are advised to note the details of addenda/corrigenda etc., as may be published on Railtel eNivida Portal (and also on SMPK's website), prior to submission of bids.

**26. Acceptance of offer:**

It is not obligatory on the part of the Trustees to accept the lowest offer. They reserve the right to accept a tender in full or in part and /or reject tender(s) without assigning any reason.

**27. Deviations from Terms and Conditions**

No deviation of any terms and conditions as mentioned in the subject document would be accepted.

**28. FORCE MAJEURE:**

28.1 Force Majeure Event - Force Majeure Event shall mean any event or circumstance or a combination of events and/or circumstances set out hereunder or the consequences thereof which materially and adversely affect the successful bidder in due performance of its various obligations under the contract.

(a) Acts of God, rain, storm, cyclone, hurricane, flood, fire, etc.

(b) Strikes, boycotts or other forms of labour unrest, excluding strike or boycotts by employees of the successful bidder.

(c) Act of war, riot, etc..

**28.2 Notice of Force Majeure Event** - The successful bidder shall give notice to KDS, SMPK in writing of the occurrence of the Force Majeure Event ["the Notice"] as soon as the same arises which in any event shall be within 24 hours from the time of occurrence.

The notice shall inter-alia include full particulars of:

(a) The nature, time of occurrence and extent of the Force Majeure Event with evidence in respect thereof,

(b) The duration or estimated duration and the effect or probable effect which such Force Majeure Event has or will have on the successful bidder to perform its obligations under the contract,

(c) The measures which the successful bidder has taken or proposes to take, to alleviate the impact of the Force Majeure Event, and

(d) Any other relevant information.

**28.3 Period of Force Majeure** - Period of Force Majeure shall mean the period from the time of occurrence specified in the notice given by the successful bidder in respect of the Force Majeure Event until the earlier of:

(a) Expiry of the period during which the successful bidder is excused from performance of its obligations

Or

(b) Termination of the contract.

**28.4 Performance Excused** - The successful bidder, to the extent rendered unable to perform its obligations or part thereof under the contract as a consequence of the Force Majeure Event, shall be excused from performance of the obligations provided that the excuse from performance shall be of no greater scope and of no longer duration than is reasonably warranted by the Force Majeure Event.

**28.5 Resumption of Performance** - During the period of Force Majeure, the successful bidder shall make all reasonable efforts to limit or mitigate the effects of the Force Majeure Event on the performance of its obligations under the contract. The successful bidder shall also make efforts to resume performance of its obligations under the contract as soon as possible and upon resumption shall notify KDS, SMPK of the same in writing. SMPK may grant extension of time to the successful bidder for the



performance of any obligation by such period not exceeding the period during which the relative performance was affected by the Force Majeure Event. Such extension may include extension of the contract by KDS, SMPK.

**28.7 Termination due to Force Majeure Event** - If the period of Force Majeure continues or is in the reasonable judgment of the parties likely to continue beyond a period of 90 days, the parties may mutually decide to terminate the contract or continue the contract on mutually agreed revised terms.

**29. a) CLARIFICATION DURING EVALUATION PROCESS:**

To assist in the process of evaluation of Tender, KDS, SMPK may, at its sole discretion, ask any Bidder to provide additional documents/details, seek clarification in writing / email from any bidder regarding its offer. The request for providing such additional details/documents and/or clarification and the response shall be in writing / email. KDS, SMPK reserves the right to reject any offer which is non-responsive.

**b) Verification of Credentials:**

Syama Prasad Mookerjee Port, Kolkata may get the experience certificate of the bidders verified from their issuing organizations. In case of any discrepancy regarding the said experience certificate submitted by the tenderer vis-a vis the confirmation against the same by its issuing organization, the offer of the tenderer shall be liable for disqualification.

**30. CONFIDENTIALITY:**

Information required by KDS, SMPK from the bidder for the purpose of examination, evaluation etc. of offer will be kept confidential by KDS, SMPK and no such information will be divulged, unless it is ordered to do so by any authority that has power under the law to do so.

**31 TIMING:** The normal duty hours of the vehicles shall be for 24 hours a day throughout the year. For vehicles, "Day" shall mean the period starting from 6.30 a.m. of a day ending at 6.30 a.m. on the next day.

**32 RATES QUOTED TO BE FULLY INCLUSIVE OF ALL EXPENDITURE:**

The successful contractor must have cleared all duties/charges with regard to Road Taxes, Insurance and otherwise complied with all Rules and Regulations of the Central and the State Govt.

SMPK shall not be liable to pay any money to the contractor at all in way of operation of this contract, except for quoted rates only, and all other charges/costs should be borne by the contractor. However, SMPK would reimburse the toll charges, parking fees at actual on production of documentary evidence, to the contractor, if required.

- 33 **ESCALATION / DE-ESCALATION CLAUSE:** During the period of contract for 3( three) years, the contractor shall not be entitled to receive any escalation for any increase in the price of labour, materials, spares or any other items, except for fuel oil (HSD). In other words, escalation of rates, if any, will be admissible on running charges only and not on hourly charges / minimum hire charge.

The rate of escalation shall be the actual difference between the rate in price of fuel prevailing on the date of opening of the price bid and the date from which the escalation is affected. For the purpose of calculating the escalation on account of fuel oil, the rate of consumption of Diesel per km. run of an vehicle shall be considered as follows:

Rate of consumption of HSD per run of Bus ..... 0.1 Ltr/Km.

So, the extent of escalation would be ..... (B-A) X 0.1

Example : Fuel price I) pre-escalation price of HSD/ ltr. = A

II) post-escalation price of HSD/ltr. = B

Escalation will be allowed maximum once in a month, on the basis of the price of Diesel of IOC, Kolkata prevailing on the last day of the previous month. (escalation / de-escalation, if any, will be effected from the 1<sup>st</sup> day of the next month). In case of decrease in the price of Diesel, the running charges will be lowered as per the aforesaid formula of escalation

As the contractor will raise his transport bill on hourly basis, escalation will be allowed on the km. actually covered as per log-book reading.

- 34 **LOG BOOKS AND RECKONABLE KILOMETERAGE:**

(i) Printed daily Log book in prescribed format shall have to be supplied by the contractor(s) at his/her (their) own cost for each vehicle. Log book shall be maintained by the authorised user. The contractor(s) or the driver(s) of vehicle shall not write anything in the Log Book. The opening and closing reading of the odometer shall be recorded in the Log on each day and the same shall be signed by the authorised official/user. The corresponding timings shall also be recorded in the Log regularly.

(ii) The details recorded in the Log book and duly signed by the authorised user shall form the basis of payment.

(iii) The reading on the odometer of the vehicle at the time of reporting shall be considered as the opening reading (Kilometerage) for the concerned day. The closing reading (Kilometerage) for any day shall be the one on the vehicle's odometer at the time of its release. These opening and closing readings of the odometer shall form the basis of calculation of actual run of vehicle for any given day. The said difference of km will be added cumulatively for determining the km for fuel escalation/de-escalation.

- 35 **PLACEMENT OF VEHICLES FOR INSPECTION ON DEMAND:**

On demand, the contractor shall place the vehicle intended to be supplied to the Trustees, along with the following valid original documents before the requisitioning authority/representative of CME:

- a) Registration Certificate/Blue Book
- b) Insurance Certificate
- c) Token indicating payment of Road Tax
- d) 'Pollution under control' certificate
- e) Appropriate valid Driving License of the driver
- f) CF certificate

SMPK shall not pay any charges for placement of vehicles for inspection.

Only those vehicles with specific registration numbers passed by the users/requisitioning authority(i.e. Department/Division of SMPK), after inspection, shall be deployed. If a pre-inspected vehicle is required to be substituted for any reason, the replacement vehicle should be similarly inspected.

**36 PAYMENT AGAINST HIRE OF VEHICLES:** For hire of 24 hours fixed duty vehicle, the payment will be made on the basis of quoted hourly detention charges .

**37 (A) EVALUATION OF TECHNO-COMMERCIAL BID:**

The techno-commercial offers of the bidders found responsive will then be evaluated as per eligibility criteria as detailed in this tender document.

SMPK reserves the right to get the financial capability of the bidder verified from the Annual Accounts of the bidder (to be submitted along with Techno-Commercial Bid) and in case of any discrepancy found, findings, as will be ascertained by KDS, SMPK, shall prevail for the purpose of evaluation.

Mere submission of offer / participation shall not mean that it will be automatically considered qualified and entertained. Such qualification will be done at the time of evaluation of offers.

**(B) EVALUATION OF PRICE BID:**

i) The hourly rate of the item of BOQ (i.e. Bill of Quantities or 'Rate Schedule' as at page-30) will be evaluated on L1 basis ( i.e. on lowest offer basis for selection of successful tenderer as per table given below). There shall be no COUNTER CONDITIONS / DEVIATIONS WHATSOEVER in the price bid. Non compliance of the same shall result in outright rejection of the offer.

ii) The Bill of Quantity must contain the comprehensive price offer excluding statutory components like G.S.T, at applicable rates.

The tenderer must not keep any column/space blank in any item under the **Rate Schedule**, else the tender shall be liable for disqualification.

**Methodology of Evaluation of Quoted Rates for selection of successful tenderer**

**For the work “Supply and operation of 2 nos. Bus, Model: Force-Traveller or equivalent of about 25/26 seating capacity to be deployed at NSD of Syama Prasad Mookerjee Port, Kolkata round-the-clock for a period of 3 years”**

Hourly quoted rate per bus X evaluated quantity	Total Evaluated cost (in Rs.) (to be done by SMPK)
(A) Hourly Quoted rate per bus x 2 (no. of bus) x 24 (daily duty hours) x 365 (no. of days in a year) x 3 (contract duration)	
Total Evaluated cost = (A)	

**N.B.: GST will not be taken into consideration for the purpose of evaluation.**

**38. BILL OF QUANTITY:**

The tenderers should submit their offer according to the BOQ mentioned in the tender document. The price quoted for operating and maintaining the vehicle should include all charges, except GST which will be paid extra at actuals

**39. PERIOD OF CONTRACT:**

(a) The contract shall remain valid for a period of 36 months from the date of its commencement, subject to satisfactory performance.

.....

## **Annexure-D**

**NIT No. SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022**

### **SPECIFICATION AND SCOPE OF WORK FOR**

**“Supply and operation of 2 nos. Bus, Model: Force-Traveller or equivalent of about 25/26 seating capacity to be deployed at NSD of Syama Prasad Mookerjee Port, Kolkata round-the-clock for a period of 3 years”**

The work comprises supply of :

**(I) 2 Nos. of Fixed Duty BUS**, having sitting arrangement for a minimum of **25/26** passengers and a driver.

Each Bus is to be supplied on daily basis for (24 Hrs.) a day and all the days in a year including Sundays and holidays, with one driver.

Each bus should have seating arrangement for **25/26** passengers( minimum) excluding driver.

The bus should be of latest BS complaint.

The buses should be painted in yellow colour with orange beacon light to be fitted at the front top portion of the bus. Further name of Syama Prasad Mookerjee Port including its logo to be painted on the front & side faces of the buses.

The buses should be supplied in good working condition throughout the tenure of contract of 3 years and should be registered with Motor Vehicles Department of the Govt. of West Bengal on or after 01.09.2020.

.....

**Annexure-E**

**NIT No. SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022**

**RATE SCHEDULE FOR**

**“Supply and operation of 2 nos. Bus, Model: Force-Traveller or equivalent of about 25/26 seating capacity to be deployed at NSD of Syama Prasad Mookerjee Port, Kolkata round-the-clock for a period of 3 years”**

**THIS IS A SAMPLE FOR QUOTING PART-II (PRICE BID) OF INSTANT TENDER.  
BIDDERS ARE REQUESTED NOT TO QUOTE HERE. THE PRICE PART TO  
BE QUOTED ONLINE ONLY.**

**A.**

<b>Item</b>	<b>(in Rs.)</b>
<b>Hire charge per hour per Bus</b>	

**N.B.** The rate quoted by the tenderer should be inclusive of all statutory levies except GST, which will be paid extra at actuals.

**GST will not be taken into consideration for the purpose of evaluation.**

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

Signature of the witness along with address

Signature of the tenderer along with address  
& official seal

Date:

NIT No.SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022

[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD, SIGNED,  
SCANNED AND UPLOADED]

**Covering Letter/Undertaking**

Ref. No.....

Date

.....  
The Chief Mechanical Engineer,  
Syama Prasad Mookerjee Port, Kolkata ,  
Mechanical and Electrical Engineering Department,  
8, Garden Reach Road,  
Kolkata – 700 043

Dear Sir,

1. We, .....(Name of Tenderer) having examined the Tender Document and understood its contents, hereby submit our Tender for **“Supply and operation of 2 nos. Bus, Model: Force-Traveller or equivalent of about 25/26 seating capacity to be deployed at NSD of Syama Prasad Mookerjee Port, Kolkata round-the-clock for a period of 3 years”** (NIT No.SMP/KDS/Mech/DC-II/618 dated 29.09.2022) and confirm that we have fully read , understood and unconditionally accept all the terms and conditions of the same including the Addendum/Corrigendum (if issued).
2. All information and proofs provided in the Tender including Addendum and in the Appendices are true and correct and all documents accompanying such tender are true copies of their respective originals.
3. We shall make available to Syama Prasad Mookerjee Port, Kolkata (hereinafter referred to as SMPK) any additional information it may find necessary or require to supplement or authenticate the Tender.
4. We, .....(Name of Tenderer) hereby undertake that we will abide by the decisions of SMPK in the matter of examination, evaluation and selection of Successful Tenderer and shall refrain from challenging or questioning any decision taken by SMPK in this regard. We further acknowledge the right of SMPK to reject our tender without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We also certify the following

- (a) We have not been debarred/banned or delisted/blacklisted by the Central/State Govt. or any entity controlled by them or any other legal authority from participating in any Tender/Contract/Agreement of whatever kind
- (b) We have also not been expelled from any project or contract nor have had any contract terminated for breach in the last 3 years ending on the date of opening of the techno commercial part of the tender.
- 6. We declare that:
  - (a) We have examined and have no reservations to the Tender Document, including the Addendum, if any, issued by SMPK thereon.
  - (b) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt, fraudulent or coercive practices to influence the evaluation process of the tender.
- 7. We understand that SMPK reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reason thereof.

Yours faithfully,

Signature of Tenderer.....

Name: .....

Designation: .....

Date : .....

Seal of the tenderer.....

.....



**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD, SIGNED,  
SCANNED AND UPLOADED]**

**NIT No. SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022**

**Profile of the Tenderer**

1. (a) Name: .....
- (b) Country of incorporation: .....
- (c) Address of the corporate headquarters and its branch office(s), if any in India:.....
- (d) Date of incorporation and commencement of business: .....
2. Brief description of the Company including details of its main lines of business and proposed role and responsibilities in connection with implementation of the tender.
3. Details of individual(s) of the Tenderer who will serve as the point of contact/communication with SMPK.
  - (a) Name:
  - (b) Designation:
  - (c) Company:
  - (d) Address:
  - (e) Telephone Number (land & Mobile):
  - (f) E-Mail Address:
  - (g) Fax Number:
4. Details of the Authorised Signatory of the Tenderer:
  - (a) Name:
  - (b) Designation:
  - (c) Company:
  - (d) Address:
  - (e) Telephone Number (land & Mobile):
  - (f) E-Mail Address:
  - (g) Fax Number:

Signature of Tenderer.....

Name: .....

Designation: .....

Date : .....

Seal: .....

.....

**ANNEXURE –H**

**NIT No.SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022**

**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD, SIGNED,  
SCANNED AND UPLOADED]**

**Undertaking to be submitted in lieu of uploading/submitting signed copy of full tender document**

Ref. No.....

Date

.....

The Chief Mechanical Engineer,  
Syama Prasad Mookerjee Port, Kolkata ,  
Mechanical and Electrical Engineering Department,  
8, Garden Reach Road,  
Kolkata – 700 043

Dear Sir,

1. We, .....(Name of Tenderer) have fully read and understood the entire Tender Document, GCC, and Addenda, if any, downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC and Addenda.

We are submitting this undertaking in lieu of submission of signed copy of the full tender document.

Yours faithfully,

Signature of Tenderer.....

Name: .....

Designation: .....

Date : .....

NIT No.SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022

[DOCUMENT TO BE DOWNLOADED, FILLED IN, SIGNED, SCANNED AND UPLOADED]

(On Non-judicial Stamp Paper worth Rs.10/-)

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

**AFFIDAVIT**

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

1. THAT I am the proprietor/partner of ..... having office  
at..... and carrying on business on the said name and  
style. (In case the above Deponent is an enlisted Contractor at Syama Prasad Mookerjee Port,  
Kolkata , 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 filed before the Syama Prasad Mookerjee Port, Kolkata as  
per the Clause No. .... of the Tender No.  
..... issued by the Syama Prasad Mookerjee Port, Kolkata in respect  
of the work .....(the work is to be mentioned).....

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

DEPONENT

Identified by me.

**INDEMNITY BOND**

(On Non-Judicial Stamp Paper worth Rs.50/-)

**NIT No.SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022****[DOCUMENT TO BE DOWNLOADED, FILLED IN, SIGNED, SCANNED AND UPLOADED]**

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 Mechanical Engineering Department, Syama Prasad Mookerjee Port, Kolkata (A Statutory Body under MPT Act, 1963).

2. WHEREAS, the said Syama Prasad Mookerjee Port, Kolkata had asked the every tenderer, who is not covered under E.S.I. Act or exempted to furnish an Indemnity Bond in favour of Mechanical & Electrical Engineering Department, Syama Prasad Mookerjee Port, Kolkata 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 Syama Prasad Mookerjee Port, Kolkata against all damages and accidents occurring to the Labourers of the Tenderer/Contractor as demanded by the Syama Prasad Mookerjee Port, Kolkata and which shall be legal and/or claimed by the Syama Prasad Mookerjee Port, Kolkata during the execution of the work stated in the NIT No. .... of .....
4. AND the Contractor hereunder agrees to indemnify and at all times keep indemnified the Syama Prasad Mookerjee Port, Kolkata 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 ..... day of..... in the year .....at .....

(Signature of the Indemnifier)

**Sureties :**

1. Name :.....

Address : .....

2. Name :.....

Address : .....

**(Witnesses)**

Name :.....

Address :.....

**NIT No.SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022****BID RESPONSIVE CHECKLIST**

[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD, SIGNED, SCANNED AND UPLOADED]

<u>Sl. No.</u>	<u>Particulars</u>	<u>Cover No.</u>	Submitted/ Not submitted [Put √ if submitted and put X if not submitted]
1.	<b>EARNEST MONEY DEPOSIT (EMD)</b> to be submitted in the form of CTS Banker's Cheque/ Demand Draft/Pay Order of any of a Scheduled Bank of India. Or, NSIC/DIC Registration certificate as applicable.	Cover-I	<input type="checkbox"/>
2.	<b>TENDER FEE</b> to be submitted in the form of CTS Banker's Cheque/ Demand Draft/Pay Order of any of a Scheduled Bank of India. Or, NSIC/DIC Registration certificate as applicable.	Cover-I	<input type="checkbox"/>
3.	Profile of Tenderer (as per Annexure – G), duly filled in completely, signed & stamped.	Cover-I	<input type="checkbox"/>
4.	Declaration from the tenderer in the form of a Covering Letter with certain undertakings and also that they or their associates have not been banned or delisted by any government or quasi –government agencies or PSUs in India as per enclosed Proforma in Annexure-F.	Cover-I	<input type="checkbox"/>
5.	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.	Cover-I	<input type="checkbox"/>
6.	Copies of self attested Audited Balance Sheet and Profit and Loss Account for the financial years 3 years viz. 2018-2019, 2019-2020 and 2020-2021 and the same should be audited as per relevant norms wherever required. In case the Audited Accounts Statement for the same year 2020-21 is not available, the same can be submitted, duly certified by a Chartered Accountant [duly signed and stamped by the Tenderer].	Cover-I	<input type="checkbox"/>
7.	Undertaking of the tenderer to be submitted as per enclosed Pro-forma (Annexure –H) in lieu of submission of signed copies of the full Tender document.	Cover-I	<input type="checkbox"/>
8.	Self Attested Proof of possession of valid Employees' Provident Fund (EPF) Account.	Cover-I	<input type="checkbox"/>
9.	Proof of being registered with Employees' State Insurance Corporation (ESIC) or else Affidavit ( Annexure-I) and Indemnity Bond (Annexure-J) to be submitted in lieu of ESI Registration.	Cover-I	<input type="checkbox"/>

<u>Sl. No.</u>	<u>Particulars</u>	<u>Cover No.</u>	Submitted/ Not submitted [Put ✓ if submitted and put X if not submitted]
10.	Form of Tender, duly filled up and signed except price part.	Cover-I	<input type="checkbox"/>
11.	Self Attested Valid Professional Tax Clearance Certificate / Up to date tax payment challan.	Cover-I	<input type="checkbox"/>
12.	Self Attested Valid Trade Licence.	Cover-I	<input type="checkbox"/>
13.	Self Attested GST Registration Certificate.	Cover-I	<input type="checkbox"/>
14.	Copy of self attested PAN Card issued from Income Tax Department.	Cover-I	<input type="checkbox"/>
15.	Self-declaration about 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) that the tenderer is/are not associated with any other Firm bidding for the same work.	Cover-I	<input type="checkbox"/>
16	An affidavit executed by a First Class Judicial Magistrate that 'the no. of employees of the tenderer's firm is less than 20' is required to be submitted.	Cover-I	<input type="checkbox"/>
17	Joint Venture Terms & Formats	Cover-I	<input type="checkbox"/>
18	Whether bidder will supply new bus (Please tick in box for supply of new bus & put X mark if new bus is not supplied)	Cover-I	<input type="checkbox"/>

**Signature and Seal of the Tenderer**

Seal of the tenderer.....

**ANNEXURE –L**

**NIT No.SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022**

**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S LETTERHEAD,  
SIGNED, SCANNED AND UPLOADED]**

<b>Details of contracts by the Firm/ Agency / Individual during the last seven years and also for ongoing contracts in the field of Supply and Operation of Bus for fulfilling Pre-Qualification Criteria of the Tenderers as per Annexure-B</b>					
Give details and attach copies of Orders and Certificates on performance obtained from the office concerned. Attach separate sheets, if required.					
Sl. No.	Name and address of the Organization, (Name, Designation and contact telephone number of the officer concerned)	Details regarding the contract	Annual value of contract (In Rupees)	Duration of contract	
				From (DD/MM/YY)	To (DD/MM/YY)

I/We ..... s/d of Sri ..... proprietor / partner / director / authorised signatory  
of..... (Name of Firm / Agency / Individual) sign this declaration and execute this tender document.

I/We have carefully read and understood all the terms and conditions of the tender and hereby  
convey my / our acceptance of the same.

The information or documents furnished along with the above application are true and authentic to the best of my  
knowledge and belief.

I/ We, am / are well aware of the fact that furnishing any false information / fabricated document would lead to  
rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of authorized person**

**Full Name &Company's Seal**

**Date:**

**Place:**

**Joint Venture Terms & Formats**

In case the tender is submitted in joint venture (JV), the Bidder shall submit the following confirmation along with their offer submitted for this tender.

- i.) All joint venture agreements shall ensure that all parties of the joint venture are individually and jointly responsible for the tender conditions and such agreements are legally valid.
- ii.) Joint venture should be in the nature of legally acceptable agreements and such agreements should be notarized as per format **Annexure-FF**.
- iii.) Such joint venture agreement should contain explicitly the scope and responsibilities of all the partners in the joint venture in terms of financial and technical commitments/contribution. The members of JV should be equally, severally and jointly responsible.
- iv.) One of the members of the joint venture (JV) shall be authorized as being in-charge (lead member), and this authorization shall be evidenced by a power of attorney duly signed by the authorized signatories of the joint venture (JV) Members as per the format enclosed in the tender document as (**Annexure-BB**).
- v.) The Lead Partner shall be authorized to incur liabilities and receive instructions for & on behalf of any & all the partners. The entire execution of the contract, including payment, shall be carried out exclusively through the Lead Partner. During the entire period of the contract, the Lead Partner cannot be changed. In the event of the Lead Partner becoming defunct, selection of the new Lead Partner would be made, as may be mutually agreed between the remaining partner(s) and SMPK, without any additional financial involvement. As the approval towards such new Lead Partner is the sole discretion of SMPK, it must be approved by them, in writing. The said new Lead Partner shall also be jointly, as well as severally, liable with the remaining partner(s) for the satisfactory performance of the contract as per the scope of these bidding documents.
- vi.) The validity of the joint venture agreement entered upon on the award of Letter of Acceptance (LOA) by the port should continue for the entire period of contract as specified in the tender. All such agreements shall be irrevocable for the above periods.
- vii.) Where the bidder is a joint venture (JV), the average annual financial turnover of the individual members forming the joint venture (JV) shall be submitted.
- viii.) The purchaser of the tender document must be a member of the joint venture (JV) submitting the tender.
- ix.) It is clarified that an unsuccessful bidder or JV shall not be permitted to join a successful JV whose bid is accepted at a later date.
- x.) In case of a joint venture (JV), the combined Technical and Financial Capability of those members forming the Joint Venture as explained in this tender document, should satisfy the conditions of eligibility as defined in the pre-qualification criteria of the tender document.
- x) A Power of Attorney is to be executed before Notary Public on a Non-Judicial Stamp Paper of at least Rs 10 by all members of the joint venture for signing of tender as per format **Annexure-AA**.
- xi) Further, a Power of Attorney is to be executed before Notary Public on a Non-Judicial Stamp Paper of at least Rs 10 by the lead member of the joint venture for signing of tender as per format **Annexure-BB**.



- xii) Details of similar works executed successfully by the tenderer and details of financial capability of the tenderer is to be submitted as per format **Annexure-CC & Annexure-DD** respectively.
- xiii) All the members of the Joint Venture participating in the tender must not have been debarred by the Central / State Government or any Entity controlled by them or any other legal authority for participating in any tender / contract / agreement of whatever kind. An undertaking in this regard shall be given by the Tenderer in the Covering Letter as per **Annexure-EE**.

**Annexure-AA**

**Format For Power Of Attorney For Signing Of Tender**

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

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

**POWER OF ATTORNEY**

To whomsoever it may concern

Mr. \_\_\_\_\_ [Name of the Person(s)],  
residing at \_\_\_\_\_ [Address of the person(s)], acting  
as \_\_\_\_\_

(Designation of the person and name of the firm), and whose signature is attested below, is hereby  
authorized on behalf of \_\_\_\_\_

[Name of the Tenderer (in case of a Joint Venture, name of the lead member)] to sign the tender [(Tender  
No. \_\_\_\_\_ and \_\_\_\_\_ (Tender subject-  
“.....”)] and

submit the same and is hereby further authorized to provide relevant information/ document and respond  
to the enquiry's etc. as may be required by Syama Prasad Mookerjee Port, Kolkata (SMPK) in respect of  
the tender.

And I/ we hereby agree that all acts, deeds and things lawfully done by our said attorney shall be  
construed as acts, deeds and things done by us and I/ we undertake to ratify and confirm all and  
whatsoever that my / our said attorney shall lawfully do or cause to be done for me / us by virtue of the  
power hereby given.

(Attested signature of Mr. \_\_\_\_\_)

For \_\_\_\_\_ (Name of the Tenderer / Joint Venture Members with Seal)

**Note –**

(In case of Joint Venture, representative of all members must sign)

**Format For Power Of Attorney For Lead Member Of Joint Venture**

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

**POWER OF ATTORNEY**

Whereas Syama Prasad Mookerjee Port, Kolkata (“the Authority”) has invited tenders from interested parties for “.....” (Tender No. ....).

Whereas, ....., ..... And ..... (collectively the “Joint Venture”) being members of the Joint Venture are interested in bidding for the Tender in accordance with the terms and conditions of the Tender Document and other connected documents in respect of the said tender, and

Whereas, it is necessary under the Tender Document for the members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Tender and its execution.

**NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS**

We, M/s. .... having our registered office at ....., M/s. .... having our registered office at ....., M/s. .... having our registered office at ....., and M/s. .... having our registered office at ....., [the respective names and addresses of the registered office] (hereinafter collectively referred to as the “Principals”) do hereby designate, nominate, constitute, appoint and authorize M/s. .... having its registered office at ....., being one of the members of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the “Attorney”). We hereby irrevocably authorize the Attorney to conduct all business for and on behalf of the Joint Venture and any one of us during the bidding process and, in the event the Joint Venture is awarded the Contract, during the execution of the contract, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the pre-qualification of the Joint Venture and submission of its bid(s) for the tender, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre Bid and other conferences/meetings, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of bid(s) of the Joint Venture and generally to represent the Joint Venture in all its dealings with the Authority, and/or any other Government Agency or any

person, in all matters in connection with or relating to or arising out of the Joint Venture's bid(s) for the tender and/or upon award thereof till the Agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us / Joint Venture.

IN WITNESS HEREOF WE HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....  
DAY OF .....2019

For  
.....  
.....  
(Name & Title)  
For .....  
.....  
(Name & Title)  
For .....  
.....  
(Name & Title)

Witnesses:

- 1.
  - 2.
  - .....
- (To be executed by all the members of the Joint Venture)

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

**“Supply and operation of 2 nos. Bus, Model: Force-Traveller or equivalent of about 25/26 seating capacity to be deployed at NSD of Syama Prasad Mookerjee Port, Kolkata round-the-clock for a period of 3 years vide NIT No. SMP/KDS/Mech/ DC-II/ADV/618 dated 29.09.2022**

	Name of the similar project / work executed successfully.	Period of the project	Value of the project
Single Entity			
Joint Venture Member 1			
Joint Venture Member 2			

Instructions:

1. The single entity tenderer / each member of Joint Venture should furnish its details in the appropriate column.
2. The description of each of the project/work shall have to be provided while giving the following details:
  - (a) Location of the project/work
  - (b) Contact details of the concerned projects/work
    - (i) Name of Contact Person(s)
    - (ii) Designation(s)
    - (iii) Address
    - (iv) Telephone/Mobile No.
    - (v) Fax
    - (vi) Email

Signature of Power of Attorney Holder(s).....

Name: .....

Designation: .....

Date: .....

Seal:

CERTIFIED BY

Name of Chartered / Certified Accountant Firm .....

Registration Number & other details .....

Name of the Signatory.....

Signature .....

Designation .....

Date .....

Seal

**Annexure-DD**

**Details Of Financial Capability Of The Tenderer**

(In Rs. Crore)

Applicant Type	Annual Financial Turn Over
	Average on last 3 years
Joint Venture Member 1	
Joint Venture Member 2	

Please add more rows depending upon Joint Venture Members.

Instructions:

1. The Joint Venture Tenderer including each members should submit its details in the appropriate column.

Signature of Power of Attorney Holder(s).....

Name: .....

Designation: .....

Date : .....

Seal

CERTIFIED BY

Name of Chartered Accountant Firm .....

Registration No. & other details .....

Name of the Signatory .....

Signature .....

Designation .....

Date



**Covering Letter( In case of Joint Venture)**

**Dated :**

To,

The Chief Mechanical Engineer  
Syama Prasad Mookerjee Port, Kolkata ,  
Mechanical and Electrical Engineering Department  
8, Garden Reach Road  
Kolkata-700043

Dear Sir,

- 1) I/we, \_\_\_\_\_ (Name of tenderer) having examined the Tender Document and understood its contents, hereby submit our tender for ..... at, Syama Prasad Mookerjee Port, Kolkata .
- 2) All information provided in the tender including Addenda and in the Appendices are true and correct and all documents accompanying such tender are true copies of their respective originals.
- 3) I/We shall make available to Syama Prasad Mookerjee Port, Kolkata (hereinafter referred to as SMPK) any additional information it may find necessary or require to supplement or authenticate the Tender
- 4) I/we acknowledge the right of SMPK to reject our tender without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 5) I/we also certify the following
  - a. I/we / any of the Joint Venture member (as the case may be) have not been debarred by the Central/State Govt. or any entity controlled by them or any other legal authority for participating in any tender / contract / agreement of whatever kind
  - b. I/we certify that in the last three years, I/We/any of the Joint Venture members or our / their associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority/entity nor have had any contract terminated by any public authority / entity for breach on our part.
- 6) I/we declare that :
  - a. I/we have examined and have no reservations to the Tender Document, including the Addenda issued by SMPK thereon
  - b. I/we hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt, fraudulent or coercive practices to influence the evaluation process of the tender.

- 7) I/we understand that SMPK reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reason thereof.
- 8) \_\_\_\_\_ ( Name of Tenderer) hereby undertakes that I/we will abide by the decision of SMPK in the matter of examination, evaluation and selection of successful tenderer and shall refrain from challenging or questioning any decision taken by SMPK in this regard.

Thanking you,

Yours faithfully,

**Signature of Power of Attorney Holder(s).....**

**Name: .....**

**Annexure-FF**

**FORMAT IN CASE OF JOINT VENTURE AGREEMENT**

(To be submitted on stamp paper)

This Joint venture agreement is made at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 2019 between M/s. \_\_\_\_\_ (please indicate the status viz. Proprietor, firm, Company) represented through its proprietor /partner or Director (hereinafter referred to as “first Party” ) and M/s. \_\_\_\_\_ (Please indicate the status viz. Proprietor, Firm, Company ) represented through its proprietor /partner or Director ( hereinafter referred to as “Second Party”) WHEREAS the First party is engaged in the \_\_\_\_\_ business \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ AND

WHEREAS THE Second Party is engaged in the business of \_\_\_\_\_

AND WHEREAS both the parties are desirous of entering into a joint venture for carrying on the work of SYAMA PRASAD MOOKERJEE PORT, KOLKATA in connection with work of \_\_\_\_\_ (please mention the work of the tender).

AND WHEREAS the First Party and Second Party have agreed to form joint venture for execution of subject works.

**NOW THIS DEED WITNESSED AS UNDER:**

- a. That under this Joint Venture Agreement the work will be done jointly by the first party and second party in the name and style of M/s \_\_\_\_\_.
- b. It is further agreed by the Joint Venture Partner that \_\_\_\_\_ of M/s. \_\_\_\_\_ has been nominated as Lead Partner for the execution of the works.
- c. That all the parties shall be liable jointly, equally and severally for the satisfactory execution of the contract in all respect in accordance with terms and conditions of the contract and the lead partner shall be authorised to incur liabilities and receive instruction for and on behalf of any and all the partners and parties of the Joint Venture and the entire execution of the contract including payment shall be done exclusively with the lead partner.
- d. THE PROPOSED PARTICIPATION SCOPE OF ACTIVITIES TO BE PERFORMED AND RESPONSIBILITIES OF EACH:

The proposed administrative arrangement, participation, scope of activities to be performed and responsibilities for the execution of the work of the each party shall be as under:

First Party:

Second Party:

e. The turnover and experience of each party is as under:

First Party:

Second Party:

- f. Subject to above, the parties shall depute their experienced staff as required for the works and plants, equipment, machinery etc. as requires for execution of works, will be deployed by each Joint Venture partners for execution of the contract.
- g. In the event of default by any partner in the execution of the part of the contract, the Lead Partner will have the authority to assign the work to any other party acceptable to the Syama Prasad Mookerjee Port, Kolkata to ensure the satisfactory execution of that part of the contract.
- h. The Registered Office of the Joint Venture/Lead Partner shall be at \_\_\_\_\_
- i. The Joint Venture shall regularly maintain in the ordinary course of business a true and correct account of all its incoming and outgoing and also of its assets and liabilities in proper books or account which shall ordinarily be kept at place of business and after Completion of above mentioned work all account shall be taken.
- j. Opening and operation of Bank Account:

The Joint Venture shall open and maintain bank account(s) at \_\_\_\_\_ The Lead Partner as mentioned in Clause (2) above shall have the power to receive the payments on behalf of the Joint Venture and to give discharge on behalf of the Joint Venture.

IN WITNESS WHEFEOF the Parties hereto have signed hereunder at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Party of First Part

Party of Second Part

Witness:

1)

2)

NIT No. SMP/KDS/Mech/DC-II/ADV/618 dated 29.09.2022

**GENERAL CONDITIONS OF CONTRACT FORMS AND AGREEMENT**

**(SANCTIONED BY TRUSTEES UNDER RESOLUTION NO. 92  
OF THE 6<sup>TH</sup> MEETING HELD ON 27<sup>TH</sup> MAY, 1993.**

**(Copy of Booklet Published on May, 1993)**

**1. DEFINITIONS**

- 1.0. In the contract, as here-in-after defined, the following words and expressions shall have the meaning here-in assigned to them, except where the context otherwise required.
- 1.1. **"Employer"** or "Board" or "Trustees" means the Board of Trustees for the Port of Kolkata, a body corporate under Section 3 of the Major Port Trust Act, 1963, including their successors, representatives and assigns.
- 1.2. **"Chairman"** means the Chairman of the Board and includes the person appointed to act in his place under Sections 14 and 14A of the Major Port Trusts Act, 1963.
- 1.3. **"Contractor"** means the person or persons; Firm or Company whose tender /offer has been accepted by the Trustees and includes the Contractor's representative's heirs, successor and assigns, if any permitted by the Board / Chairman.
- 1.4. **"Engineer"** means the Board's official who has invited the tender on its behalf and includes the Chief Engineer, the Chief Mechanical Engineer, the Senior Executive Engineer the Chief Hydraulic Engineer, the Deputy Chief Engineer, the Deputy Chief Mechanical Engineer, the Senior Resident Engineer, The Manager (Infrastructure & Civic Facilities), the Manager (Plant & Equipment) the Deputy Manager ( Infrastructure & Civic Facilities) and the Deputy Manager (Plant & Equipment), or other official as may be appointed from time to time by the employer, with written notification to the Contractor, to act as Engineer for the purpose of the contract, in place of the "Engineer" so designated.
- 1.5. **"Engineer's Representative"** means any subordinate Engineer or Assistant to the Engineer or any other official appointed from time to time by the Engineer to perform the duties set forth in Clauses 2.4 to 2.6 hereof.
- 1.6. **"Work"** means the Work to be executed in accordance with the Contract and includes authorized "Extra Works" and "Excess Works" and Temporary Works.
- 1.7. **"Temporary Works"** means all temporary works of every kind required in or about the execution, completion or maintenance of the works and includes (without thereby limiting the foregoing definitions) all temporary erections, scaffolding, ladders, timbering, soaking vats, site offices, cement and other god owns, platforms and bins for stacking building materials, gantries, temporary tracks and roads, temporary culverts and mixing platforms.
- 1.8. **"Extra Works"** means those works required by the Engineer for completion of the Contract which were not specifically and separately included in the schedule of items of works (i.e., Bills of Quantities) of the tender. "Excess Works" means the required quantities of work in excess of the provision made against any item of the Bill of Quantities.
- 1.9. **"Specifications"** means the relevant and appropriate Bureau of Indian Standard's Specifications (latest revisions) for materials and workmanship unless stated otherwise in the Tender.
- 1.10 **"Drawings"** means the drawings referred to in the Tender and specification and any modification of such drawings approved in writing by the Engineer and such other drawings as may from time to time be furnished or approved in writing by the Engineer.

- 1.11 "**Contract**" means and includes the General and Special Conditions of Contract, Specifications, Drawings, priced Bill of Quantities, the Tender/ Offer, the letter of acceptance of the Tender/Offer, the Contract Agreement if separately entered into and the Schedule of Rates and Price, if any, adopted by the Trustees at their discretion.
- 1.12 "**Constructional Plant**" means all appliances or things of whatsoever nature required in or about the execution, completion or maintenance of the works or temporary works and includes (without thereby limiting the foregoing definition) all machinery and tools but does not include materials or other things intended to form or forming part of the permanent work.
- 1.13 "**Site**" means the land and other places, on, under, in or through which the works are to be executed or carried out and any other lands or places provided by the Trustees for the purpose of the Contract.
- 1.14 "**Contract Price**" means the sum named in the letter of acceptance of the Tender/ Offer of the Contractor, subject to such additions thereto and deduction there from as may be made by the Engineer under the provisions here-in-after contained.
- 1.15 "**Month**" means English Calendar Month.
- 1.16 "**Excepted risks**" are riot in so far as it is uninsurable, war, invasion, act of foreign enemies, hostilities (whether war be declared or not) Civil War, rebellion, revolution, insurrection or military or usurped power or use or occupation by the Trustees of any portion of the works in respect of which a certificate of completion has been issued (all of which are herein collectively referred to as the excepted risks)
- 1.17 Word importing the **singular** only, also includes the **plural** and vice-versa where the context so required.
- 1.18 The **headings and marginal notes** in these General Conditions of Contract shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.
- 1.19 Unless otherwise stipulated the word "Cost" shall be deemed to include overhead costs of the contractor, whether on or off the site.

## **2. DUTIES & POWERS OF ENGINEER & ENGINEER'S REPRESENTATIVE**

- 2.1. The Contractor shall execute, complete and maintain the works in terms of the contract to the entire satisfaction of the Engineer and shall comply with the Engineer's direction on any matter whatsoever.
- 2.2. The Contractor shall take instructions from the Engineer and subject to limitation of Clause 2.5 herein, from the Engineer's Representative
- 2.3. The Engineer shall have full power and authority
- (a) to supply to the contractor from time to time during the progress of the works such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the contractor shall carry out and be bound by the same.
  - (b) to alter or modify the specification of any material and workmanship and to inspect the work at any time.
  - (c) to order for any variation, alternation and modification of the work and for extra works.
  - (d) to issue certificates as per contract
  - (e) to settle the claims & disputes of the Contractor and Trustees, as the first referee.
  - (f) to grant extension of completion time.
- 2.4. The Engineer's representative shall:
- (a) watch and supervise the works,
  - (b) test and examine any material to be used or workmanship employed in connection with the work.
  - (c) have power to disapprove the material and workmanship not in accordance with the contract and the contractor shall comply with his direction in this regard.
  - (d) take measurements of work done by the contractor for the purpose of payment or otherwise.
  - (e) order demolition of defectively done work for its reconstruction all by the Contactor at his own expense,
  - (f) have powers to issue alteration order not implying modification design and extension of completion time of the work and

- (g) have such other powers and authorities vested in the Engineer, which have been delegated to him in writing by the Engineer under intimation to the Contractor.
- 2.5. Provided always that the Engineer's Representative shall have no power:
  - (a) to order any work involving delay or any extra payment by the Trustees,
  - (b) to make variation of or in the works and
  - (c) to relieve the Contractor of any of his duties or obligations under the Contract.
- 2.6. Provided also as follows:
  - (a) Failure of Engineer's Representative to disapprove any work or materials shall not prejudice the power of the Engineer thereafter to disapprove such work or materials and to order the pulling down, removal, braking-up thereof and re-construction at the contractor's cost and the contractor shall have no claim to compensation for the loss sustained by him.
  - (b) If the contractor shall be dissatisfied by reason of any decision of the Engineer's Representative, he shall be entitled to refer the matter to the Engineer who shall thereupon confirm, reverse or vary such decision.
  - (c) Any written instructions or written approval given by the Engineer's Representative to the contractor, within the terms of delegation of power and authority vested in Engineer to his Representative in writing shall bind the contractor and the Trustees as though it had been given by the Engineer, who may from time to time make such delegation. Contractor and the Trustees as though it had been given by the Engineer, who may from time to time, make such delegation.

### **3. THE TENDER / OFFER AND ITS PRE-REQUISITES**

- 3.1. The Contractor shall, before making out and submitting his tender / offer be deemed to have inspected and examined the site, fully consider all factors, risks and contingencies, which will have direct and in direct impact on his expenses and profit from the work and shall be specifically deemed to have taken the following aspects into consideration:
  - (a) The form and nature of the site and its surroundings including their sub-surface, hydrological, tidal and climate conditions, the means of access to the site and all other local conditions including the likely charges and costs for temporary way-leave, if any, required for the work.
  - (b) The drawings, specifications, the nature and extent of work to be executed and the quality, quantity and availability of the required materials and labour for the work and the need to execute the work to the entire satisfaction of the Engineer, and also by complying with the General and Special Conditions of Contract.
  - (c) The accommodation required for the workmen and site office, mobilization / demobilization and storage of all plant, equipment and Construction materials.
  - (d) The sources and means of procurement of water for drinking, washing and execution of work, and source and availability of electrical power, all of Contractor's cost.
  - (e) Payment of taxes and duties and compliance of all applicable statutes, ordinances and law together with the rules made there under, the rules, regulations and bye-laws of public bodies or any local or other authority by the Contractor, keeping the Trustees indemnified against penalties and liabilities of every kind arising from the Contractor's failure in such compliance.
  - (f) Payment of all kinds of stamp-duty for exacting the agreement or for any legal instrument including Bank Guarantees and Indemnity Bonds.
- 3.2. The Contractor's tender shall be in ink on the Tender Forms supplied by the Trustees, unless stipulated otherwise in the Notice-Inviting the Tender and shall be faultless in figures and free from erasing. Corrections, if any, shall only be made by scoring out and initialling of the revised figure.
- 3.3. If required by the Engineer or the Trustees, the Contractors in their tender or subsequently, shall disclose the names of their owners/partners/Share Holders at the required points of time. The failure in this regard shall be treated as a breach and a contract, if entered into, shall be liable to be cancelled.
- 3.4.

- (a) Unless other wise stipulated in the Notice Inviting the Tender/Offer, every tender must be submitted with Earnest Money of the amount calculated as per the following scale.

Estimated Value	Amount of Earnest Money	
	For works contract.	For contract of supplying materials of equipment only
Up to Rs.1,00,000/-	5% of the estimated value of work	1% of the estimated value of work.
Over Rs. 1,00,000/-	2% of the estimated value of work subject to a maximum of Rs.20,000/- and minimum of Rs. 5,000/-	1/2% of the estimated value of work subject to a maximum of Rs. 10,000/- and minimum of Rs. 1,000/-

- (b) Earnest Money shall be deposited with Trustees' treasurer in cash or by Banker's Cheque of any Kolkata Branch of a Nationalized Bank of India drawn in favour of Syama Prasad Mookerjee Port, Kolkata or in the form of an "Syama Prasad Mookerjee Port, Kolkata " and payable at Kolkata / Haldia Holding as the case may be and the receipt granted there for be kept attached to the Tender / offer in the Sealed Cover.
- (c) Earnest Money of un-accepted tender shall be refunded without any interest through A/c. Payee Cheque drawn on a Nationalized Bank of Kolkata / Haldia.
- (d) The enlisted (registered) Contractors of the Trustees, who have deposited fixed Security with the Trustees FA & CAO / Manager (Finance) according to his Class of Registration, shall be exempt from depositing the Earnest Money, as per the following scale:

Class of Registration	Amount of Fixed Security	Financial limit of each tender
A	Rs. 10,000/-	Any tender priced up to Rs. 2,00,000/-
B	Rs. 5,000/-	Any tender priced up to Rs.1,00,000/-
C	Rs. 2,500/-	Any tender priced up to Rs. 50,000/-

- (e)
- (i) Tender submitted without requisite Earnest Money may be liable to rejection.
- (ii) If before expiry of the validity period of his Tender / offer, the tender amends his quoted rates or tender/ offer making them unacceptable to the Trustees and / or withdraws his tender / offer, the Earnest Money deposited shall be liable to forfeiture of the option of the Trustees.
- (f) The Earnest Money of accepted Tender / offer shall be retained by the Trustees as part of the Security Deposit, for which a separate Treasury Receipt shall be issued to the Contractor after cancellation of the previous Receipt of Earnest Money.
- (g) Balance security for works contract shall be recovered by deduction from all progressive Bill (including final Bill, if necessary) @ 10% of the gross value of work in each such bill, so that the total recovery may not exceed the quantum computed as per the under noted percentages of the total value of work actually done up to the stage of completion.

Value of Work	% of Security Deposit for	% of Security Deposit for Contract of
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	works contract	supplying materials and equipments only
For works up to Rs. 10,00,000/-	10% (Ten percent )	1% ( One percent )
For works costing more than Rs.10,00,000/- and up to Rs.20,00,000/-	10% on first Rs. 10,00,000/- + 7½% on the balance	1% on first Rs.10,00,000/- ½% on the balance
For works costing more than Rs.20,00,000/-	10% on first Rs. 10,00,000/- + 7 ½% on next Rs.10,00,000/-+ 5% on the balance	1% on first Rs.10,00,000/-+1/2% on next Rs.10,00,000/-+ ¼% on the balance

- (h) Balance Security for Contract of supplying materials and equipment computed in terms of the percentages given above, shall have to be deposited with the trustees' Treasurer in advance and within 30 days from the date of placement of supply order, either in cash or by A/c. Payee Draft of a Nationalized Bank of India drawn in favour of Syama Prasad Mookerjee Port, Kolkata and payable at Kolkata / Haldia, as the case may be.
- (i) No interest shall be paid by the trustees to the Tenderer / Contractor on the amount of Earnest Money / Security Deposit held by the Trustees, at any stage.

### 3.5.

- (i) The Security Deposit shall be refunded to the Contractor in terms of Clause 9.3 hereinafter and subject to deduction, if any, under the provision of Sub-Clause 3.5(ii) herein below. If, however, the contract provides for any maintenance period, 50% of the Security Deposit may be refunded against any of the Treasury Receipt for that amount on expiry of half of the maintenance period and the balance deposit on the said maintenance period and after the Engineer has certified the final completion of work in form G.C.2 and the Contractor has submitted his "No Claim" Certificate in form G.C.3.
- (ii) The Security Deposit/Earnest Money may be liable to forfeiture at the option of the Trustees, if the Contractor fails to carry out the work or to perform/observe any of the conditions of the contract. The Trustees shall also be at liberty to deduct any of their dues from the Security Deposit, fixed Security, Earnest Money or from any sum due or to become due to the Contractor under any other contract.

- 3.6. If stipulated in the contract as a Special Condition, the Contractor shall have to submit to the Engineer a performance Bond in the form of an irrevocable guarantee from Kolkata/Haldia Branch, as the case may be, of any Nationalized Bank of India in the proforma annexed hereto and for the sum and period as mentioned in the letter of acceptance of the Tender/Offer, within 15 days from the date of such letter, failing which the contract shall be liable to be terminated and the Earnest Money are liable to forfeiture; all at discretion of the Engineer. The cost of obtaining this or any other Bank Guarantee and/or the revalidation thereof, wherever required, has to be borne by the Contractor and it shall be his sole responsibility to arrange for timely revalidation of such bank guarantee, failing which and for non-fulfillment of any contractual obligation by the Contractor, the Engineer and/or the Trustees shall be at liberty to raise claim against the Guarantee and/or enforce the same unilaterally.

## 4. THE CONTRACT & GENERAL OBLIGATIONS OF CONTRACTOR

### 4.1.

- (a) The contract documents shall be drawn-up in English language.
- (b) The contract shall be governed by all relevant Indian Acts as applicable only within the jurisdiction of the High Court at Kolkata, India, including the following Act:

1. The Indian Contract Act, 1872.
2. The Major Port Trust, Act, 1963.
3. The Workmen's Compensation Act, 1923.
4. The Minimum Wages Act, 1948.
5. The Contract Labour (Regulation & Abolition) Act, 1970.
6. The Dock Workers' Act, 1948.
7. The Indian Arbitration Act (1940) (in the case of a definite arbitration Agreement only).
- 4.2. After acceptance of his Tender / Offer and when called upon to do so by the Engineer or his representative, the Contractor shall, at his own expense, enter into and execute a Contract Agreement to be prepared by him in the form annexed hereto. Until such Contract Agreement is executed the other documents referred to in the definition of the term "Contract" here-in-before shall collectively be the Contract.
- 4.3. Several documents forming the contract are to be taken as mutually explanatory of one another. Should there be any discrepancy, ambiguity, omission or error in the various contract documents, the Engineer shall have the power to correct the same and his decision shall be final and binding on the parties to the Contract.
- 4.4. Two copies of the Drawing referred to in the General and Special Conditions of Contract and in the Bill of Quantities, shall be furnished by the Engineer to the Contractors free of cost for his use on the work, but these shall remain the property of the Trustees and hence, the Contractor shall return them to the Engineer or his Representative on completion of the work. if not torn or mutilated on being regularly used at site.
- 4.5. The Contractor shall prove and make at his own expense any working or progress drawings required by him or necessary for the proper execution of the works and shall, when required, furnish copies of the same free of cost to the Engineer for his information and/ or approval, without meaning thereby the shifting of Contractor's responsibility on the engineer in any way whatsoever.
- 4.6. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof without the written permission of the engineer. Even if such permission be granted, the Contractor shall remain responsible (a) for the acts, defaults and neglect of any sub-contractor, his agents servants or workmen as fully as if these were the acts, defaults or neglects of the Contractor himself or his agents, servants or workmen, and (b) for his full and entire responsibility of the contract and for active superintendence of the works by him despite being sublet, provided always that the provision of labourers on a "piece rate" basis shall not be deemed to be subletting under this clause.
- 4.7. Unless otherwise specified, the Contractor shall be deemed to have included in his Tender / Offer all his cost for supplying and providing all constructional plant, temporary work, materials both for temporary and permanent works, labour including supervision thereof transporting to and from the site and in and about the work, including loading, unloading, fencing, watching, lighting, payment of fees, taxes and duties to the appropriate authorities and other things of every kind required for the construction, erection, completion and maintenance of the work.
- 4.8. The Contractor shall be solely responsible for the adequacy, stability and safety of all site operations and methods of construction, even if any prior approval thereto has been taken from the Engineer or his Representative. The Contractor shall not be responsible for the correctness of the design or specification of the Temporary and Permanent works formulated by the Engineer; but the contractor shall be fully responsible for the correct implementation thereof as also for any design and specification prepared / proposed / used by the Contractor.
- 4.9. Whenever required by the Engineer or his Representative, the Contractor shall submit to him the details of his (a) programme for execution of the work, (b) proposed procedure and methods of work, (c) proposed deployment of plant, equipment labour, materials and temporary works. The submission to and/ or any approval by the Engineer or his Representative to any such programme or particulars, shall not relieve the Contractor of any of his obligations under the contract. If for any reason the contractor be unable to adhere to his earlier programme, he shall submit his revised programme for completion of work within the stipulated time whenever asked to do so.
- 4.10. Necessary and adequate supervision shall be provided by the Contractor during execution of the works and as long thereafter as the Engineer or his Representative shall consider necessary during the maintenance period. The

Contractor or his competent and authorised agent or representative shall be constantly at site and instructions given to him by the Engineer or his Representative in writing shall be binding upon the Contractor subject to limitation in clause 2.5 hereof. The Contractor shall inform the Engineer or his Representative in writing about such representative/agent of him at site.

- 4.11. The Contractor shall employ in execution of the Contract only qualified, careful and experienced persons and the Engineer shall be at liberty to direct the Contractor to stop deployment of any of his staff, workmen or official at site and the Contractor shall within 48 hours comply with such instruction without any demur, whenever the Engineer shall feel that the deployment of the person concerned will not be conducive to the proper and timely completion of the work.
- 4.12. The Contractor shall be responsible for the true and proper setting-out of the works in relation to reference points/lines/levels given by the Engineer in writing. The checking of any setting-out or of any alignment or level by the Engineer or his Representative shall not in any way relieve the contractor of his responsibility for the correctness thereof and he shall fully provide, protect and preserve all stakes, templates, bench marks, sight rails, pegs, level marks, profile marks and other things used in setting-out the works.
- 4.13. From the commencement of the works till issue of the completion certificate in Form G.C.1, vide Clause 5.12 hereof, the contractor shall take full responsibility for the care thereof. Save for the excepted risks, any damage, loss or injury to the work or any part thereof shall be made good by the Contractor at his down cost as per instruction and to the satisfaction of the Engineer, failing which the Engineer or his Representative may cause the same to be made good by any other agency and the expenses incurred and certified by the Engineer, shall be recoverable from the Contractor in whatever manner the Engineer shall deem proper. This Clause will not apply to that part of the work, which might have been taken over by the Trustees on partial completion of the work and in such case the Contractor's obligation will be limited to repairs and replacement for manufacturing or construction defects during the Maintenance period (Guarantee Period) as per the directions of the Engineer as also for defects/ damages if any caused to the work by the Contractor during such repairs and replacement in the maintenance period.
- 4.14. The Contractor shall at his own cost protect, support and take all precautions in regard to the personnel or structure or services or properties belonging to the Trustees or not, which may be interfered with or affected or disturbed or endangered and shall indemnify and keep indemnified the Trustees against claim for injury, loss or damage caused by the Contractor in connection with the execution and maintenance of the work to the aforesaid properties, structures and services and/ or to any person including the Contractor's workmen. Cost of Insurance Cover, if any, taken by the Contractor shall not be reimbursed by the Trustees, unless otherwise stipulated in the Contract.
- 4.15. The Contractor shall immediately inform the Engineer's Representative if any fossil, coins, articles of value or antiquity and structures and other remains or things of geological or archaeological importance be discovered at site which shall remain the property of the Trustees and protect them from being damaged by his workmen and arrange for disposal of them at the Trustees expense as per the instruction of the Engineer's Representative.
- 4.16. The Contractor shall be deemed to have indemnified the Trustees against all claims, demands, actions and proceedings and all costs arising there from on account of:
- (a) Infringement of any patent right, design, trade-mark, or name or other protected right, in connection with the works or temporary work.
  - (b) Payment of all royalties, rent, toll charges, local taxes, other payments or compensation, if any, for getting all materials and equipment required for the work.
  - (c) Unauthorized obstruction or nuisance caused by the Contractor in respect of Public or Private road, railway tracks, footpaths, crane tracks, waterways, quays and other properties belonging to the Trustees or any other person.
  - (d) Damage / injury caused to any highway and bridge on account of the movement of Contractor's plants and materials in connection with the work

- (e) Pollution of waterway and damage caused to river, lock, sea-wall or other structure related to waterway, in transporting contractor's plants and materials.
  - (f) The Contractor's default in affording all reasonable facilities and accommodation as per the direction of the Engineer or his Representative to the workmen of the Trustees and other agencies employed by or with the permission and / or knowledge of the Trustees on or near the site of work.
- 4.17. Debris and materials, if obtained by demolishing any properly, building or structure in terms of the Contract shall remain the property of the Trustees.
- 4.18. The Contractor's quoted rates shall be deemed to have been inclusive of the following:
- (a) Keeping the site free of unnecessary obstruction and removal from site of constructional plant wreckage, rubbish, surplus earth or temporary works no longer required.
  - (b) Cleaning and removal from site all the surplus materials of every kind to leave the site clean and tidy after completion of the work, without which payment against final bill may be liable to be withheld.
  - (c) Precautionary measures to secure efficient protection of Docks, the River Hooghly and other waterways against pollution of whatever nature during execution and maintenance of the works, and to prevent rubbish, refuse and other materials from being thrown into the water by the Contractor's men or those of his agency.
  - (d) Making arrangements for deployment of all labourers and workers, local or otherwise including payment for their wages, transport, accommodation, medical and all other statutory benefits and entry permits, wherever necessary.
  - (e) Making arrangements in or around the site, as per the requirements of Kolkata Municipal Corporation or other local authority or the Engineer or his Representative, for preventing (i) spread of any infectious disease like smallpox, cholera, plague or malaria by taking effective actions for destruction of rats, mice, vermin, mosquitoes etc. and by maintaining healthy and sanitary condition, (ii) illegal storage and distribution of Drugs, Narcotics, Alcoholic liquor, Arms and Ammunitions, (iii) unlawful, riotous or disorderly conduct of the Contractor's or his Sub-Contractor's workmen, (iv) deployment of workmen of age less than 16 years.
- 4.19. Every direction or notice to be given to the Contractor shall be deemed to have been duly served on or received by the Contractor, if the same is posted or sent by hand to the address given in the tender or to the Contractor's Site Office or in case of Trustee's enlisted Contractor to the address as appearing in the trustee's Register or to the Registered Office of the Contractor. The time mentioned in these conditions for doing any act after direction or notice shall be reckoned from the time of such posting or dispatch.
- 4.20. The Contractor and his sub-contractor or their agents and men and any firm supplying plant, materials, and equipment shall not publish or caused to be published any photographs or description of the works without the prior authority of the Engineer in writing.
- 4.21. The Contractor shall, at the Trustees' cost to be decided by the Engineer, render all reasonable facilities and Co-operation as per direction of the Engineer or his representative to any other Contractor engaged by the Trustees and their workmen, to the Trustees' own staff and to the men of other Public Body on or near the site of work and in default, the contractor shall be liable to the trustees for any delay or expense incurred by reason of such default.
- 4.22. The work has to be carried out by the Contractor causing the minimum of hindrance for any maritime traffic or surface traffic.
- 4.23. All constructional plants, temporary works and materials when brought to the site by the contractor, shall be deemed to be the property of the Trustees who will have a lien on the same until the satisfactory completion of the work and shall only be removed from the site in part or in full with the written permission of the Engineer or his Representative.

## **5. COMMENCEMENT, EXECUTION AND COMPLETION OF WORK**

- 5.1. The contractor shall commence the work within 7 days of the receipt of Engineer's letter informing acceptance of the Contractor's tender / offer by the Trustees or within such preliminary time as mentioned by the contractor in the Form of Tender or the time accepted by the Trustees. The contractor shall then proceed with the work with due expedition and without delay, except as may be expressly sanctioned or ordered by the Engineer or his Representatives, time being deemed the essence of the contract on the part of the Contractor.
- 5.2. The Contractor shall provide and maintain a suitable office at or near the site, to which the Engineer's Representative may send communications and instructions for use of the Contractor.
- 5.3. Unless specified otherwise in the contract or prior permission of the Engineer has been taken, the contractor shall not execute the work beyond the working hours observed by the Engineer's Representative and on Sundays and Holidays observed in the trustees system, except in so far as it becomes essential on account of tidal work or for safety of the work. If the progress of the work lags behind schedule or the work has been endangered by any act or neglect on the part of the contractor, then the Engineer or his Representative shall order and the contractor at his own expense shall work by day and by night and on Sundays and Public Holidays. Any failure of the Engineer or his Representative to pass such an order shall not relieve the contractor from any of his obligations. The Engineer's decision in this regard shall be final, binding and conclusive.
- 5.4. Unless stipulated otherwise in the contract, all materials required for the work shall be procured and supplied by the contractor with the approval of the Engineer or his Representative and subject to subsequent testing as may be required by the Engineer or his Representative. The engineer shall exercise his sole discretion to accept any such materials.
- 5.5. Unless stipulated otherwise, in the contract, all materials, workmanship method of measurement shall be in accordance with the relevant Codes (Latest Revision) of the Bureau of Indian Standards and the written instructions of the Engineer or his Representative. Where no specific reference is available in the contract, the materials and workmanship shall be of the best of their respective kinds to the satisfaction of the Engineer.
- 5.6. Samples shall be prepared and submitted for approval of the Engineer or his Representative, whenever required to do so, all at the contractor's cost.
- 5.7. Unless stipulated otherwise in the contract, the cost of any test required by the Engineer or his representative in respect of materials and workmanship deployed on the work shall be borne by the contractor.
- 5.8. Regarding the supply of any materials by the Trustees to the contractor in accordance with the contract, the following conditions shall apply:
- (a) The contractor shall, at his own expense, arrange for transporting the materials from the Trustees' Stores, watching, storing and keeping them in his safe custody, furnishing of statement of consumption thereof in the manner required by the Engineer or his representative, return of surplus and empty container to the Trustees' Stores as per the direction of the Engineer or his Representative.
  - (b) Being the custodian of the Trustees' materials, the contractor shall remain solely responsible for any such materials issued to him and for any loss or damage thereof for any reason other than "Excepted Risks", the contractor shall compensate the Trustees' in the manner decided by the Engineer and shall at no stage remove or cause to be removed any such material from the site without his permission.
  - (c) The Trustees' materials will generally be supplied in stages and in accordance with the rate of progress of work, but, except for grant of suitable extension of completion time of work as decided by the Engineer, the contractor shall not be entitled to any other compensation, monetary or otherwise, for any delay in the supply of Trustees' materials to him. The Contractor shall, however communicate his requirement of such materials to the Engineer from time to time.
  - (d) Unless stipulated otherwise in the contract, the value of the Trustees' materials issued to the contractor shall be recovered from the Contractor's bills and / any of his other dues. Progressively according to the consumption thereof on the work and / or in the manner decided by the Engineer or his Representative and at the rate / stipulated in the contract. These rates shall only be considered by the contractor in the preparation of his tender / offer and these will form the basis of escalation / variation, if in future the contractor is required to procure and

provide any such material on the written order of the Engineer consequent on the Trustees' failure to effect timely supply thereof.

- (e) If the Engineer decides that due to the contractor's negligence, and of the Trustees' materials issued to the contractor has been – (i) last or damaged, (ii) consumed in excess of requirement, and (iii) wasted by the contractor in excess of normal wastage, then the value thereof shall be recovered from the contractor's bills or from any of his other dues, after adding 19 ¼% extra over the higher one of the followings—

1. The issue rate of the materials at the Trustees' Stores, and
2. The market price of the material on the date of issue as would be determined by the Engineer.

5.9. The Engineer or his Representative shall have the power to inspect any material and work at any time and to order at any time – (i) for removal from the site of any material which in his opinion is not in accordance with the contract or the instruction of the Engineer or his Representative, (ii) for the substitution of the proper and suitable materials, or (iii) the removal and proper re-execution of any work, which in respect of material and workmanship is not in accordance with the contract or the instructions of the Engineer. The contractor shall comply with such order at his own expense- and within the time specified in the order. If the contractor fails to comply, the Engineer shall be at liberty to dispose and such materials and re-do any work in the manner convenient to the Trustees by engaging any outside agency at the risk and expense of the contractor and after giving him a written prior notice of 7 days.

5.10. No work shall be covered up and put out of view by the contractor without approval of the Engineer or his Representative and whenever required by him the contractor shall uncover any part or parts of the work or make openings in or through the same as may be directed by the Engineer or his Representative from time to time and shall reinstate or make good those part of works thus affected to the satisfaction of the Engineer, all at the cost of the contractor. The Trustees shall reimburse such cost as determined by the Engineer, if the initial covering up was with prior written order of the Engineer or his Representative.

5.11. On a written order of the Engineer or his Representative the contractor shall delay or suspend the progress of the work till such time the written order to resume the execution is received by him. During such suspension the contractor shall protect and secure the work to the satisfaction of the Engineer or his Representative. All extra expenses in giving effect to such order shall be considered by the Trustees, unless such suspension is

1. Otherwise provide for in the contract, or
2. Necessary by reason of some default on the part of the Contractor, or
3. Necessary by reason of climatic conditions on the site, or
4. Necessary for proper execution of the works or for the safety of the works or any part thereof. The Engineer shall settle and determine such extra payment and / or Extension of completion time to be allowed to the contractor, as shall, in the opinion of the Engineer, be fair and reasonable.

If at any time before or after commencement of the work the Trustees do not require the whole of the work tendered for, the Engineer shall notify the same to the contractor in writing and the contractor shall stop further works in compliance of the same. The Contractor shall not be entitled to any claim for compensation for underived profit or for such premature stoppage of work or on account of curtailment of the originally intended work by reason of alteration made by the Engineer in the original specifications, drawings, designs and instruction.

5.12. When the whole of the work has been completed to the satisfaction of the Engineer and has passed any final test prescribed in the contract, the contractor shall, within 21 days of submission of his application to the Engineer be entitled to receive from him a certificate for completion of work in Form G.C.1 annexed hereto. If any part of the total work having been completed to the satisfaction of the Engineer, be takeover and / or used by the Trustees the Contractor shall on application be entitled to partial completion certificate in the Form of G.C.1 indicating the portion of the work covered by it, so that the Contractor's liability during maintenance period of the contract, if any, shall commence from the date mentioned in such certificate so far as the completed portion of the work is concerned.

## **6. TERMS OF PAYMENT:**

- 6.1. No Sum shall be considered as earned by or due to the Contractor in respect of the work till final and satisfactory completion thereof and until a certificate of final completion in Form G.C.2 has been given by the Engineer. On account payments, if any, made prior to issue of the certificate in Form G.C.2, shall all be treated as mere advances, which shall stand recoverable in full or in part, if the Engineer so decides in the context of Contractor's unfulfilled contract condition, if any.
- 6.2. All payments shall be made to the Contractor on the basis of measurement of actual work done, as recorded in the Trustees' measurement books and at accepted tendered or at agreed rates, as the case may be except as otherwise provided in the contract and when the Engineer decided any other rate for change in the scope of work or omission, if any, on the part of the Contractor.
- 6.3. For work of sanctioned tender value more than Rs. 50,000/- or having an initially stipulated completion period of 4 months or more, on account payments may be made at the discretion of the Engineer or his Representative at intervals deemed suitable and justified by him. Provided always that, subject to execution of work of substantial value in the context of the contract price, the interval of such on account payments shall be decided by the Engineer or his Representative, which shall ordinarily not be less than 1 month in between two payments for on account bill and / or advance.
- 6.4. Measurement for works done shall be progressively taken by the Engineer's Representative and entered in the Trustees' Measurement Book, at intervals deemed suitable and proper by him and / or the Engineer. The Contractor or his duly accredited Representative or Agent shall remain present at the time of such measurement and assist the Engineer's Representative in every manner required by him. After the measurements taken have been entered in the Measurement Book, the Contractor or his Agent shall sign the Measurement Book at the end of such Measurements over the Contractor's Rubber Stamp as a taken of acceptance of all such measurements, recorded above and prior to such signature. If the Contractor or his Agent fails to participate even other 3 days written notice from the Engineer's Representative the measurement shall be taken ex-part by the Engineer's representative and those shall be accepted by the Contractor.
- 6.5. Based on the quantum of work and the value thereof computed in the Measurement Book, the Contractor shall type out his bill in the proforma approved by the Engineer and submit the same to the Engineer's Representative in quadruplicate, duly signed by him or his accredited Agent over his Rubber Stamp. The Engineer or his Representative may, in his absolute discretion, allow advance payment against such bill to the extent of an amount not exceeding 75% of the "net payable" sum of the said bill, subject to adjustment thereof against the bill at the time of checking and auditing the bill at the Trustees end., The measurement Book will not be handed over to the Contractor; but he will obtain the abstracts of quantities, amount and recoveries to type out the bill.
- 6.6. At the discretion of the Engineer or his Representative and only in respect of accepted offers/ where estimated amount put to tender would be Rs. 2,00,000/- or more, advance payment may be made to the extent of 75% of the value of any material purchased and brought to the site by the Contractor. Provided always that -
  - i. The materials shall, in the opinion of the Engineer or his Representative, be of imperishable nature.
  - ii. The value of such materials shall be assessed by the Engineer or his Representative, at their own discretions,
  - iii. A formal agreement has been drawn up with the contractor, under which the Trustees secure a lien on the contractor's materials.
  - iv. The materials are safe-guarded by the contractor against losses, shortage and misuse due to the contractor postponing the execution of the work or otherwise,
  - v. In the event of shortage of such materials within the Trustees' protected areas in the Docks, the contractor shall submit an indemnity Bond in the proforma and manner acceptable to Trustee' whereby the contractor shall

indemnify the Trustees' against all financial loss/ damage, on account of loss/ damage to such materials for whatever reasons.

- vi. In the event of storage of such materials outside the Trustees' protected areas the Contractor shall submit to the Engineer an irrevocable Bank Guarantee favouring the Trustees and for the same sum as is being advance, in the proforma and manner acceptable to the Trustees. The Guarantee shall be of a Kolkata / Haldia Branch of any Nationalised Bank or a Scheduled Commercial bank, as the case may be, acceptable to the Trustees and shall remain valid till the anticipated period of consumption of such materials in the work. The Bank Guarantee must bear an undertaking by the issuing Bank guaranteeing automatic payment of the guaranteed sum to the Trustees by the Bank on the date of expiry of the validity of the Guarantee, unless with the prior written approval of the Engineer on behalf of the Trustees, the Bank has extended the validity of the Guarantee.
  - vii. The amount of advance shall be recoverable from the contractor's bills or any other dues, progressively with the consumption of the materials on the basis of quantity consumed. Consequent on full recovery of the advance the Indemnity Bond / Bank Guarantee, vide sub-clause (v) & (vi) above, shall be returned to the Contractor duly discharged by the Engineer on behalf of the Trustees.
- 6.7. No Certificate of the Engineer or his Representative shall protect the Contractor against or prevent the Trustees from obtaining repayment from the Contractor, in case the Engineer or his Representative should over certify for payment or the Trustees should over-pay the Contractor on any account.
- 6.8. No claim for interest shall be admissible to the Contractor at any stage and in respect of any money or balance or Bank Guarantee, which may be due to the Contractor from the Trustees, owing to dispute or otherwise or for any delay on the part of the Trustees in making interim or final payment or otherwise.

## **7. VARIATION AND ITS VALUATION:**

- 7.1. The Quantities set out in the Bill of Quantities of the tender shall be treated as estimated quantities of the work and shall never be deemed as actual or correct quantities of the works to be executed by the contractor in fulfillment of his obligation under the contract.
- 7.2. The Engineer shall have the power to order the Contractor in writing to make any variation of the Quantity, quantity or form of the works or any part thereof that may, in his opinion, be necessary and the Contractor upon receipt of such an order shall act as follows:
- a) Increase or decrease the quantity of any work included in the contract.
  - b) Omit any work included in the contract.
  - c) Change the Character or quality or kind of any work included in the contract.
  - d) Change the levels, lines, position and dimensions of any part of the work, and
  - e) Execute extra and additional work of any kind necessary for completion of the works.
- 7.3. No such variation shall in any way vitiate or invalidate the contract or be treated as revocation of the contract, but the value (if any) of all such variations evaluated in accordance with the Engineer's sole decision shall be taken into account and the contract price shall be varied accordingly.
- 7.4. Provided always that written order of the Engineer shall not be required for increase or decrease in the quantity of any work up to 15% where such increase or decrease is not the result of any variation order given under this clause but is the result of the quantities exceeding or being less than those stated in the bill of quantities. Provided also that verbal order of variation from the Engineer shall be complied with by the Contractor and the Engineer's



subsequent written confirmation of such verbal order shall be deemed to be an order in writing within the meaning of this clause.

- 7.5. a) The Contractor shall not be entitled to any claim of extra or additional work unless they have been carried out under the written orders of the Engineer.
- b) The Engineer shall solely determine the amount (if any) to be added to or deducted from the sum named in the tender in respect of any extra work done or work omitted by his order.
- c) All extra, additional or substituted work done or work omitted by order of the Engineer shall be valued on the basis of the rates and prices set out in the contract, if in the opinion of the Engineer, the same shall be applicable. If the contract does not contain any rates or prices directly applicable to the extra additional or substituted work, then the Engineer may decide the suitable rates on the basis of Schedule of Rates (including surcharge in force at the time of acceptance of tender), if any, adopted by the Trustees with due regard to the accepted contractual percentage, if any thereon. In all other cases the Engineer shall solely determine suitable rates in the manner deemed by him as fair and reasonable, and his decision shall be final, binding and conclusive.
- d) If the nature or amount of any omission or addition relative to the nature or amount of the whole of the contract work or to any part thereof shall be such that, in the opinion of the Engineer, the rate of prices contained in the contract for any item of the works or the rate as evaluated under sub-clauses (b) and (c) of this clause, is by reason of such omission or addition rendered unreasonable or in-applicable the Engineer shall fix such other rate or price as he deems proper and the Engineer's decision shall be final, binding and conclusive.

## **8. DELAY / EXTENSION OF COMPLETION TIME / LIQUIDATED DAMAGE / TERMINATION OF CONTRACT**

- 8.1. Should the quantum of extra or additional work of any kind or delayed availability of the Trustees' materials to be supplied as per contract or exceptionally adverse climatic conditions and natural phenomenon or strikes, lock-outs, civil commotions or other special circumstances of any kind beyond the control of the Contractor cause delay in completing the work, the contractor shall apply to the Engineer in writing for suitable extension of completion time within 7 days from the date of occurrence of the reason and the Engineer shall thereupon consider the stated reasons in the manner deemed necessary and shall either reject the application or determine and allow in writing the extension period as he would deem proper for completion of the work, with or without the imposition of "Liquidated Damages" Clause (No.8.3 hereof) on the Contractor and his decision shall be binding on the contractor. If an extension of completion time is granted by the Engineer, the clause No.8.3 of the Liquidated damage shall apply from its date of expiry, if the work be not completed within the extended time, unless stated otherwise in the decision communication by the Engineer, as aforesaid.
- 8.2. a) If the Contractor fails to complete the work within the stipulated dates or such extension thereof as communicated by the Engineer in writing, the contractor shall pay as compensation (Liquidated Damage) to the Trustees and not as a penalty, ½ % (half percent) of the total value of work (contract price) as mentioned in the latter of acceptance of the tender/offer, for every week or part thereof the work remains unfinished. Provided always that the amount of such compensation shall not exceed 10% the said value of work.
- b) Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damage in Sub-Clause (a) of this clause, from any money due or likely to become due to the contractor. The payment or deduction of such compensation / damage shall not relieve the Contractor from his obligation to complete the work or from any of his other obligations / liabilities under the contract and in case of the Contractor's failure and at the absolute discretion of the Engineer, the work may be ordered to be completed by some other agency at the risk and expense of the Contractor, after a minimum three days notice in writing has been given to the contractor by the Engineer or his Representative.

8.3. Without being liable for any compensation to the Contractor , the Trustees may , in their absolute discretion , terminate the contract due to occurrence of any of the following reasons and decision of the Trustees in this respect, as communicated by the Engineer shall be final and conclusive :

- (i) The Contractor has abandoned the contract.
- (ii) In the opinion of the Engineer, either the performance of the Contractor is not satisfactory or the work is not getting completed within the agreed period on account of Contractor's lapses.
- (iii) The Contractor has failed to commence the work or has without any lawful excuse under these conditions , has kept the work suspended despite receiving the Engineer's or his Representative's written notice to proceed with the work.
- (iv) The Contractor has failed to remove materials from site after receiving from the Engineer or his Representative the written notice stating that the said materials or work are rejected by him .
- (v) The Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- (vi) Any bribe, commission, gift or advantage is given, promised or offered by or on behalf of the contractor to any officer, servant or representative of the Trustees or to any person on his or their behalf in relation to the obtaining or to the execution of the contract.
- (vii) The Contractor is adjudged insolvent or enters in to composition with his creditors or being a company goes in to liquidation either compulsorily or voluntarily.

8.3.1 Upon receipt of the letter of termination of work, which may be issued by the Engineer on behalf of the Trustees, the Contractor shall hand over all the Trustees' tools, plant and materials issued to him at the place to be ascertained from the Engineer, within 7 days of receipt of such letter.

8.3.2 In all such cases of Termination of work, the Trustees shall have the power to complete the Work through any other agency of the Contractor's risk and expense and the Contractor shall be debited any sum or sums that may be expended in completing the work beyond the amount that would have been due to the contractor, had he duly completed the whole of the work in accordance with the contract.

8.3.3 Upon termination of contract, the contractor shall be entitled to receive payment of only 90 % of the value of the work actually done or materials actually supplied by him and subject to recoveries as per contracts, provided the work done and materials conform to specifications at the time of taking over by the Trustees. The payment for work shall be based on measurements of actual work done and priced at approved contract rates or other rates, as decided by the Engineer. The payment for materials supplied shall be at the rates as decided by the Engineer, which shall in no case be more than market rates prevailing at the time of talking over by the Trustees. The Engineer's decision in all such case shall be final, binding and conclusive.

8.3.4 The Trustees shall have the power to retain all moneys due to the Contractor until the work is completed by other agency and the Contractor's Liabilities to the Trustees and known in all respect.

## **9. MAINTENANCE AND REFUND OF SECURITY DEPOSIT**

9.1. On completion of execution of the work the contractor shall maintain t6he same for a period, as may be specified in the form of a Special Condition of the Contract, from the date mentioned in the initial Completion Certificate in the Form G.C.1. Any defect / fault, which may appear in the work during aforesaid maintenance period, arising, in the sole opinion of the Engineer or his Representative, from materials or workmanship not in accordance with

the contract or the instruction of the Engineer or his Representative, shall, upon the written notice of the Engineer or his Representative, be amended and made good by the Contractor at his own cost within seven days of the date of such notice, to the satisfaction of the Engineer or his Representative, failing which the Engineer or his Representative shall have the defects amended and made good through other agency at the Contractor's risk and cost and all expenses, consequent thereon or incidental thereto, shall be recoverable from the Contractor in manner deemed suitable by the Engineer.

- 9.2. The Contract shall not be considered completed and the work shall not be treated as finally accepted by the Trustees, until a final Completion Certificate in from G.C. 2 annexed hereto shall have been signed and issued by the Engineer to the contractor after all obligations under the Contract including that in the maintenance period, if any, have been fulfilled by the Contractor. Previous entry on the works or taking possession, working or using thereof by the trustees shall not relive the Contractor of his obligations under the contract for full and final completion of the work.
- 9.3. On completion of the contract in the manner aforesaid, the Contractor may apply for the refund of his Security Deposit by submitting to the Engineer (i) The Treasury Receipts granted for the amount of Security held by the Trustees, and (ii) his "No further claim" Certificate in from G.C.3 annexed hereto (in original), where upon the Engineer shall issue Certificate in from G.C.2 and within two months of the Engineer's recommendation, the Trustees shall refund the balance due against the Security Deposit to the Contractor, after making deduction there from in respect of any sum due to the Trustees from the Contractor.

## **10. INTERPRETATION OF CONTRACT DOCUMENTS , DISPUTES & ARBITRATION**

- 10.1. In all disputes, matters , claims , demands or questions arising out of or connected with the interpretation of the Contract including the meaning of Specifications and Instructions or as to the quality of workmanship or as to the materials used in the work or the execution of the work whether during the progress of the work or after the completion and whether before or after the determination, abandonment or breach of the contract the decision of the Engineer shall be final and binding on all parties to the contract and shall forthwith be given effect to by the Contractor .
- 10.2. If, the Contractor be dissatisfied with any such decision of the Engineer, he shall within 15 days after receiving notice of such decision require that the matter shall be referred to Chairman, who shall thereupon consider and give a decision.
- 10.3. If , however , the contractor be still dissatisfied with the decision of the Chairman , he shall, within 15 days after receiving notice of such decision required that within 60 days from his written notice, the Chairman shall refer the matter to an Arbitrator of the panel of Arbitrators to be maintained by the Trustees for the purpose and any such reference shall be deemed to be a submission to arbitration within the meaning of Indian Arbitration Act , 1940 or any statutory modification thereof .
- 10.3.1 If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another person from panel shall be appointed as Sole Arbitrator and he shall proceed from the stage at which it was left by his predecessor.
- 10.3.2 The Arbitrator shall be deemed to have entered on reference on the date he issues notice to both the parties fixing the date of first hearing.
- 10.3.3 The time limit within which the Arbitrator shall submit his award shall normally be 4 months as provided in Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator may, if found necessary, enlarge the time for making and publishing the award, with the consent of the parties.
- 10.3.4 The Venue of the arbitration shall be Kolkata or as may be fixed by the Arbitrator in his sole discretion. Upon every or any such reference to cost of any incidental to the reference and award respectively shall be in discretion of the Arbitrator who may determine, the amount thereof or by whom and to whom and in what manner the same shall be borne and paid .

- 10.3.5 The Award of the Arbitrator shall be final and binding on all parties subject to the provisions of the Indian Arbitration Act, 1940 or any amendment thereof. The Arbitrator shall give a separate award in respect of each item of disputes and respective claim referred to him by each party and give reason for the award.
- 10.3.6 The Arbitrator shall consider the claims of all the parties to the contract within only the parameters of scope and conditions of the contract in question.
- 10.3.7 Save as otherwise provided in the contract the provisions of the Arbitration Act, 1940 and rules made there under, for the time being in force, shall apply to the arbitration proceedings under this Clause.
- 10.4. The Contractor shall not suspend or delay the work and proceed with the work with due diligence in accordance with Engineer's decisions. The Engineer also shall not withhold any payment, which, according to him, is due or payable to the Contractor, on the ground that certain disputes have cropped up and are likely to be referred to arbitration.
- 10.5. **Provided always as follows:**
- (a) Nothing of the provisions in paragraphs 10.3 to 10.3.7 hereinabove would apply in the case of contracts , where tendered amount appearing in the letter of acceptance of the tender / offer is less than Rs.40,00,000/-.
  - (b) The Contractor shall have to raise disputes or differences of any kind whatsoever in relation to the execution of the work to the Engineer within 30 days from the date of occurrence of the cause of dispute and before the preparation of the final bill, giving detailed justifications, in the context of contract conditions.
  - (c) Contractor's dispute, if any, arising only during the maintenance period stipulated in the contract, must be submitted to the Engineer, with detailed justifications in the context of contract Conditions, before the final completion of the work.
- No dispute or difference on any matter whatsoever, pertaining to the contract can be raised by the contractor after submission of certificate in form G.C.3 by him.
- (d) Contractor's claim / dispute raised beyond the time limits prescribed in sub-clauses 10.5(b) and 10.5(c) hereinabove, shall not be entertained by the Engineer and / or by any Arbitrator, subsequently.
  - (e) The Chairman / Trustees shall have the right to alter the panel of Arbitrators, vide Clause 10.3 here-in-above, on their sole discretion, by adding the names of new Arbitrators and / or by deleting the names of existing Arbitrators, without any reference to the Contractor.

# **THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA**

## **FORM OF AGREEMENT**

THIS AGREEMENT made this .....day of.....2019 between the Board of Trustees for the Port of Kolkata, a body corporate constituted by the Major Port Trusts Act, 1963 (hereinafter called "Trustees" which expression shall unless excluded by or repugnant to the context be deemed to include their successors in office) of the one part and .....(herein after called " the Contractor ", which expression shall unless excluded by or repugnant to the context be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

WHEREAS the Trustees are desirous that certain works should be executed / constructed , viz.

.....  
and have accepted a Tender / Offer by the Contractor for the execution and maintenance of such work NOW THIS AGREEMENT WITNESSETH as follows :

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in General Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
  - (a) The said Tender / Offer & the acceptance of the Tender / Offer
  - (b) The General Conditions of Contract
  - (c) The Special Conditions of Contract
  - (d) Special Conditions of Contract (if any)
  - (e) The Conditions of Tender
  - (f) The Specifications
  - (g) The Bill of quantities/Rate Schedule
  - (h) The Trustees Schedule of Rates and Prices (if any).
  - (i) All correspondence by which, the contract is added, amended, varied or modified in any way by mutual consent.
3. In consideration of the payments to be made by the Trustees to the Contractor as hereinafter mentioned , the Contractor hereby covenants with the Trustees to execute and maintain the work in conformity in all respects with the provisions of the contract.
4. The Trustees hereby covenants to pay to the Contractor, in consideration of such execution and maintenance of the Work, the Contract Prices at the times and in the manner prescribed by the Contract.

IN WITNESS whereof of the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

The Seal of.....

Was hereunto affixed in the presence of:

Name .....

Address .....

.....

**Or**

**SIGNED, SEALED AND DELIVERED**

By the said .....

In the presence of:

Name .....

Address: .....

.....

The Common Seal of the Trustees was hereunto affixed in the presence of:

Name.....

Address: .....

**KOLKATA PORT TRUST**

**FORM G.C.1**

Contract .....

Address .....

Date of Completion .....

Dear Sir/s,

This is to certify that the following works viz.

Name of the Work.....

Estimate Number E.E.O .....dt .....

C.E.O .....dt .....

Work Order Number .....

Allocation.....

Contract Number .....

which was carried out by you is in the opinion of the undersigned completing in every respect on the  
..... Day of .....20..... in accordance with the terms of  
the Contract and you are required to maintain the work in accordance with clause 62 of the General Conditions of  
Contract and under the provisions of the Contract for a period of ..... days  
/weeks / months / years.

From the ..... day of ..... 20 .....

to the ..... day of ..... 20 .....

Signature (.....)  
(Engineer / Engineer's Representative)

Name.....

Designation.....

Office Seal

c.c. to The Deputy Chief Engineer ( )  
The Deputy Manager ( )  
Financial Adviser & Chief Accounts Officer/  
Manager (Finance), Haldia Dock Complex.

**KOLKATA PORT TRUST**

**FORM G.C.2**

The Financial Adviser & Chief Accounts Officer.  
The Manager (finance), Haldia Dock Complex.

**CERTIFICATE OF FINAL COMPLETION**

This is to certify that the following works viz.

Name of work .....

Estimate No. E.E.O. .... dt .....

C.E.O. ....dt .....

Work Order No ..... dt .....

Allocation .....

Contract No.....

Resoln. No & Meeting No : .....

Allocation .....

which was carried out by Shri / Messrs.....is now complete in every  
respect in accordance with the terms of the Contract and that all the obligations under Contract have been fulfilled  
by the Contractor.

Signature (.....)  
(Engineer / Engineer's Representative)

Name.....

Designation.....

Office Seal



**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**

**FORM G.C.3**

(‘No Claim’ Certificate From Contractor)

The Engineer  
Syama Prasad Mookerjee Port, Kolkata  
Kolkata / Haldia

(Attn .....)

(Address, the Trustees’ Official, mentioned in  
the work Order and under whom the Contract  
was executed)

Dear Sir,

I/We do hereby declare that I/We have received full and final payment from Syama Prasad Mookerjee Port, Kolkata for the execution of the following work, viz.

Name of Work .....

Work Order No ..... dt .....

Allocation.....

Contract No.

.....

Agreement No .....dt.....and I/We have no further claim against Syama Prasad Mookerjee Port, Kolkata in respect of the above mentioned job.

Yours faithfully,

(Signature of Contractor)

Date .....

Name of Contractor .....

Address .....

.....

(Official Seal of the Contractor)

**Draft Proforma of Bank Guarantee (Performance Bond) in lieu of cash Security Deposit, to be issued by the Kolkata/Haldia Branch, as the case may be, of any nationalized Bank of India on Non-Judicial Stamp Paper worth Rs.50/- or as decided by the Engineer / Legal Adviser of the Trustees.**

To  
The Board of Trustees  
for the Port of Kolkata.

BANK GUARANTEE NO.....DATE.....  
Name of issuing Bank.....  
Name of Branch.....  
Address.....

In consideration of the Board of Trustees of the Port Kolkata, a body corporate - duly constituted under the Major port Trust Act, 1963 ( Act 38 of 1963), having agreed to exempt Shri / Messrs ..... a proprietary / Partnership / Limited / Registered Company, having its Registered Office at .....

(hereinafter referred to as "The Contractor") from cash payment of Security Deposit / Payment of Security Deposit through deduction from the Contractors' bills under the terms and conditions of a contract made between the Trustees and the Contractor for ..... (write the name of the work as per Work Order) in terms of the Work order No ..... dated.....(hereinafter referred to as the said contract) for the due fulfillment by the contractor of all the terms and conditions contained in the said contract, on submission of a Bank Guarantee for Rs ..... (Rupees ..... ) we,.....Branch, Kolkata...../ Haldia, do, on the advise of the contractor, hereby undertake to indemnify and keep indemnified the Trustees to the extent of the said sum of Rs.....(Rupees.....) we, ..... Branch Kolkata ...../Haldia shall have no right to decline to cash the same for any reason whatsoever and shall cash the same and pay the sum so demanded to the Trustees within a week from the date such demand by an A/c. Payee Banker's Cheque drawn in favour of 'Syama Prasad Mookerjee Port, Kolkata ', without any demur . Even if there any dispute between the Contractor and the Trustees , this would be no ground for us, .....(Name of Bank),.....Branch Kolkata...../Haldia to decline to honour the Bank Guarantee in the manner aforesaid. The very fact that we, ..... Branch, Kolkata ..... /Haldia, decline or fail or neglect to honour the Bank Guaranteed in the manner aforesaid shall constitute sufficient reason for the Trustees to enforce the Bank Guarantee unconditionally without any reference, whatsoever, to the contractor.

2. We,.....Branch, Kolkata...../Haldia, further agree that a mere demand by the Trustees at any time and in the manner aforesaid, is sufficient for us, ..... Branch, Kolkata ..... / Haldia, to pay the amount covered by this Bank Guarantee in full and in the manner aforesaid and within the time aforesaid without reference to the contractor and no protest by the contractor, made either directly or indirectly or through Court, can be valid ground for us, ..... Branch,Kolkata ...../Haldia, to decline or fail or neglect to make payment to the Trustees in, the manner and within the time aforesaid.

3. We, ..... Branch, Kolkata ..... /Haldia, further agree that the Bank Guaranteed herein contained shall remain in full force and effect, during the period that is taken for the due performance of the said contract by the contractor and that is shall continue to be enforceable till all the dues of the Trustees under and/or by virtue of the terms and conditions of the said contract have been fully paid and its claim satisfied and/or discharged in full and/or till the Trustees certify that the terms and conditions of the said contract have been fully and properly observed/fulfilled by the contractor and accordingly, the Trustees have discharged the Bank Guarantee, subject however, that this guarantee shall remain valid up to and inclusive of .....day of .....19.....and subject all so that the provision that the Trustees shall have no right to demand payment against this guarantee after the expiry of 6(six) calendar months from the expiry of the aforesaid validity period up to ..... Or any extension thereof made by us, .....Branch, Kolkata ...../Haldia, in further extending the said validity period of this Bank Guarantee on Non-Judicial Stamp Paper of appropriate value, as required / determined by the Trustees, only on a written request by the Trustees to the contractor for such extension of validity of this Bank Guarantee.

4. We, ..... Branch, Kolkata ..... /Haldia, further agree that, without our consent and without affecting in any manner our obligations hereunder, the Trustees shall have the fullest liberty to vary from time to time any of the terms and conditions of the said contract or to extend the time for full performance of the said contract including fulfilling all obligations under the said contract by the contractor or to postpone for any time or from time to time any of the powers exercisable by the Trustees against the contractor and to forebear or enforce any of terms and conditions relating to the said contract and We, ..... Branch, Kolkata ...../Haldia, shall not be relieved from our liability by reason of any such variation or extension being granted to the contractor or for any fore-bearance, act or commission on the part of the Trustees or any indulgence by the Trustees to the contractor or by any such matter or thing of whatsoever nature, which under the law relating to sureties would, but for this provision, have effect of so relieving us,.....Branch, Kolkata...../Haldia.

5. We ..... Branch, Kolkata ...../Haldia, lastly undertake not to revoke this Bank Guarantee during its currency except with the previous consent of the Trustees in writing.

SIGNATURE.....  
NAME.....  
DESIGNATION.....

(Duly constituted attorney for and on behalf of)

BANK.....  
BRANCH.....  
Kolkata...../HALDIA.

(OFFICIAL SEAL OF THE BANK)