

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

हल्दिया गोदी परिसर

HALDIA DOCK COMPLEX

MM DIVISION

*BIDDING DOCUMENTS*

( e-Tender)

[Tender No.: HDC/MM/OT- 09/23/296-II]

FOR

**Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex.**



NOVEMBER - 2022

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**[Tender No. : HDC/MM/OT- 09/23/296-II]**

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## 1. निविदा सूची (एसओटी)/ SCHEDULE OF TENDER (SOT)

हल्दिया गोदी परिसर में विभिन्न प्रकार की लीड एसिड बैटरी (बिल ऑफ क्वांटिटी के अनुसार) की आपूर्ति एवं वितरण हेतु सिंगल कवर वन पार्ट सिस्टम (तकनीकी-वाणिज्यिक बिड + लागत बिड) के माध्यम से निविदा दस्तावेज में निर्धारित पूर्व योग्यता मानदंड के अनुसार निर्माता या उनके अधिकृत डीलर/ वितरक/ स्टॉकधारी/ आपूर्तिकर्ता से ई-निविदा आमंत्रित की जाती है। E-Tender under **single cover one part system** (Techno-Commercial Bid + Price Bid) **are invited from Manufacturers or their Authorized Dealers/ Distributors/ Stockiest/Supplier** as per Prequalification criteria stipulated in Tender Document for **Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex.**

बिड दस्तावेज रेलटेल पोर्टल पर उपलब्ध है। शुद्धिपत्र या स्पष्टीकरण, (यदि कोई हो) संबंधी सूचना उपरोक्त वेबसाइट पर ही होस्ट किया जाएगा। बिडर को वेबसाइट <https://kopt.enivida.in> के माध्यम से बोली प्रक्रिया में भाग लेना होगा। निविदा एसएमपीके के वेबसाइट (<https://smporkolkata.shipping.gov.in>) पर भी प्रकाशित की गई है।

The Bid Document may be seen from the Railtel Portal. Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only. Bidders will have to participate in bidding process through website <https://kopt.enivida.in> only. The tender is also published on SMP, Kolkata website <https://smporkolkata.shipping.gov.in>).

### निविदा सूची (एसओटी)/ SCHEDULE OF TENDER (SOT)

(निविदा सं./ Tender No. HDC/MM/OT- 09/23/296-II)

1.1	कार्य शीर्षक Work Title	::	हल्दिया गोदी परिसर में विभिन्न प्रकार की लीड एसिड बैटरी (बिल ऑफ क्वांटिटी के अनुसार) की आपूर्ति एवं वितरण। Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex
1.2	निविदा संख्या Tender No.	::	HDC/MM/OT- 09/23/296-II
1.3	निविदा प्राधिकारी Tender Authority	::	महाप्रबंधक (अभि.) General Manager(Engg), हल्दिया गोदी परिसर Haldia Dock Complex ; श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता Syama Prasad Mookerjee Port, Kolkata.  <b>पता/ Address:</b> जवाहर टावर उपभवन (द्वितीय तल) Jawahar Tower Annexe (2 <sup>nd</sup> floor) ; पोस्ट- हल्दिया टाउनशिप P.O.: - Haldia Township; जिला- पूर्व मेदिनीपुर Dist.: - Purba Medinipur ; पिन/ PIN:-721607 पश्चिम बंगाल West Bengal, India.

			ई-मेल/ E. mail : <a href="mailto:aganesan.hdc@kolkataporttrust.gov.in">aganesan.hdc@kolkataporttrust.gov.in</a> <a href="mailto:/spb.hdc@kolkataporttrust.gov.in">/spb.hdc@kolkataporttrust.gov.in</a>
1.4	निविदा प्रणाली Mode of Tender	::	ई-खरीद प्रणाली/ e-Procurement System (रेलटेल पोर्टल, <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> के माध्यम से ऑनलाइन सिंगल कवर वन पार्ट सिस्टम (तकनीकी-वाणिज्यिक बिड एवं लागत बिड) इच्छुक बोलीदाता ई-टेंडरिंग पोर्टल के माध्यम से इलेक्ट्रॉनिक रूप से अपने प्रस्ताव जमा करें। हल्दिया गोदी परिसर, श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता द्वारा किसी अन्य माध्यम से टेंडर स्वीकार नहीं किया जाएगा।  (Online <b>single cover one part system</b> (Techno-Commercial Bid + Price Bid) through Railtel Portal <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> ) The intending bidders are required to submit their offers electronically through e-tendering portal. <b>No physical tender is acceptable by Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.</b>
1.5	इच्छुक बिडर्स को बिडिंग दस्तावेज डाउनलोड करने की सुविधा उपलब्ध कराने की तिथि/ Date from which bidding documents are available for downloading by the intending bidders.	::	24.11.2022
1.6	प्री-बिड बैठक शुरू होने की तिथि एवं समय/ Pre-Bid Meeting starting date & Time.	::	NA
1.7	प्री-बिड बैठक की अंतिम तिथि एवं समय/ Pre-Bid Meeting closing date & Time.	::	NA
1.8	प्री-बिड बैठक का स्थान/ Venue of Pre-Bid Meeting	::	NA
	i) बिड दस्तावेज शुल्क/ Bid Document Fee (बिडिंग दस्तावेज की लागत) (Cost of bidding document)	::	भुगतान का तरीका/ Mode of Payment: - किसी भी अनुसूचित/राष्ट्रीयकृत बैंक के माध्यम से श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता के पक्ष में, देय- हल्दिया लिखित डीडी/ बैंकर चेक के माध्यम से भुगतान या केवल डेबिट/ क्रेडिट कार्ड या नेट बैंकिंग/ ई-वॉलेट/यूपीआई के माध्यम से ई-भुगतान। ऑफलाइन तरीके से भुगतान के मामले में डीडी/ बैंकर चेक की प्रति अपलोड करनी होगी।  Mode of Payment: - DD/Banker Cheque in favour of 'Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex' on any Scheduled/Nationalized Bank payable at Haldia OR E-payment only

		<p>through Debit / Credit Card or Net Banking/e-Wallet/UPI. Copy of the DD/Banker's Cheque should be uploaded in case of offline mode of payment.</p> <p>इच्छुक बिडर्स बिड दस्तावेज शुल्क (अप्रतिदेय) रु. 590.00 (रु. पांच सौ नब्बे मात्र) [ @ 18% जीएसटी सहित] हल्दिया गोदी परिसर में जमा करें ।</p> <p>The intending bidders should deposit Rs. 590.00 (Rupees Five hundred ninety only) [including GST @ 18%], as Bid document Fee (non-refundable), to Haldia Dock Complex.</p> <p>यथा लागू निविदा शुल्क का भुगतान करने के लिए बोलीदाता को "ई-भुगतान" विकल्प का चयन करना होगा एवं उपकरण का विवरण प्रविष्ट करना होगा ।</p> <p>Bidder has to select the payment option as "e-payment" to pay the tender fee as applicable and enter details of the instrument.</p>
ii) Earnest Money Deposit (EMD)	::	<p><b>भुगतान का तरीका/ Mode of Payment:</b> - किसी भी अनुसूचित/राष्ट्रीयकृत बैंक के माध्यम से श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता के पक्ष में, देय- हल्दिया लिखित डीडी/ बैंकर चेक के माध्यम से भुगतान या केवल डेबिट/ क्रेडिट कार्ड या नेट बैंकिंग/ ई-वॉलेट/यूपीआई के माध्यम से ई-भुगतान । ऑफलाइन तरीके से भुगतान के मामले में डीडी/ बैंकर चेक की प्रति अपलोड करनी होगी ।</p> <p><b>Mode of Payment:</b> - DD/Banker Cheque in favour of 'Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex' on any Scheduled/Nationalized Bank payable at Haldia OR E-payment only through Debit / Credit Card or Net Banking/eWallet/UPI. Copy of the DD/Banker's Cheque should be uploaded in case of offline mode of payment.</p> <p>इच्छुक बोलीदाता अग्रिम राशि के रूप में रु. 2,200.00 (रु. दो हजार दो सौ मात्र) हल्दिया गोदी परिसर में जमा करें ।</p> <p>The intending bidders to deposit Rs. 2,200.00 (Rupees Two Thousand Two hundred only), as Earnest Money, to Haldia Dock Complex.</p> <p>यथा लागू निविदा शुल्क का भुगतान करने के लिए बोलीदाता को "ई-भुगतान" विकल्प का चयन करना होगा एवं उपकरण का विवरण प्रविष्ट करना होगा ।</p> <p>Bidder has to select the payment option as "e-payment" to pay the tender fee as applicable and enter details of the instrument.</p>
iii) RailTel Tender Processing Fee & Registration Charges at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> ( Non refundable)		<p><b>a ) भुगतान का तरीका/ Mode of Payment:</b> - केवल डेबिट/ क्रेडिट कार्ड या नेट बैंकिंग के माध्यम से ई-भुगतान/ E-payment only through Debit / Credit Card or Net Banking.</p> <p><b>b ) निविदा प्रोसेसिंग शुल्क (टीपीएफ)/ Tender Processing Fee (TPF) –Rs. 885.00 जीएसटी सहित/ including GST.</b></p> <p><b>c ) पंजीकरण शुल्क/ Registration Charges: Rs 2,000/- + यथा लागू जीएसटी प्रति वर्ष / Applicable GST per Year.</b></p> <p>नोट/ Note:</p> <p>1. जो बोलीदाताओं ने अभी तक रेलटेल पर पंजीकृत नहीं है, उन्हें सलाह दी जाती है कि बिड जमा करने से कम से कम 72 (बहत्तर) घंटे पहले रेलटेल पर अपना पंजीकरण कर लें ।</p> <p>The bidders, who are not yet to be registered with RailTel, are advised to get themselves registered with RailTel, at least 72 (seventy two) hours</p>

			<p>prior to bid submission.</p> <p>2. बोलीदाता यह सुनिश्चित करें कि रेलटेल के ई-निविदा पोर्टल पर विक्रेता पंजीकरण के समय अद्यतन की गई उनकी कॉर्पोरेट ईमेल आईडी मान्य है।</p> <p>Bidders are required to ensure that their corporate email id provided is valid and updated at the stage of registration of vendor with RailTel's e-Nivida Portal (i.e. Service Provider).</p>
2.0	<p>हल्दिया गोदी परिसर, एसएमपी कोलकाता के निविदा प्राधिकृत कार्यालय में अग्रिम राशि एवं बिड दस्तावेज शुल्क जमा करने की अंतिम तिथि एवं समय/</p> <p>Last date and time for deposition of Earnest Money and Bid Document Fee to the office of Tender Authority of Haldia Dock Complex, SMP Kolkata.</p>	::	19.12.2022, up to 15:00 Hrs. (IST).
2.1	<p>i) <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> पर प्री-क्वालिफिकेशन एवं तकनीकी-वाणिज्यिक बिड और मूल्य बिड ऑनलाइन जमा करने के लिए ई-निविदा की आरंभ तिथि ।</p> <p>Starting date of e-Tender for submission of on line Pre-qualification &amp; Techno-commercial Bid and price Bid at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></p>	::	24.11.2022.
	<p>ii) <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> पर ऑनलाइन प्री - क्वालिफिकेशन एवं तकनीकी-वाणिज्यिक बिड और मूल्य बिड जमा करने के लिए ई-निविदा की अंतिम तिथि एवं समय ।</p> <p>Closing date &amp; time of e-Tender for submission of on line Pre-qualification &amp; Techno-commercial Bid and price Bid at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></p>	::	19.12.2022 up to 15:00 Hrs
	<p>iii) निविदा के तकनीकी-वाणिज्यिक बिड एवं मूल्य बिड खोलने की तिथि एवं समय ।</p> <p>Date &amp; time of opening of Tender (i.e. Techno-commercial Bid &amp; Price Bid).</p>	::	19.12.2022 after 15:30 Hrs.

## **2. लघु निविदा सूचना**

हल्दिया गोदी परिसर में निम्नलिखित कार्य हेतु निविदा दस्तावेज में निर्धारित पूर्व योग्यता मानदंड के अनुसार सिंगल कवर वन पार्ट सिस्टम (तकनीकी-वाणिज्यिक बोली + मूल्य बोली) के तहत ई-निविदा आमंत्रित की जाती है।

कार्य का नाम	::	हल्दिया गोदी परिसर में विभिन्न प्रकार की लीड एसिड बैटरी (बिल ऑफ क्वांटिटी के अनुसार) की आपूर्ति एवं वितरण ।
निविदा संख्या	::	एचडीसी/एमएम/ओटी- 09/23/296-II
प्री-बिड मीटिंग और साइट विजिट की तिथि एवं समय	::	लागू नहीं
ई-निविदा जमा करने की अंतिम तिथि और तकनीकी वाणिज्यिक बिड एवं लागत भाग खोलने की तिथि ।	::	दिनांक 19.12.2022 को 15:00 बजे तक जमा करें। दिनांक 19.12.2022 को 15:30 बजे के पश्चात ।

निविदा और निविदा दस्तावेज की विस्तृत जानकारी रेलटेल की वेब साइट पर उपलब्ध है और उन्हें केवल रेलटेल की वेबसाइट <https://kopt.enivida.in> के माध्यम से ही बोली प्रक्रिया में भाग ले सकते हैं।

## **2. SHORT TENDER NOTICE**

E-Tender under **single cover one part system** (Techno-Commercial Bid + Price Bid) are invited as per Prequalification criteria stipulated in Tender Document for the following work at Haldia Dock Complex.

➤ Name of work	::	Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex
➤ Tender No	::	HDC/MM/OT- 09/23/296-II
➤ Date and Time for pre-bid meeting & site visit	::	NA
➤ Last date of submission of e-tender and opening of Techno Commercial and Price Part	::	Submission Up to 15:00 hrs. on 19.12.2022 Opening After 15:30 hrs. on 19.12.2022

Details of the Tender & Tender Documents are available in web site of RAILTEL PORTAL and have to participate in bidding process through their website <https://kopt.enivida.in> only.

### 3. निविदा आमंत्रण सूचना/ NOTICE INVITING TENDER

**कार्य शीर्षक:- हल्दिया गोदी परिसर में विभिन्न प्रकार की लीड एसिड बैटरी (बिल ऑफ क्वांटिटी के अनुसार) की आपूर्ति एवं वितरण ।**

**WORK TITLE: Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex**

#### **3.1 निविदा सं./ TENDER NO: HDC/MM/OT- 09/23/296-II**

निम्नलिखित योग्यता मापदंड को बिल ऑफ क्वांटिटी के अनुसार पूरा करने वाले **निर्माता या उनके अधिकृत डीलर/ वितरक/ स्टॉकधारी/ आपूर्तिकर्ता** से **सिंगल कवर वन पार्ट सिस्टम** के तहत (तकनीकी-वाणिज्यिक बिड + लागत बिड) ई-निविदा आमंत्रित की जाती है ।

E-Tender under **single cover one part system** (Techno-Commercial Bid + Price Bid) are invited from **Manufacturers or their Authorized Dealers/ Distributors/ Stockiest/Supplier of the make given in Bill of Quantities** on fulfilling the following Pre-qualification Criteria :

#### **i.2 बोलीदाताओं हेतु योग्यता मापदंड/ PRE-QUALIFICATION CRITERIA FOR BIDDERS: -**

i) पिछले 5 वर्षों (जिस महीने के लिए आवेदन आमंत्रित किए जाते हैं, उससे पहले के महीने के अंतिम दिन को समाप्त) के दौरान समान कार्य (आपूर्ति), जिसकी न्यूनतम संचयी राशि कम से कम ₹ 2.63 (दो लाख तिरसठ हजार रुपये मात्र) हो, को सफलतापूर्वक पूरा करने का अनुभव होना चाहिए , जिसकी पुष्टि के लिए प्रासंगिक खरीद आदेश की प्रति के साथ निम्नलिखित में से कोई एक दस्तावेज प्रस्तुत करना होगा ।

Experience of having successfully completed similar works (supply) for a minimum cumulative value of Rs.2.63 Lakhs (Minimum), all inclusive, during last 5 years ending last day of month previous to the one in which applications are invited which should be substantiated by relevant Purchase Order Copies along with any of the following documents: -

निविदा जारी करने वाले प्राधिकारी की संतुष्टि हेतु निष्पादन प्रमाण पत्र / माल पावती नोट / उत्पाद शुल्क चालान / कर चालान / पावती चालान की प्रति / भुगतान पावती दस्तावेज या कोई अन्य दस्तावेज जो सामग्री की आपूर्ति के प्रमाण की पुष्टि करता हो ।

Certificate of execution / Goods Receipt Note / Excise Invoice / Tax Invoice / Receipted challan copy / Payment receipted documents or any other documents substantiating the proof of supply of materials to the satisfaction of the tender issuing authority.

ii) समान प्रकृति वाले कार्य का अर्थ है: राज्य सरकार/केंद्र सरकार, सार्वजनिक उपक्रम या सार्वजनिक / निजी संगठनों को की गई विभिन्न प्रकार की लीड एसिड बैटरी/ एलईडी लैंप और फिटिंग/ बैलास्ट/ कंट्रोल गियर बॉक्स/ इग्राइटर/ होल्डर्स/ स्विच गियर्स/ इलेक्ट्रिकल पंप/ मोटर्स/ हार्डवेयर आइटम/ अन्य मेकैनिकल एवं इलेक्ट्रिकल वस्तुओं की आपूर्ति एवं वितरण।

Similar works means: Supply and delivery of **Different types of Lead Acid Batteries/ LED Lamps & fittings/Ballasts/Control Gear Box /Igniters /Holders/ Switch Gears/Electrical Pumps/Motors/Hardware Items/Other Mechanical & Electrical items** to State Govt./Central Govt./ PSU or Public / Private organization.

#### **3.3 निविदा प्राधिकार/ TENDER AUTHORITY:-**

महाप्रबंधक (अभि.), हल्दिया गोदी परिसर, जवाहर टावर (द्वितीय तल), पोस्ट- हल्दिया, जिला- पूर्व मेदिनीपुर- 721607, टेली-फैक्स:- [03224]-263266

General Manager (Engg.), Haldia Dock Complex, Jawahar Tower Annexe [2<sup>nd</sup> Floor], P.O.- Haldia, Dist. Purba Medinipur – 721 607, Tele-Fax: - [03224]-263255.



नियत तारीख Due Date	19.12.2022	समय/ Time	UPTO 15:00 hrs.	बिड खोलने की तिथि /Date of Opening of Bids	19.12.2022	समय/ Time	15:30 hrs. onwards.
<b>बोली दस्तावेज रेलटेल पोर्टल पर उपलब्ध होगा। बोलीदाता वेबसाइट <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> के माध्यम से ही बोली प्रक्रिया में भाग ले सकते हैं।</b> <b>Bid document will be available on RAILTEL portal. Bidders will have to participate in bidding process through website <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> only</b>							
प्री-बिड बैठक एवं साइट विजिट की तिथि एवं समय Date and Time for pre-bid meeting & site visit			NA				
निविदा दस्तावेज की लागत (अप्रतिदेय) Cost of Tender document (Non-refundable)			Rs. 590.00 (Rupees Five Hundred Ninety only) including 18% GST.				
अग्रिम राशि Earnest Money Deposit			Rs. 2,200.00 (Rupees Two Thousand Two hundred only), as Earnest Money, to Haldia Dock Complex				
कार्य पूरा करने का समय Time Of Completion			60 (Sixty ) days from the date of receipt of the Order by the supplier.				

### 3.4 अन्य अनुदेश/ OTHER INSTRUCTIONS:-

3.4.1 हल्दिया गोदी परिसर में विभिन्न प्रकार की लीड एसिड बैटरी (बिल ऑफ क्वांटिटी के अनुसार) की आपूर्ति एवं वितरण हेतु **सिंगल कवर वन पार्ट सिस्टम** (तकनीकी-वाणिज्यिक बिड + लागत बिड) के माध्यम से निविदा दस्तावेज में निर्धारित पूर्व योग्यता मानदंड के अनुसार निर्माता या उनके अधिकृत डीलर/ वितरक/ स्टॉकधारी/ आपूर्तिकर्ता से ई-निविदा आमंत्रित की जाती है।

E-Tender under **single cover one part system** (Techno-Commercial Bid + Price Bid) are invited from **manufacturers or their Authorized Dealers/ Distributors/ Stockiest/Supplier** as per Prequalification criteria stipulated in Tender Document for **Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex.**

3.4.2 निविदा दस्तावेज संबंधी विवरण एवं निविदा दस्तावेजों के किसी भी परिशिष्ट / शुद्धिपत्र की अधिसूचना ई-निविदा की वेबसाइट पर उपलब्ध है एवं बोलीकर्ता वेबसाइट <https://kopt.enivida.in> के माध्यम से ही बोली प्रक्रिया में भाग ले सकते हैं।  
Details of the Tender Documents and Notification of any Addendum / Corrigendum to the tender documents are available in web site of RAILTEL PORTAL and have to participate in bidding process through their website <https://kopt.enivida.in> only.

3.4.3 ई-निविदाकारों को वेबसाइट से डाउनलोड किए गए निविदा दस्तावेज के किसी भी खंड में संशोधित/आशोधन परिवर्तन/हटाने की अनुमति नहीं है। यदि निविदा प्रस्तुत करने के बाद उसमें कोई परिवर्तन/विसंगति पाई जाती है, तो जमा किए गए प्रस्ताव को तुरंत खारिज कर दिया जाएगा।

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

3.4.4 बोलीदाताओं को ई-निविदा दस्तावेज के "बोलीदाताओं को निर्देश" में निर्धारित के अनुसार बोली दस्तावेज जमा करना होगा। न्यासी जमा किए दस्तावेज/ प्रमाणपत्र की प्रतियों को मूल प्रति से सत्यापित करने का अधिकार रखते हैं।

Bidders shall submit the Bid Document as stipulated in the "Instructions To Bidders" of the e-tender document. Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents.

3.4.5 निविदा जमा करने और खोलने की उपरोक्त निर्दिष्ट अंतिम तिथि को 15:00 बजे तक ई-निविदा के माध्यम से ई-निविदा स्वीकार किए जाएंगे।

E-Tenderers will be received through RAILTEL PORTAL up to 15:00 hrs. on the last date of submission and opening of tender specified above.

3.4.6 ई-निविदा का **तकनीकी-वाणिज्यिक भाग के साथ-साथ लागत बिड** निर्धारित तिथि पर दोपहर **3.30** बजे के बाद खोला जाएगा ।

**Techno Commercial Part as well as Price Bid** of the e-Tender will be opened shortly after **3.30 p.m.** on the stipulated date.

3.4.7 ई-निविदा खोलने की तिथि को अनिर्धारित अवकाश/बंद होने की दशा में अगले कार्य दिवस को निविदा खोली जायेगी।

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

3.4.8 यह स्पष्ट किया जाता है कि उपरोक्त निविदा आगे बढ़ाना संभव नहीं होगा ।

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

3.4.9 एसएमपी, कोलकाता किसी भी प्रस्ताव या सभी प्रस्तावों को पूर्ण या आंशिक रूप से बिना कोई कारण बताए स्वीकार अथवा अस्वीकार करने का अधिकार सुरक्षित रखता है।

Haldia Dock Complex , SMP Kolkata reserves the right to reject any or all offers or to accept the offer in whole or in part without assigning any reason whatsoever thereof.

**महाप्रबंधक (अभियंता)**  
**General Manager(Engg.)**  
**हल्दिया गोदी परिसर**  
**Haldia Dock Complex**

#### **4. Important instructions for E-procurement**

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

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

- Bidders Manual Kit
- Help for Contractors
- FAQ

#### **Contact Persons ( Haldia Dock Complex , SMP Kolkata):**

1. S. P. Bhattacharjee, Sr. Dy. Manager(MM), Mob: 9434063649, email: spb.hdc@ kolkataporttrust.gov.in
2. G.R.K. Prajapati, Asst. Manager (MM), Mob: 7478007298, e-mail: gpjapati.hdc@kolkataporttrust.gov.in

#### **Contact persons (RailTel Portal):**

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

1	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
2	E-tender cannot be accessed after the due date and time mentioned in NIT.
3	KoPT 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.
4	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
5	No deviation to the technical and commercial terms & conditions are allowed.
6	The bidders must upload all the documents required as per terms of tender. Any other document uploaded which is not required as per the terms of the tender shall not be considered.
7	The bid will be evaluated based on the filled-in technical & commercial formats.
8	Bidder has fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda” . <b>A declaration in this regard is to be made by the bidder.</b>
9	(A) Tender will be opened electronically on specified date and time as mentioned in the NIT. Bidder's can witness electronic opening of Bid.  (B) Necessary addendum/corrigendum (if any) of the tender would only be hoisted in the <b>RAILTEL PORTAL</b> .

## **KOPT eNivida Special Instruction to Bidders**

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

These will invite for online Bids. Bidder Enrolment can be done using **"Online Bidder Enrolment"**.

The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on the e-tendering portal as per uploaded bid.

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

### **GUIDELINES FOR REGISTRATION:**

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

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.

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

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.

5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

## **SUBMISSION OF BIDS**

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by KOPT.

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

4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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

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

#### **For any clarification in using eNivida Portal:**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

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

**Phone No. 011-49606060/7278929467/8448288981**

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

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## **5. INSTRUCTIONS TO BIDDER**

### **E-TENDER FOR Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex.**

#### **5.0 PREFACE:**

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

#### **5.1 COST OF TENDER DOCUMENT FEE & EMD :**

Earnest money and cost of tender document are to be deposited by the bidder has to select the payment option as "e-payment" to pay the Tender Document Fee / EMD as applicable and enter details of the instrument. **Cost of tender document & EMD can also be physically deposited at the office of Sr. Dy. Manager** [Materials Management], 2nd floor Jawahar Tower, Haldia Dock Complex, Haldia, PIN 721607), **separately in a single sealed envelope**, mentioning Tender no. with proper marking. Demand Draft / Banker's Cheque / Pay Order etc. against Earnest money and cost of tender document, should be submitted/deposited on any scheduled/ nationalized Bank, by the bidder in favour of Syama Prasad Mookerjee Port, Kolkata, payable at Haldia **before opening of the tender**, as specified in the Tender Document.

Tender submitted without requisite Earnest Money and tender document fee will be liable for rejection.

##### **5.1.1** Details of cost of e-tender paper remitted should be entered by the participating bidder in the space provided in the e-tender as indicated hereunder:

- a) Name of remitting bidder :
- b) Tender No. :
- c) Amount remitted :
- d) Date of remittance :
- e) DD No./BC No./Transaction Reference No. :

##### **5.1.2** Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder-

- a) Name of remitting bidder :
- b) Tender No. :
- c) Amount remitted :
- d) Date of remittance :
- e) DD No./BC No./Transaction Reference No.

#### **5.2 MODE OF SUBMISSION OF BID :**

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

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

- a) That the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India.
- b) The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work.
- c) Bidder's information to be submitted as per enclosed format marked as Annexure-II.
- d) A Declaration as per '**Annexure – I**' that no conditions / deviations have been added in the price part of the Bid.
- e) Scan copy of the following documents to be uploaded:-
  - i) GSTIN / Provisional GST registration certificate.
  - ii) Valid Trade Licence.
  - iii) Valid Professional Tax Clearance Certificate / Up to date tax payment Challan, if applicable.
  - iv) Proof of possessing valid Employees' Provident Fund (EPF) Account, if applicable.
  - v) Proof of being registered with Employees' State Insurance Corporation (ESIC), if applicable.
- f) Credentials in the form of copies of Letters of Award of Works (supply) / Purchase Orders along with any one or more of the following documents – Certificate of execution / Goods Receipt Note / Tax Invoice / Receipted challan copy / Payment receipted documents or any other documents substantiating the proof of supply of materials to the satisfaction of the tender issuing authority.
- g) Addendum/Corrigendum / Notice / Extension Notice issued and drawings (if any) duly signed by the Bidder under office seal.

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

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

### **5.3 OPENING OF BIDS:**

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

### **5.4 SECURITY DEPOSIT:**

**5.4.1 Security Deposit shall be equal to 3% of the basic value of Contract.** For the successful Bidder, the Security Deposit shall be converted from the Earnest Money deposit in accordance with clause 3.4 (f) and (g) of the General Conditions of Contract.

**5.4.2** Refund of S.D. and forfeiture S.D. shall be guided by Cl. 3.5 (i) & (ii) of the G.C.C.

### **5.5 REFUND OF EARNEST MONEY:**

The Earnest Money received, will be refunded or released as the case may be to the unsuccessful Bidders without any interest after finalization of the e-Tender.



## **5.6 VALIDITY OF OFFER:**

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

## **5.7 DETAILED SCRUTINY OF E-TENDERERS:**

5.7.1 During the course of examination of Techno Commercial Part of the bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his / their bids.

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

- (i) requisite Bid security Declaration" as per format attached as Annexure-VI is not submitted
- (ii) requisite tender paper cost is not deposited ,
- (iii) validity of the offer is less than tender stipulation,
- (iv) it does not meet the Qualification Criteria as stipulated in the NIT.
- (v) the bidder submits conditional offer / impose own terms and conditions / does not accept tender conditions completely.

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

a) The bidder provides misleading or false information in the statements and documents submitted.

b) Record of unsatisfactory performance during the last five 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 Port, Kolkata in this regard shall be final and binding on the Bidder.

## **5.8 For Micro & Small Enterprises (MSEs):-**

5.8.1 Micro & Small Enterprises (MSEs) shall submit the following documents for availing themselves waiver of EMD and cost of tender documents :-

5.8.2 Micro and Small Enterprise registered with the authorities as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document for which copies of valid MSE's Certificate along with the certificate of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.

5.8 **Scheduled Caste (SC) & Scheduled Tribe (ST)** entrepreneurs should have documentary evidences, to get benefit in this regard.

[**Note:-**Bidders shall upload scanned copy of necessary document in this regard]

### **5.9.1 For Micro & Small Enterprises (MSEs):**

If eligible for this kind of job, the benefits as per prevailing norms will be extended to MSEs registered with **with anyone of the authorities** as per New Public procurement Policy as notified by the Government of India, Ministry of Micro, small & medium enterprises (MSME) in The Gazette of India vide No. 503, dated

26.03.2012. It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and/or reject a Tender without assigning any reason thereof.

#### **5.10 ACCEPTANCE OF TENDER:**

5.10.1 Syama Prasad Mukherjee Port, Kolkata (formerly known as Kolkata Port Trust) reserves the right to accept / reject any / all offer(s) without assigning any reason thereof and also reserve the right to accept the tender in part or as a whole.

5.10.2 Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his tender liable to rejection.

5.10.3 Work experience, as a sub-supplier or supply contractor shall not be considered as the requisite qualification.

#### **5.11 MISCELLANEOUS:**

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

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## **6. COMMERCIAL TERMS & CONDITIONS:**

Sl. No.	Terms & Conditions
1.	Mere submission of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be Considered for evaluation.
2.	<b>Price Bids (Part-II) of only those eligible bidders whose Part-I Bids are complete and in order shall only be evaluated.</b>
3.	Micro & Small Enterprises (MSEs) registered with authorities under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012. are exempted from depositing Cost of Tender Document having valid Certificate for MSEs.
4.	<p>i) Micro &amp; Small Enterprises (MSEs) registered with authorities under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small &amp; Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012 are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small &amp; Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.</p> <p>ii) When splitting of tender quantity is not possible purely on technical ground, trustees' reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non MSE for consideration of award of order for 20% of tender quantity against any item, 4% sub-target for MSE owned by SC or ST Entrepreneurs as per new public procurement policy.</p> <p>iii) If Micro &amp; Small Enterprises (MSEs) registered with authorities under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small &amp; Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012 intends to participate in the tender, for the items they are registered, then they will not have to deposit cost of Tender Document as per NIT.</p>
5.	Copy of valid Certificate for MSEs has to be submitted along with the bid.
6.	Tenders without requisite are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) registered with authorities under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012 for which the tender is invited.
7.	<p>(i) A bidder may be disqualified if the bidder provides misleading or false information in the statements and documents submitted in their offer of this tender.</p> <p>(ii) Withdrawal of tender/offer in the interval between the closing date for submission of tender and the expiry of the period of its validity specified in the tender will result in forfeiture of Earnest Money.</p>
8.	Due date of submission of tender will not be extended under any situation.
9.	<b>SCOPE OF WORK:- Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex</b>
10.	The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.
11.	The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract. In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Sr. Dy. Manager (MM), Haldia Dock Complex, thereon shall be final and binding upon all parties.
12.	The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any. Trustees' General Conditions of

	contract is the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the undersigned on any working day before quoting for the Tender. General Conditions of Contract is also available at SMPK's website ( <a href="https://smpportkolkata.shipping.gov.in">https://smpportkolkata.shipping.gov.in</a> ).
13.	In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Engineer/Engineer's Representative of HDC thereon shall be final.
14.	The Engineer/Engineer's Representative also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.
15.	The Engineer/Engineer's Representative are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.
16.	The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.
17.	Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and delivery of their bids or for any other expenses incurred in connection with such bidding.
	Bidders are advised to visit the site of Haldia Dock Complex prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, for carrying materials etc. before submission of the tender.
18.	<p><b>NON- RESPONSIVE BIDDER: -</b></p> <p>The bid is non-responsive, if:</p> <p>i) Non acceptance of 120 days' validity from the date of opening of techno-commercial bid.</p> <p>ii) Any deviation from the tender terms &amp; conditions.</p>
19.	<p>Authority in signing the documents for submission of Tender / Offer:</p> <p>All documents to be uploaded by the bidder should be signed under official seal by –</p> <p>19.1 In case the Tender is submitted by a Proprietorship Firm, the same should be signed either by Proprietor or other person, holding a valid Power of Attorney from the Proprietor, in connection with this Tender. The signature of such Power of Attorney holder should be attested by the Proprietor.</p> <p>19.2 In case the Tender is submitted by a Partnership Firm, the same should be signed either by partner, holding valid Power of Attorney from the partners, in connection with this Tender. The signature of such Power of Attorney holder should be attested by the partners.</p> <p>19.3 In case the Tender is submitted by a Limited Company, the same should be signed by person holding valid Power of Attorney executed in his favour (in connection with this Tender) and the signature of such Power of Attorney holder should also be attested, in accordance with the constitution of the Limited Company.</p>
20.	<p><b><u>EARNEST MONEY AND SECURITY DEPOSIT :-</u></b></p> <p>i) The Earnest Money Deposit shall be released to the unsuccessful Bidder without any interest after finalization of Successful bidder. The Earnest Money of the successful Bidder shall be released after receiving Security Deposit.</p> <p>ii) The EMD shall be adjusted towards Security Deposit equal to 3% of the basic contract value. The successful bidder shall pay Balance Security Deposit by Banker's Cheque or by Demand Draft of any Scheduled/ Nationalized Bank of India drawn in favour of "Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex" and payable at Haldia, within 30 days from the date of placement of order. .</p> <p>Failing which, the HDC reserves the right to cancel the acceptance and forfeit the Earnest Money.</p>

	<p>The Security Deposit shall be refunded without interest after the successful execution of the order and completion of guarantee period.</p> <p>iii) If the contract value of Rs. One lac and above, the supplier shall be offered a DD or Bank Guarantee in the form of Security Deposit by any nationalized/scheduled bank payable at Haldia. The Bank Guarantee shall be submitted in HDC, SMP, Kolkata format with the claim period of one month over the Guarantee Period.</p> <p>iv) In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled at the option of the Trustees'.</p> <p>v) The security deposit shall be converted into performance bank Guarantee for the period of 12 months.</p>	
<b>21.</b>	<b><u>PRICING OF BIDS:-</u></b>	
	i)	Price should be quoted on F. O. R. (including of charges for packing, forwarding, loading, transportation, unloading, stacking, transit risk etc.) at HDC's Central Store/ Site Store basis.
	ii)	The Bidder shall state clearly the percentage of GST as applicable in <b><u>Annexure-III</u></b> .
	iii)	Each bidder shall keep in mind, while quoting his rate, that his quoted rate shall remain firm of the subject order till the entire supply of goods is completed.
	iv)	No Price escalation is admissible other than statutory taxes as applicable and vice –versa.
<b>22.</b>	<b><u>EVALUATION CRITERIA</u></b>	
	i)	Evaluation will be made on the lowest (L1) landed price, excluding GST, quoted against individual item among the techno-commercially qualified bids subject to the fulfilment of necessary Tender conditions.
	ii)	In case bidders quote the same rate originally, the quantity of item will be split equally among the jointly lowest bidders subject to considering nearest pack size and if quantity is divisible equally. If quantity is not divisible equally in such case decision of Engineer of the contract would be binding upon the bidder.
	iii)	Benefits will be extended to MSEs registered with NSIC as per New Public Procurement Policy as notified by the Government of India, Ministry of Micro, Small & Medium Enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012. When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.
	iv)	In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid, tender terms and conditions shall also remain unaltered. Irrespective of whether order is placed on part or, on the whole of the BOQ no plea for subsequent withdrawal or the amendment will be entertained.
	v)	It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.
<b>23.</b>	<b><u>SUBMISSION OF THE MAKE OF THE ITEMS</u></b>	
	Bidders shall submit list of makes / brands for all the BOQ items during submission of Techno-Commercial bid.	
<b>24.</b>	<b><u>GST :-</u></b> The suppliers shall comply with all requirements to avail full credit on GST as applicable.	

25.	<b><u>PAYMENT :-</u></b>
	<p>Payment will be made on the basis of actual supply of the materials as per specification and satisfactory acceptance of the same against the order. Payment will be made within 30 (thirty) days of receipt of satisfactory acceptance note of full delivery and acceptance of materials at HDC's any Site Store and on submission of clear bill. The bills should be submitted in quadruplicate to Sr. Dy. Manager (M.M.)'s Office at Jawahar Tower along with necessary documents including original receipted challan duly signed and stamped by HDC's representative at the point of delivery. Maximum two part payment may be allowed.</p> <p>Payments shall be made through ECS/NEFT/RTGS mechanism at all centers where such facilities are available in the bank. Accordingly bidders are requested to submit their bank Account No with the name and address of the bank along with the branch name and code number</p>
	<b>Note :-</b>
1.	The supplier shall send the materials along with the Routine Test Certificate of the Manufacturer, Guarantee Certificate of the supplier and Delivery Challan etc.
2.	All the payment through NEFT/RTGC through bank.
26.	<b><u>TIME OF DELIVERY:-</u></b>
	<p>Delivery of the materials must be completed within 60 (Sixty) days from the date of receipt of order by the supplier. Materials shall be delivered by the supplier to HDC's Central Store/ Site store at Haldia at their cost, risk and responsibility.</p> <p>The successful Bidder must make their own arrangements for delivery of all materials, as well as for careful and proper unloading and stacking at HDC's Store/Site. The responsibility for preventing damage / deterioration to the materials during transit, delivery, unloading and stacking at the designated point shall rest with the Supplier. All transit risk will be to supplier's account. The Bidder must send advance intimation to the concerned Officer as to the proposed date of delivery with a list showing quantity and particulars of the material in the consignment. Delivery of materials will not be accepted on Sundays and Holidays. No lorry shall be permitted into the protected area during night-time. Detention of lorries, if any, will be on supplier's account.</p>
	In case <b>e-way bill</b> is required to deliver the materials, the same is to be arranged by the supplier through latest online portal.
27.	<b><u>INSPECTION &amp; TESTING :-</u></b>
	<p>Inspection will be carried out at successful bidder's premises before delivery of materials by authorized representative of P &amp; E Division of HDC based on supplier's Guarantee Certificate &amp; Manufacturer's Test Certificate or Materials may be inspected at site store by authorized representative of P &amp; E Division of HDC based on supplier's Guarantee Certificate &amp; Manufacturer's Test Certificate. The place of inspection i.e. site store or successful bidders premises is the discretion of Sr. Dy. Manager(P&amp;E) . The successful bidder should offer all facilities for inspection to the HDC's inspector at their own cost and arrangement as and when required. The successful tenderer should provide a clear 15 days time, from the date of receipt of inspection offer by HDC. i.e. Notice Period of 15 days is required for carrying out inspection.</p> <p>The materials supplied by the successful bidder should strictly conform to the laid down specification of Tender / Order. It is to be noted that the above inspection and subsequent dispatch clearance will not relieve the successful bidder of their responsibility of maintaining quality to guarantee performance. If any operational and manufacturing defect would be found in any assembly / sub-assemblies / materials during the performance guarantee period, repair / replacement of the same will have to be done by the successful bidder, at his own cost, risk and arrangement. If necessary, samples from the supplies may be drawn and the same will be tested by Trustees' authorized person either at the trustees own arrangement or by Government Test House and if found to be inferior to the laid down specifications of tender / order, the materials will be</p>

	rejected in whole or in part and supplier shall be debited with the cost of test and rejected materials shall be replaced by the supplier at his own cost and arrangement.
<b>28.</b>	<b>REJECTION OF MATERIALS</b>
	Notwithstanding the inspection and passing of materials by Trustees' authorized person, any material found to be defective in quality and not conforming to the relevant specification, shall liable to be rejected and the supplier shall replace the same at his cost and arrangement at the earliest.
	The supplier shall at his own arrangement and cost replace within a period of 1 (one) month all such dispatched materials that have either been rejected by Trustees' authorized person, or have been found in defective/broken/damaged/leakage condition after unloading.
	Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Stores, H.D.C. within a fortnight from the date of rejection on observing usual procedure on the matter. If the contractor fails to remove such materials within a reasonable time, the Trustees shall have the right to dispose of the same and the supplier shall have no claim against the Trustees in respect of the said rejected materials.
<b>29.</b>	<b>GUARANTEE PERIOD</b>
	The materials, with all accessories and attachments, shall have to be guaranteed by the supplier against the manufacturing defects or, poor performance for a period of 12 months from the date of commissioning or, 18 months from the date of delivery & acceptance, whichever is earlier. If any defect whatsoever develops during the Guarantee Period, the defective materials will have to be replaced/rectified, as the case may be, by the Bidder at their own cost. Guarantee Certificate of materials to be supplied by the supplier at the time of delivery of materials.
<b>30.</b>	<b>TRANSIT RISK</b>
	Transit risk will be on supplier's account since the delivery is to be made on <b>F. O. R.</b> Destination basis.
<b>31.</b>	<b>PERMITS :-</b>
	The Supplier shall take necessary pass to allow the man, material and vehicle to HDC's Site store/Central store which requires necessary RFID pass issued by Shipping office/ Administration/CISF with necessary charges as applicable.
<b>32.</b>	<b>LIQUIDATED DAMAGES:-</b>
	If the successful bidder (supplier) fails to supply materials during the delivery period, the supplier shall be imposed liquidated damage @ ½ percent of the total landed cost excluding GST as applicable for every week delay on materials, ( part of the week being treated as a full week), out of schedule of delivery which should not exceed 10 per cent of the total basic cost. GST on L.D. amount as per law time being in force shall be levied.
<b>33.</b>	<b>PACKING:-</b>
	Supplier(s) shall be responsible for proper packing and delivery of materials in good condition. Materials shall be packed in proper way by the supplier at his own cost for protection against damage, loss etc.
<b>34.</b>	<b>TECHNICAL CATALOGUE/ PRODUCT DATA SHEET :-</b>
	The bidders shall have to submit Technical Catalogue/ Product Data Sheet of their quoted product(s) along with their techno-commercial bids.
<b>35.</b>	<b>RISK PURCHASE :-</b>
	In case of supplier's failure and at the absolute discretion of the Sr. Dy. Manager (MM), the work may be

	ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the Sr. Dy. Manager (MM) or, his representative. In case of risk purchase, extra cost will be borne by the supplier (successful tenderer).
<b>36.</b>	<b>BANNED OR DE-LISTED CONTRACTORS :-</b>
	Bidders must give a declaration to the effect that they have not been banned or, de-listed by any Government or, Quasi-Government Agency or, PSU. If a Bidder has been banned / de-listed by any Government or, Quasi-Government Agency or PSU, the details of any such ban must be clearly stated along with relevant documents which the Bidder is to enclose together with Techno-Commercial Bid. Incorrect declaration or suppression of facts will lead to rejection of the Offer.
<b>37</b>	<b>FORCE MAJEURE :-</b>
	In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the Party affected by such Force Majeure shall upon notification to the other Party be suspended for the period during which Force Majeure event lasts. The cost and loss sustained by either party shall be borne by respective parties. The Term 'FORCE MAJEURE' as employed herein shall mean acts of God, Earthquake, Floods and Hurricane / Cyclone, War, Revolution, Riot, Fire, Strike excluding strike by the employees of the Supplier or their Sub-contractors. Upon the occurrence of such cause the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing immediately but not later than 7 ( seven ) days of the alleged beginning thereof giving full particulars and the satisfactory evidence in support of its claim.
<b>38.</b>	<b>JURISDICTION OF COURT :-</b>
	The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Calcutta.
<b>39.</b>	<b>WORKMEN COMPENSATION :-</b>
	The successful bidders must cover his employees / workers, who will be engaged for delivery, unloading & stacking job at HDC's site, under workmen compensation act, fatal accident act and personal injuries insurance act for protection against any injury / accident and shall have to bear all the consequences and cost as applicable as per relevant acts.
<b>40.</b>	<b>PERSONAL PROTECTIVE EQUIPMENT (PPE):-</b>
	Suppliers and his workmen including driver & helper must use PPE i.e. Safety Helmet etc. at the time of supply of materials inside the Dock premises.
<b>41.</b>	<b>DEFAULT CRITERIA:</b>
	HDC may serve a written notice of default to the Supplier in case of following situations
	i) If supplier fails to deliver any or all of the materials within the Time period(s) specified in the contract or any extension thereof granted by HDC.
	ii) Delivery is unsatisfactory as per Tender Terms.
	iii) If supplier fails/delays to perform any other obligation(s) under the Contract.



	iv)	<p>In either of the above circumstances, does not remedy his failure within a period as specified in contract or such period as HDC may authorize in writing after serving default notice to the supplier.</p> <p>In the event of failing the clause (iv) above, Security Money of the supplier will be forfeited along with banning/Blacklisting as deemed appropriate by HDC.</p>
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## **7. PREAMBLE TO THE BILL OF QUANTITIES**

**E-TENDER FOR Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex**

**TENDER NO : HDC/MM/OT- 09/23/296-II**

7.1 The Bill of Quantities must be read with the General Conditions of Contract, the Special Conditions of Contract and the Particular Specifications of Work and the Bidder is deemed to have examined the above documents and to have thoroughly familiarised himself with the total scope of work and its mode of execution.

7.2 The quantities given in the Bill of Quantities are approximate only and are given to provide a common basis for tendering. Payment will be made according to the quantities of each item of work actually carried out at the accepted rates as per Order Letter. The measurements of each item of work shall be measured jointly by the Engineer of the Contract or his Representative.

7.3 This being an **item rate tender**, the Bidder shall quote his **rates against all items on line** based on his own analysis.

**The Tender Price thus established would be taken for comparative evaluation, subject to the relevant provisions of the tender.**

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### **8. BILL OF QUANTITIES (UN-PRICED BID)**

**(To be printed on the bidder's Letter Head dully filled scanned and uploaded after seal and signature)**

**Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex**

<b>BoQ item sl. no.</b>	<b>Description of Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>If your offer exactly match to our specification, write 'YES', else give your technical details &amp; specify make / brand</b>
1.	Lead Acid storage Battery 12V, 180 AH , 25 Plates, Maintenance free	No.	12	
2.	Lead Acid Battery 12V, 100 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.	No.	04	
3.	Lead Acid Battery 12V, 180 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.	No.	03	
4.	Lead Acid Battery 12V, 35 AH. Ready to use car battery in P.P. container along with standard accessories.	No.	02	
5.	Lead Acid Battery 12V, 80 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.	No.	02	
6.	Lead Acid Battery 12V, 120 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.	No.	04	
7.	12 Volt(7AH/7.2AH/7.5AH) Sealed Maintenance Free Lead Acid Batteries for UPS , Length 14.7 cm , Width 6.5 cm , height 9.3 cm.	No.	200	

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**Signature of Tenderer with Office Seal**

## **9. ANNEXURE-I**

### **DECLARATION OF THE BIDDER**

FORMAT FOR SUBMITTING DECLARATION REGARDING BANNING / DELISTING, BIDDING DOCUMENTS DOWNLOADED FROM WEBSITE, PRICE SCHEDULE, ETC.

[To be printed on the bidder's Letter Head duly filled and uploaded after seal & signing]

To,  
Sr. Dy. Manager (MM)  
Haldia Dock Complex,  
SMP, Kolkata

Name of Work:

**Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex**

**Tender No. : HDC/MM/OT- 09/23/296-II**

I....., the authorized signatory of the  
.....(Name of the Company /Firm) do hereby declare / confirm that :

\* I / We have not been debarred or de-listed by any Government or Quasi-Government Agencies or Public Sector Undertaking in India.

I / We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. I / We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the Tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the Tender. In the event of our Tender being accepted in full or, in part, I / we also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the Tender together with the acceptance thereof in writing by or, on behalf of the Trustees' shall form the Contract. I / we have not made any addition / modification / alteration in the Bidding Documents hosted in the websites.

I / We have deposited Requisite Earnest Money.

OR

I / We have submitted documentary evidences for Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) as per tender condition. The offered prices would be given in the "Price Bid ( Part-II)" electronically, through the website of CPPP only.

I / We agree that the period for which the Tender shall remain open for acceptance shall not be less than 120 days.

I/We have not made any addition/ modifications/alteration in the Bidding Documents hosted in the websites.

I/We have submitted all the information applicable as per Annexure-II.

The offered prices would be given in the "Price Bid (section)" electronically, through <https://kopt.enivida.in> only.

Signature of authorized person of the bidder  
(With office seal)

\* In case the firm has been debarred or de-listed by any Government or Quasi-Government Agencies or Public Sector Undertaking in India, then the same should be declared properly, after modifying the sentence, suitably.

**10. ANNEXURE-II****BIDDER'S INFORMATION**

(To be printed on the bidder's Letter Head dully filled scanned and uploaded after seal and signature)

**GENERAL INFORMATION OF THE BIDDER**

The bidder must submit the information in this format.

1.	Information regarding bidder's authorized representative(s) / contact person(s)		
	a )	Name(s)	
	b )	Address(es)	
	c )	Telephone number(s)	
	d )	Facsimile number(s)	
	e )	Electronic mail address	
2.	a )	Address of the branch office, if any	
	b )	Name of the contact person at branch office	
	c )	Telephone number(s)	
	d )	Facsimile number(s)	
	e )	Electronic mail address	
3.	Whether the bidder is a Proprietorship Firm or Partnership Firm or Limited/ Pvt. Limited Company		
4.	Details of the Banker(s):		
a )	Name of the Banker(s) in full.		
b )	Address(es) of the Banker(s)		
c )	Telephone number(s)		
d )	Facsimile number(s)		
e )	Electronic mail address		
f )	Name(s) of the contact person(s)		

**Annexure-II(Contd.)**

5.	Bank details for ECS payment :	
	a ) Bank Account number.	
	b ) Name of the bank.	
	c ) Name of the branch.	
	d ) Address of the branch.	
	e ) IFSC code	
6.	Income Tax details (if applicable) :	
a )	Permanent Account Number (PAN)	
b )	GST Registration Number	
7.	Employees' Provident Fund (EPF) Code No., if applicable	
8.	Employees' State Insurance (ESI) Code No., if applicable	

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Signature of Tenderer with Office Seal

**11. ANNEXURE-III**

**TO INDICATE THE FOLLOWING DETAILS OF GST:**

**(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature)**

Sl. No.	Item Description	HSN Code	GST Rate (In %)		
			CGST Rate	SGST Rate	IGST Rate
1	Lead Acid storage Battery 12V, 180 AH , 25 Plates, Maintenance free				
2	Lead Acid Battery 12V, 100 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.				
3	Lead Acid Battery 12V, 180 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.				
4	Lead Acid Battery 12V, 35 AH. Ready to use car battery in P.P. container along with standard accessories.				
5	Lead Acid Battery 12V, 80 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.				
6	Lead Acid Battery 12V, 120 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.				
7	12 Volt(7AH/7.2AH/7.5AH) Sealed Maintenance Free Lead Acid Batteries for UPS , Length 14.7 cm , Width 6.5 cm , height 9.3 cm.				

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**Signature of Tenderer with Office Seal**

**12. ANNEXURE-IV**

**Bidder's Bank Details**

**(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature)**

<b>A/c No.</b>	
<b>A/c holder Name:</b>	
<b>Bank Name &amp; Bank Address:</b>	
<b>Branch Name:</b>	
<b>IFSC:</b>	

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**Signature of Tenderer with Office Seal**



**13. ANNEXURE-V**  
**BILL OF QUANTITIES (PRICE BID)**

Supply and Delivery of Different types of Lead Acid Batteries (As Per Bill of Quantities) to Haldia Dock Complex

[BIDDERS NOT TO QUOTE HERE]

Sl. No	DESCRIPTION	QUANTITY (in Nos.)	Unit Basic Price, all inclusive, without GST [F.O.R. HDC's Central Store/ Site Store basis]  ( in Rs.)
1	Lead Acid storage Battery 12V, 180 AH , 25 Plates, Maintenance free	12 Nos.	
2	Lead Acid Battery 12V, 100 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.	04 Nos.	
3	Lead Acid Battery 12V, 180 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.	03 Nos.	
4	Lead Acid Battery 12V, 35 AH. Ready to use car battery in P.P. container along with standard accessories.	02 Nos.	
5	Lead Acid Battery 12V, 80 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.	02 Nos.	
6	Lead Acid Battery 12V, 120 AH ( 20 hrs discharge rate). Ready to use car battery in P.P. container along with standard accessories.	04 Nos.	
7	12 Volt(7AH/7.2AH/7.5AH) Sealed Maintenance Free Lead Acid Batteries for UPS , Length 14.7 cm , Width 6.5 cm , height 9.3 cm.	200 Nos.	

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Signature of Tenderer with Office Seal

## **15. ANNEXURE-VI**

### **CHECKLIST**

**(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature):-**

<b>Sl No.</b>	<b>DOCUMENTS TO BE UPLOADED (IF APPLICABLE)</b>	<b>YES /NO/NA (as the case may be)</b>
1.	Details of Bid Document Fee submission :	
2.	Details of Earnest Money Deposit (EMD) submission :	
3.	Goods and services tax registration certificate :	
4.	Certificate for allotment of Employees Provident Fund (EPF) code no. :	
5.	Registration certificate of Employees State Insurance (ESI) :	
6.	PAN card :	
7.	Valid Trade license or Trade certificate of enlistment or certificate of incorporation or certificate of registration or certificate of proof nationality of any country. :	
8.	Valid MSME certificate :	
9.	Audited balance sheet and profit and loss accounts for the last three financial years. :	
10.	Credential for supply of similar work to Government /PSU/ Public or Private organization for the last five year along with any one or more of the documents. :	
	A) Receipted challans.	
	B) Certificate of execution goods receipt note, excise invoice, tax invoice, consignment note or any other document as a proof of supply	
11.	Technical Literature / Product Catalogue .	
12.	Copy of self-certification that the item offered meets the local content requirement for 'Class-I local supplier'/ 'Class-II local supplier', as per clause no. 8(ii) of NIT	
13.	Any Other Document(s) Deemed Necessary as per Tender. :	

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**Signature of Tenderer with Office Seal**