

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
(पूर्व में कोलकाता पोर्ट ट्रस्ट)  
**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**  
(Formerly Kolkata Port Trust)

हल्दिया गोदी परिसर  
**HALDIA DOCK COMPLEX**

सामग्री प्रबंधन प्रभाग

MM DIVISION

*BIDDING DOCUMENTS*

( e-Tender)

[Tender No.: HDC/MM/OT-14/17/44]

FOR

हल्दिया डॉक कॉम्प्लेक्स में ऑयल स्पिल डिस्पर्संट लिक्विड की आपूर्ति और डिलीवरी हेतु, सिर्फ एनआईओ स्वीकृत निर्माताओं / या उनके अधिकृत डीलरों / अधिकृत वितरक / अधिकृत स्टॉकिस्टों से ही ई-निविदा आमंत्रित की जाती है।

E-Tender is invited only from NIO Approved manufacturers / or their authorized dealers / authorized distributor / authorized stockists for supply and delivery of Oil Spill Dispersant liquid to Haldia Dock Complex.



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

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

हल्दिया गोदी परिसर में ऑयल स्पिल डिस्पर्सेंट लिक्विड की आपूर्ति एवं वितरण (निविदा बीओक्यू के अनुसार) हेतु सिंगल कवर सिस्टम (भाग I: तकनीकी-वाणिज्यिक बिड एवं भाग II: लागत बिड) के माध्यम से सिर्फ एनआईओ अनुमोदित निर्माता/ उनके अधिकृत डीलर/ अधिकृत वितरक/ अधिकृत स्टॉकधारी से ई-निविदा आमंत्रित की जाती है।

E-Tender in Single Cover system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited only from NIO Approved manufacturers / or their authorized dealers / authorized distributor / authorized stockists for supply and delivery of Oil Spill Dispersant liquid (as per tender BOQ) to Haldia Dock Complex.

बिड दस्तावेज ई-निविदा 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://smportkolkata.shipping.gov.in>) पर भी प्रकाशित की गई है।

The Bid Document may be seen from the e-Nivida Portal. Corrigenda or clarifications, if any, shall be hoisted on the above mentioned website only. Bidders will have to participate in bidding process through website <https://kopt.enivida.in>. The tender is also published on SMPK website (<https://smportkolkata.shipping.gov.in>)

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

|     |   |    |  |
|-----|---|----|--|
| 1.1 | <b>कार्य शीर्षक</b><br><b>Work Title</b>            | :: | हल्दिया गोदी परिसर में ऑयल स्पिल डिस्पर्सेंट लिक्विड (निविदा बीओक्यू के अनुसार) की आपूर्ति एवं वितरण।<br>Supply and delivery of Oil Spill Dispersant liquid (as per tender BOQ) to Haldia Dock Complex.  |
| 1.2 | <b>निविदा संख्या</b><br><b>Tender No.</b>           | :: | <b>HDC/MM/OT-14/17/44</b>  |
| 1.3 | <b>निविदा प्राधिकारी</b><br><b>Tender Authority</b> | :: | महाप्रबंधक (अभि.)<br>General Manager(Engg),<br>हल्दिया गोदी परिसर<br>Haldia Dock Complex ;<br>श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता<br>Syama Prasad Mookerjee Port, Kolkata.<br><br><b>पता/ Address:</b><br>सामग्री प्रबंधन का कार्यालय<br>Office of the M.M. Division,<br>जवाहर टावर (द्वितीय तल)<br>Jawahar Tower (2 <sup>nd</sup> floor) ;<br>पोस्ट- हल्दिया टाउनशिप<br>P.O.: - Haldia Township;<br>जिला- पूर्व मेदिनीपुर<br>Dist.: - Purba Medinipur ;<br>पिन/ PIN:-721607<br>पश्चिम बंगाल<br>West Bengal, India. |

|     |   |    |  |
|-----|---|----|--|
|     |   |    | <p>दूरभाष सं./ Telephone no. : + 91-3224-26 3266</p> <p>मोबाइल न./ Mobile no. : +91-9434063649</p> <p>ई-मेल/ E. mail : <a href="mailto:spb.hdc@kolkataporttrust.gov.in">spb.hdc@kolkataporttrust.gov.in</a></p>  |
| 1.4 | <p>निविदा प्रणाली</p> <p>Mode of Tender</p>   | :: | <p><b>ई-खरीद प्रणाली/ e-Procurement System</b></p> <p>(ई-निविदा पोर्टल, <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> के माध्यम से सिंगल कवर सिस्टम के तहत ऑनलाइन तकनीकी-वाणिज्यिक बिड एवं लागत बिड)</p> <p>इच्छुक बोलीदाता ई-टेंडरिंग पोर्टल के माध्यम से इलेक्ट्रॉनिक रूप से अपने प्रस्ताव जमा करें।</p> <p><b>हल्दिया गोदी परिसर, श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता द्वारा किसी अन्य माध्यम से टेंडर स्वीकार नहीं किया जाएगा।</b></p> <p>(Online Single Cover System Techno-Commercial Bid and Price Bid through e-Nivida Portal, i.e. <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>)</p> <p>The intending bidders are required to submit their offers electronically through e-tendering portal.</p> <p><b>No physical tender is acceptable by Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.</b></p> |
| 1.5 | <p>इच्छुक बिडर्स को बिडिंग दस्तावेज डाउनलोड करने की सुविधा उपलब्ध कराने की तिथि/</p> <p>Date from which bidding documents are available for downloading by the intending bidders.</p> | :: | 30.11.2022   |
| 1.6 | <p>प्री-बिड बैठक शुरू होने की तिथि एवं समय/</p> <p>Pre-Bid Meeting starting date &amp; Time.</p>  | :: | NA   |
| 1.7 | <p>प्री-बिड बैठक की अंतिम तिथि एवं समय/</p> <p>Pre-Bid Meeting closing date &amp; Time.</p>   | :: | NA   |
| 1.8 | <p>प्री-बिड बैठक का स्थान/</p> <p>Venue of Pre-Bid Meeting</p>  | :: | NA   |

|  |           |   |
|--|-----------|---|
| <p>i) बिड दस्तावेज शुल्क/<br/>Bid Document Fee<br/>(बिडिंग दस्तावेज की लागत)<br/>(Cost of bidding document)</p>  | <p>::</p> | <p><b>भुगतान का तरीका/ Mode of Payment:</b> - केवल डेबिट/ क्रेडिट कार्ड या नेट बैंकिंग/ ई-वॉलेट/यूपीआई के माध्यम से ई-भुगतान/ E-payment only through Debit / Credit Card or Net Banking/eWallet/UPI.</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>   |
| <p>ii) अग्रिम राशि (ईएमडी)<br/>Earnest Money Deposit (EMD)</p>   | <p>::</p> | <p><b>भुगतान का तरीका/ Mode of Payment:</b> - केवल डेबिट/ क्रेडिट कार्ड या नेट बैंकिंग/ ई-वॉलेट/यूपीआई के माध्यम से ई-भुगतान/ E-payment only through Debit / Credit Card or Net Banking/eWallet/UPI.</p> <p>इच्छुक बोलीदाता अग्रिम राशि के रूप में रु. 1,700.00 (रु. एक हजार सात सौ रुपये मात्र मात्र) हल्दिया गोदी परिसर में जमा करें ।</p> <p>The intending bidders Rs. 1,700.00 (Rupees One thousand Seven 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>   |
| <p>iii)<br/><a href="https://kopt.enivida.in">https://kopt.enivida.in</a><br/>पर रेलटेल पोर्टल टेंडर प्रक्रिया शुल्क एवं पंजीकरण शुल्क (अप्रतिदेय) /<br/>RailTel Tender Processing Fee &amp; Registration Charges at<br/><a href="https://kopt.enivida.in">https://kopt.enivida.in</a><br/>( Non refundable)</p> | <p>::</p> | <p>a) <b>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)</b> –Rs. 885.00 जीएसटी सहित/ including GST.</p> <p>c) <b>पंजीकरण शुल्क/ Registration Charges:</b> Rs 2,000/- + यथा लागू जीएसटी प्रति वर्ष / Applicable GST per Year.</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 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। 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 | अग्रिम राशि एवं बिड दस्तावेज शुल्क जमा करने की अंतिम तिथि एवं समय/<br>Last date and time for deposition of Earnest Money and Bid Document Fee   | :: | 21.12.2022 up to 15:00 Hrs. (IST).         |
| 2.2 | i) <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> पर प्री-क्वालिफिकेशन एवं तकनीकी-वाणिज्यिक बिड और मूल्य बिड ऑनलाइन जमा करने के लिए ई-निविदा की आरंभ तिथि ।<br>Starting date of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a>                  | :: | 30.11.2022                                 |
|     | ii) <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> पर ऑनलाइन प्री -क्वालिफिकेशन एवं तकनीकी-वाणिज्यिक बिड और मूल्य बिड जमा करने के लिए ई-निविदा की अंतिम तिथि एवं समय ।<br>Closing date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> | :: | 21.12.2022, up to 15:00 Hrs(IST)           |
|     | iii) निविदा के तकनीकी-वाणिज्यिक बिड एवं मूल्य बिड खोलने की तिथि एवं समय<br>Date & time of opening of Techno-commercial Bid and Price bid of Tender.   | :: | 21.12.2022 after 15:30 Hrs. (IST) onwards. |

#### 4. लघु निविदा सूचना

|   |   |  |
|---|---|--|
| कार्य का नाम  | : | हल्दिया गोदी परिसर में ऑयल स्पिल डिस्पर्सेंट लिक्विड (निविदा बीओक्यू के अनुसार) की आपूर्ति एवं वितरण । |
| ई-निविदा संख्या                                     | : | एचडीसी/एमएम/ओटी-14/17/44   |
| प्री-बिड मीटिंग और साइट विज़िट के लिए दिनांक और समय | : | लागू नहीं  |
| ई-निविदा जमा करने की अंतिम तिथि                     | : | 21.12.2022 को 15:00 बजे तक जमा करें।   |

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।

#### 4. SHORT TENDER NOTICE

|  |    |  |
|--|----|--|
| ➤ Name of work                                   | :: | Supply and delivery of Oil Spill Dispersant liquid (as per tender BOQ) to Haldia Dock Complex. |
| ➤ Tender No                                      | :: | HDC/MM/OT-14/17/44   |
| ➤ Date and Time for pre-bid meeting & site visit | :: | NA   |
| ➤ Last date of submission of e-tender            | :: | Submission Up to 15:00 hrs. on 21.12.2022  |

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

## **5. निविदा आमंत्रण सूचना/ NOTICE INVITING TENDER**

**कार्य शीर्षक:-** हल्दिया गोदी परिसर में ऑयल स्पिल डिस्पर्सेंट लिक्विड (निविदा बीओक्यू के अनुसार) की आपूर्ति एवं वितरण ।

**WORK TITLE:** - Supply and delivery of Oil Spill Dispersant liquid (as per tender BOQ) to Haldia Dock Complex.

### **3.1 निविदा सं./ TENDER NO: HDC/MM/OT-14/17/44**

निम्नलिखित योग्यता मापदंड को पूरा करने वाले कुशल तकनीकी एवं वित्तीय क्षमता वाले एनआईओ अनुमोदित निर्माता/ उनके अधिकृत डीलर/ अधिकृत वितरक/ अधिकृत स्टॉकधारी से एक भाग प्रक्रिया के तहत (तकनीकी-वाणिज्यिक बिड + लागत बिड) ई-निविदा आमंत्रित की जाती है ।

E-Tender in single cover one part system (Techno-Commercial Bid + Price Bid) is invited only from NIO Approved manufacturers / or their authorized dealers / authorized distributor / authorized stockists with sound technical and financial capabilities on fulfilling the following Pre-qualification Criteria;

### **3.2 बोलीदाताओं हेतु योग्यता मापदंड/ PRE-QUALIFICATION CRITERIA FOR BIDDERS: -**

(i) **सिर्फ एनआईओ स्वीकृत निर्माताओं / या उनके अधिकृत डीलरों / अधिकृत वितरक / अधिकृत स्टॉकिस्टों को ही भाग लेने की अनुमति होगी ।**

**Only NIO Approved manufacturers / or their authorized dealers / authorized distributor / authorized stockists would only be allowed to participate.**

(ii) प्रत्याशित बिडर्स के पास पिछले 7 (सात) वर्षों के दौरान सरकारी, सार्वजनिक उपक्रम या सार्वजनिक / निजी संगठनों को की गई ऑयल स्पिल डिस्पर्सेंट लिक्विड की आपूर्ति का एक अथवा अधिक कार्य आदेश, जिसकी न्यूनतम संचयी राशि ₹ 2,00,970.00 (दो लाख नौ सौ सत्तर रुपये मात्र) होना चाहिए, जो उन्हें जमा करना होगा एवं जिसकी पुष्टि के लिए उक्त कार्य आदेश की प्रति के साथ अधोलिखित कोई एक अथवा अधिक दस्तावेज प्रस्तुत करना होगा ।

The prospective bidder(s) should submit credential for supply of Oil Spill Dispersant liquid for a cumulative amount of ₹ 2,00,970.00 (Rupees two lakh nine hundred seventy only) minimum in any number of orders, during last 7 (seven) years, to Govt., PSU or Public / Private organization which should be substantiated by producing PURCHASE ORDER copy along with any one or more of the following documents :

- a) प्राप्त चालान/ Receipted Challan,
- b) निष्पादन प्रमाणपत्र/ Certificate of Execution,
- c) जीआरएन/ GRN,
- d) उत्पाद शुल्क चालान/ Excise Invoice,
- e) कर चालान/ Tax Invoice,
- f) आपूर्ति के प्रमाण स्वरूप कनसाइनमेंट नोट आदि/ Consignment Note. etc. as a proof of supply.

(iii) भाग लेने वाले बोलीदाताओं के पास ऑयल स्पिल डिस्पर्सेंट लिक्विड के निर्माण के लिए वैध एनआईओ अनुमोदन प्रमाण पत्र होना चाहिए और उन्हें उपरोक्त प्रमाणपत्रों की स्कैन प्रतियां जमा करनी चाहिए।

The participating bidder should have valid NIO approval certificate for manufacturing the Oil Spill Dispersant liquid and they should submit scan copies of aforesaid certificates.

iv) जीएसटी पंजीकरण प्रमाणपत्र की प्रति जमा करनी होगी ।

Copy of GST Registration certificate should be submitted.

v) अधिकृत डीलर/ अधिकृत वितरक/ अधिकृत स्टॉकधारी को अपने वैध डीलरशिप/ डिस्ट्रीब्यूटरशिप/ स्टॉकधारी के प्रमाण पत्र की एक प्रति प्रस्तुत करनी होगी ।

Authorized dealers / authorized distributor / authorized stockiest should submit a copy of valid dealership / distributorship / stockiest certificate from their principal.

vi) मान्य व्यावसायिक कर भुगतान चालान की प्रति (पीटीपीसी)/ अद्यतन टैक्स भुगतान चालान की प्रति, यदि लागू हो, जमा करना होगा ।

Copy of valid Professional Tax Payment Challan copy (PTPC)/up to dated Tax payment Challan copy, if applicable, should be submitted.



नोट: प्रस्ताव के साथ उपरोक्त पूर्व-योग्यता मानदंड दस्तावेज प्रस्तुत करना होगा अन्यथा प्रस्ताव को स्वीकार नहीं किया जाएगा।  
 Note: Above stated PRE-QUALIFICATION CRITERIA documents should be submitted along with offer otherwise the offer would be liable for rejection.

### 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 [2<sup>nd</sup> Floor], P.O.- Haldia, Dist. Purba Medinipur – 721 607, Tele-Fax: - [03224]-263266.

|  |            |           |                       |  |            |           |                           |
|--|------------|-----------|-----------------------|--|------------|-----------|---------------------------|
| नियत तारीख<br>Due Date<br>Of<br>submissi<br>on | 21.12.2022 | समय/ Time | UPTO<br>15:00<br>hrs. | तकनीकी<br>वाणिज्यिक भाग<br>एवं लागत बिड<br>Techno<br>Commercial<br>Part and Price<br>Bid | 21.12.2022 | समय/ Time | 15:30<br>hrs.<br>onwards. |
|--|------------|-----------|-----------------------|--|------------|-----------|---------------------------|

बोली दस्तावेज ई-निविदा पोर्टल पर उपलब्ध होगा।

बोलीदाता वेबसाइट <https://kopt.enivida.in> के माध्यम से ही बोली प्रक्रिया में भाग ले सकते हैं।

Bid document will be available on e-Nivida portal.

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

|  |  |
|--|--|
| प्री-बिड बैठक एवं साइट विजिट<br>की तिथि एवं समय<br>Date and Time for pre-bid<br>meeting & site visit | NA   |
| निविदा दस्तावेज की लागत<br>(अप्रतिदेय)<br>Cost of Tender document<br>(Non-refundable)                | Rs. 590.00 (Rupees Five hundred ninety only) including 18%<br>GST.     |
| अग्रिम राशि<br>Earnest Money Deposit   | Rs. 1,700.00 (Rupees One thousand Seven hundred only)                  |
| कार्य पूरा करने का समय<br>Time Of Completion   | 45 days from the date of receipt of order by the successful<br>bidder. |

### 3.4 OTHER INSTRUCTIONS: -

- 3.4.1 हल्लिया गोदी परिसर में ऑयल स्पिल डिस्पर्सेंट लिक्विड की आपूर्ति एवं वितरण (निविदा बीओक्यू के अनुसार) हेतु सिंगल कवर सिस्टम (भाग I: तकनीकी-वाणिज्यिक बिड एवं भाग II: लागत बिड) के तहत एनआईओ अनुमोदित निर्माता/ उनके अधिकृत डीलर/ अधिकृत वितरक/ अधिकृत स्टॉकधारी से ई-निविदा आमंत्रित की जाती है।

E-Tender in single cover one part system (Techno-Commercial Bid + Price Bid) is invited only from NIO Approved manufacturers / or their authorized dealers / authorized distributor / authorized stockists for supply and delivery of Oil Spill Dispersant liquid (as per tender BOQ) 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 E-NIVIDA 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 E-NIVIDA 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 एवं लागत भाग निर्धारित तिथि पर दोपहर 3.30 बजे के बाद खोला जाएगा।

Techno Commercial Part and Price Part 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।

Syama Prasad Mookerjee Port, 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.

वरि. उप प्रबंधक (एमएम)  
Sr. Dy. Manager (MM)  
हल्लिया गोदी परिसर  
Haldia Dock Complex

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

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

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

- Bidders Manual Kit
- Help for Contractors
- FAQ

**Contact Persons (Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex):**

1. S. P. Bhattacharjee, Sr. Dy. Manager(MM), Mob: 9434063649, mail: [spb.hdc@kolkataporttrust.gov.in](mailto:spb.hdc@kolkataporttrust.gov.in)
2. E. Singh, Asstt. Manager (MM), Mob: 9434031208, mail: [esingh.hdc@kolkataporttrust.gov.in](mailto:esingh.hdc@kolkataporttrust.gov.in)

**Contact persons (e-Nivida Portal):**

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

**See e-Nivida Portal for contact details.**

- 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 SMPK reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- 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".  
**A declaration in this regard is to be made by the bidder.**
- 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 e-Nivida Portal
- 10 HDC will not responsible for any delay in online submission of bid by bidder due to any reason, whatsoever.

### **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 SMPK.
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. 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 Coloured (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.
5. 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
6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. 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.
8. 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 e-Nivida Portal:**

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.

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.

## **7. INSTRUCTION TO BIDDER**

E-Tender for Supply and delivery of Oil Spill Dispersant liquid (as per tender BOQ) to Haldia Dock Complex.

**TENDER NO: HDC/MM/OT-14/17/44**

### **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 EARNEST MONEY AND TENDER DOCUMENT FEE:**

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.

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) Transaction Number. :
- f) Remittance Bank details. :

**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) Transaction Number :
- f) Remittance Bank details. :

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

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

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

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

- a) 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) The un-priced “Abstract Form Of Tender” & “Form Of Tender” (without price quoted) shall not only be signed and stamped by the Bidder, but must also be duly witnessed and scan copy to be uploaded.
- d) Bidder’s information to be submitted as per enclosed format marked as Annexure-II.
- e) A Declaration as per ‘**Annexure – I**’ that no conditions / deviations have been added in the price part of the Bid.
- f) Scan copy of the following documents to be uploaded:-
  - i) GSTIN / Provisional GST registration certificate.
  - ii) Valid Professional Tax Clearance Certificate / Up to date tax payment, if applicable.
  - iii) Authorized Dealers / Authorized Distributors / Authorized Stockists must submit valid certificate from their manufacturer regarding status of authorization.
- g) Credentials in the form of copies of Letters of Award of Works (supply) along with corresponding document to justify that the intending bidder satisfies the pre-qualification criteria, regarding completion of supply.
- h) Certified copies of audited balance sheet and Profit and Loss account / Trading account for the last 3 (three) financial years .

If due date (scheduled opening date of tender) falling within three months (April to June) of the closing of the latest financial year, the latest financial year may be ignored and financial turnover of the three years, year previous to the latest financial year may be considered. In case of the bidder is unable to submit audited accounts of last financial year (in case of tender opening date falling after June), due to non – completion of audit or for any other reason, he may be allowed to submit a certificate of turnover issued by the statutory auditor of the company / firm for the previous year.

- i) 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:**

Single cover one part system (Techno-Commercial Bid + Price Bid) as stated above will be opened on the date and time as fixed in the e-tender document online.

### **5.4 SECURITY DEPOSIT:**

**5.4.1** 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. The price bids of those bidders who meet the qualifying criteria of NIT shall be opened.

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

- (i) Requisite earnest money is not deposited.
- (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 Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex in this regard shall be final and binding on the Bidder.

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

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 and depositing Earnest Money for which copies of valid MSE's Certificate along with the certificate of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.

5.8 **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) registered with NSIC:**

If eligible for this kind of job, the benefits as per prevailing norms will be extended to MSEs registered with 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 of 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 Mookerjee Port, Kolkata, reserves the right to accept / reject any / all offer(s) without assigning any reason thereof and also reserve the right to accept the tender in part or as a whole.

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 The successful Tenderer will be notified in writing of the acceptance of his tender.

5.10.4 Work experience, as a sub-supplier 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 Syama Prasad Mookerjee Port, Kolkata. It is not the intention to debar the Contractors from working if their relatives are working in SMPK but such a declaration is necessary in the interest of Trustees against any possible lapses.

(vii) The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.

(viii) In case of any dispute between Hindi version and English version of tender, in such case, English version of the tender will prevail over the Hindi version of tender.

**5.12 Due date of submission of tender will not be extended under any situation.**

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### 8.0 : 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 entertained. Such qualification will be reviewed at the time of evaluation of bids also.   |
| 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       | <b>Micro &amp; Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate or Udyog Aadhar certificate or UDYAM Certificate.</b>   |
| 4       | <p>i) Micro &amp; Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS)/Udyog Aadhar/ UDYAM Certificate 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 as per new public procurement policy.</p> <p>iii) If Micro &amp; Small Enterprises (MSEs) registered with NSIC or Udyog Aadhar or UDYAM Certificate intends to participate in the tender, for the items they are not registered with NSIC/Udyog Aadhar/ UDYAM certificate, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.</p> |
| 5       | <b>Copy of valid and suitable NSIC Certificate for MSEs or Udyog Aadhar Certificate/ UDYAM Certificate has to be submitted along with the bid on or before tender closing date otherwise their offer shall be considered nonresponsive.</b>  |
| 6       | <b>Tenders without requisite Tender Document Fees and Earnest Money are liable to be rejected excepting in case of Micro &amp; Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) or /Udyog Aadhar Certificate/ UDYAM Certificate for items for which the tender is invited.</b>   |
| 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       | <p><b><u>SCOPE OF WORK:</u></b></p> <p>The work will include supply and delivery of Oil Spill Dispersant liquid as specified in the Bill of Quantities at MO Division's Store site ,HDC at Haldia , or at any other point within the jurisdiction of SMPK, HDC as per directives of the Sr. Dy. Manager (MM), Haldia including unloading and stacking at site.</p>   |
| 9       | 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.   |

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| 10 | 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.   |
| 11 | 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> ).   |
| 12 | The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.   |
| 13 | The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.   |
| 14 | The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.  |
| 15 | 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.   |
| 16 | Bidders may visit at site / Store of Haldia Dock Complex in Haldia prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, existing road facilities for carrying materials etc. before submission of the tender. He may contact the Sr. Dy. Manager of M.M. Division or his authorized representative at his office at Jawahar Tower in this regard. Non compliance of the same will in no way relieve the successful bidder of any of his obligations in performing the work in accordance with this Bid Document within the quoted price.  |
| 17 | <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> <ul style="list-style-type: none"> <li>❖ 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.</li> <li>❖ 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.</li> <li>❖ 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.</li> </ul> |
| 18 | <p><b><u>VALIDITY:</u></b></p> <p>The tender shall remain open for acceptance for a period of <b>120 days</b> from the date of opening of 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 tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees / sanctioning Authority.</p>  |
| 19 | <p><b><u>NON- RESPONSIVE BIDDER:-</u></b></p> <p>The offer/tender shall be treated as non-responsive, if :</p> <ul style="list-style-type: none"> <li>i) 120 days validity from the date of opening of techno-commercial bid is not accepted / agreed to as per tender condition.</li> <li>ii) Offer / tender is submitted with any deviation from the tender terms &amp; conditions.</li> </ul>  |

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| 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. 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 the format available with HDC.</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 converted into performance bank Guarantee for the period of Guarantee terms.</p> |
| 21 | <p><b><u>PRICES:</u></b></p> <p>Price should be quoted <b>F.O.R up to Dock Site/Store of Haldia Dock Complex, Haldia</b>, i.e on free delivery basis up to site / store(s) of Haldia Dock Complex, Haldia but <b>exclusive of GST</b> .</p> <p>i) The bidder shall quote his price as per the Bill of Quantities in the Price bid (Part-II). Price(s) shall be quoted upto F.O.R. destination, Haldia Dock Complex, Haldia, including charges for packing, forwarding, loading, stacking, transportation, unloading, and transit risk necessary for the complete services as described in the documents i.e. on free delivery basis <b>up to Dock Site/Store of Haldia Dock Complex, Haldia</b>.</p> <p>ii) The Bidder shall state clearly quote the percentage of GST as applicable.</p> <p>iii) Orders may be placed in parts. Each bidder shall keep in mind while quoting his rate against any item that, in the event of part order being placed, his quoted rate against the ordered item, shall form the basis of the subject order. Price(s) to be quoted should remain firm till the entire supply of goods is completed.</p> <p>iv) Price(s) to be quoted should remain firm till the goods are delivered. No Price escalation is admissible other than statutory increase in Taxes &amp; Duties. In case of decrease in rates of statutory taxes &amp; duties, the price would be correspondingly decreased.</p>  |
| 22 | <p><b><u>PAYMENT:</u></b></p> <p>Payment will be made on the basis of actual supply and delivery of materials in good condition and acceptance of the same at designated points and on submission of Bill accompanied with Inspection Certificate and challan duly signed at Sites / Store Officer of Haldia Dock Complex or his authorized representative. The bills should be submitted in quadruplicate to Sr. Dy. Manager (MM)'s Office with necessary documents e.g., receipted challan in duplicate, test certificate, guarantee certificate, inspection report. Maximum three part payment may be allowed. Payment shall be credited to your bank account through NEFT/RTGS mechanism within 30(thirty) days of receipt of satisfactory acceptance of materials at Haldia Dock Complex, Haldia Store/site. by successful bidder would submit their bank Account No with the name and address of the bank along with the branch name account no. and IFS code number in the bill.</p>  |

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| 23 | <p><b><u>EVALUATION CRITERIA :</u></b></p> <p>i) Evaluation will be made on the lowest rate (L1), quoted against individual items among the techno-commercially qualified bids subject to the fulfilment of necessary Tender conditions.</p> <p>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.</p> <p>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 &amp; 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 or subsequent amendment thereof, if any.</p> <p>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.</p> |
| 24 | <p><b><u>INSPECTION</u></b></p> <p>Materials will be inspected by the Trustees' authorized person (The Manager (M.O.), HDC or his authorized representative 's after delivery of materials at Store / site of MO Division of Haldia Dock Complex, Haldia. The materials to be supplied by the supplier should strictly conform to the laid down specification of tender / order. If required, samples from the supplies may be drawn and the same will be tested by Trustee's 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 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.</p>   |
| 25 | <p><b><u>LIQUIDATED DAMAGES:</u></b></p> <p>If the successful bidder (supplier) failed to supply materials during the delivery period, LD will be levied @ ½% per week on the value of the delayed portion subject to maximum of 10% of total basic value of order and GST would be chargeable extra on LD as applicable.</p>   |
| 26 | <p><b><u>DELIVERY:</u></b></p> <p>Delivery of materials must be completed within 45 (Forty Five) days from the date of receipt of Order. Materials shall be delivered by successful bidder at their cost, risk and responsibility at the Site / Store of Haldia Dock Complex, Haldia including unloading &amp; stocking.</p>  |
| 27 | <p><b><u>PACKING:</u></b></p> <p>Suppliers 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 and arrangement for protection against damage, loss, leakage, breakage etc.</p>   |
| 28 | <p><b><u>DESPATCH ARRANGEMENTS:</u></b></p> <p>The supplier shall be fully responsible for any transit loss or damage to the materials. The supplier shall send advance intimation as to the actual date of delivery of each and every instalment of supply. Delivery of materials will not be accepted on Saturday, Sundays and Port Holidays. The authorized representative of the suppliers should be present at the time delivery for jointly noting with the representative of SMPK the discrepancies, if any, regarding the particulars of materials actually delivered against the challans for the same. Delivery will not be accepted if not accompanied with proper delivery challans (in quadruplicate) and other related documents like</p>   |

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|    | inspection certificates, etc. No lorry shall be permitted into the protected area during night-time. Detention of lorries, if any, will be on supplier's account. <b>In case e-way bill is required to deliver the materials, suppliers need to arrange themselves for the same through latest online portal.</b>   |
| 29 | <b><u>TRANSIT RISK :</u></b><br>Transit risk will be on supplier's account since the delivery is to be made on F.O.R. Destination basis.  |
| 30 | <b><u>RISK PURCHASE:</u></b><br>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 (M.M.) or, his representative. In case of risk purchase extra cost will be borne by the supplier (successful tenderer).  |
| 31 | <b><u>DOCK PERMITS :</u></b><br>The successful Bidder shall have to obtain permits from the office of the Sr. Dy. Manager(MM)/ Sr. Dy. Manager(P&E) or his authorised representative for delivery of materials and Dock Permit or as directed for entry of their vehicles and workers into the Trustees' Stores for unloading and stacking of the material. Such permits shall be issued to the Bidder against receipt of proper application with <b>payment of necessary charges</b> (if any) for the same during normal working hours on any working  |
| 32 | <b><u>REJECTION OF MATERIALS:</u></b><br>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.<br><br>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.<br>The supplier shall at his own arrangement and cost replace within a period of 1 (one) month of all such defective and rejected materials.<br><br>Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Central Store/ site store, 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, 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. |
| 33 | <b><u>BANNED OR DE – LISTED CONTRACTORS:</u></b><br>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 –Govt. agency or, a PSU, the details of any such ban must be clearly stated along with the relevant documents which the Bidder is to enclose together with the Techno-Commercial Bid. Incorrect declaration or, suppression of facts will lead to rejection of the Offer.   |
| 34 | <b><u>FORCE MAJEURE:</u></b><br>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 the respective parties. The term "FORCE MAJEURE" as employed herein shall mean acts of God, Earth-quake, War, Revolts, Riots, Fire, Floods, Sabotage, Hurricanes/Cyclones and Strikes, excluding strikes by the employees of the Supplier or, their sub- Contractors. Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing immediately but not later 7 (seven) days after the alleged beginning thereof, giving full particulars and satisfactory evidence in support of its claim.  |

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| 35 | <p><b><u>JURISDICTION OF COURT :</u></b><br/>The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.</p>  |
| 36 | <p><b><u>WORKMEN COMPENSATION :</u></b><br/>The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading &amp; stacking job at SMPK'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.</p>  |
| 37 | <p><b><u>GUARANTEE PERIOD</u></b><br/>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 18 months from the date of delivery &amp; acceptance. 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 and arrangement.</p>   |
| 38 | <p><b><u>CERTIFICATES:</u></b></p> <ol style="list-style-type: none"> <li>1. Guarantee Certificate of the supplier is to be submitted at the time supply of materials.</li> <li>2. Manufacturer's Test Certificate(s) must be produced at the time of inspection of materials and the same shall be supplied along with supply.</li> </ol>  |
| 39 | <p><b><u>PERSONAL PROTECTIVE EQUIPMENT(PPE):</u></b><br/>Suppliers and their workmen including driver &amp; helper must use PPE i.e. safety helmet etc. at the time of supply of materials inside the dock premises.</p>  |
| 40 | <p><b><u>Shelf Life:</u></b><br/>Shelf life of the product will be minimum for 05 (five) years. Supply is to be made from fresh lot (not older than 04 months of manufacturing).</p>  |
| 41 | <p><b><u>DEFAULT CRITERIA:</u></b><br/>HDC may serve a written notice of default to the Supplier in case of following situations</p> <ol style="list-style-type: none"> <li>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.</li> <li>ii) Delivery is unsatisfactory as per Tender Terms.</li> <li>iii) If supplier fails/delays to perform any other obligation(s) under the Contract.</li> <li>iv) 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.</li> </ol>   |
| 42 | <p><b><u>GENERAL CONDITIONS OF CONTRACT:</u></b><br/>'General Conditions of Contract, Forms and Agreements' as sanctioned by the Board of Trustees of SMP, Kolkata for the Port of Syama Prasad Mookerjee is hosted at <a href="http://www.smpportkolkata.shipping.gov.in">www.smpportkolkata.shipping.gov.in</a>.<br/>(<a href="https://smpportkolkata.shipping.gov.in/showfile.php?layout=1&amp;lang=1&amp;lid=2531">https://smpportkolkata.shipping.gov.in/showfile.php?layout=1&amp;lang=1&amp;lid=2531</a>).<br/>Only those Clauses, Forms or Formats, which are not covered elsewhere in this Tender Document, shall be applicable. Also, for the sake of interpretation of the contents of the Appendices, the terms contained in the main tender document (other than Appendices) including the 'General Conditions of Contract, Forms and Agreements' shall prevail.</p> |

**Signature of Tenderer with Office Seal**

## **9. PREAMBLE TO THE BILL OF QUANTITIES**

**E-TENDER for Supply and delivery of Oil Spill Dispersant liquid (as per tender BOQ) at Haldia Dock Complex.**

**TENDER NO: HDC/MM/OT-14/17/44**

- a. 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 familiarise himself with the total scope of work and its mode of execution.
- b. 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 or his Representative.
- c. This being an item wise rate tender, the Bidder shall quote his rates against items as applicable on line based on their 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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**10. BILL OF QUANTITIES (UN-PRICED BID)**

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

[BIDDERS NOT TO QUOTE HERE]

**E-TENDER for Supply and delivery of Oil Spill Dispersant liquid (as per tender BOQ) at Haldia Dock Complex.**

Tender No.: **HDC/MM/OT-14/17/44**

| Sl. No. | Description of Item   | Quantity (in Liters) | Offered Specification (If specification is same please write "Yes"<br>( No other specification will be accepted) |            |           |
|---------|---|----------------------|--|------------|-----------|
|         |   |                      | Confirm Specification (Yes/ No)  | Brand Name | Pack Size |
| 1       | Chemical Oil Spill Dispersant (Type: II & III) duly approved by NIO (i.e. National Institute of Oceanography) | 3000                 |  |            |           |

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Signature of Tenderer with Office Seal



## **11. 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 ;  
Syama Prasad Mookerjee Port, Kolkata.

**Name of Work:**

**Procurement of supply and delivery of Oil Spill Dispersant liquid (as per tender BOQ) at Haldia Dock Complex.**

**Tender No.: HDC/MM/OT-14/17/44**

**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 E-NIVIDA (<https://kopt.enivida.in>) 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 the Website of E-NIVIDA (<https://kopt.enivida.in>).**

**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.**

## **12. 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.**

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

Signature of Tenderer with Office Seal

**contd. next page.....**

|     |  |  |
|-----|--|--|
| d ) | Facsimile number(s)                                      |  |
| e ) | Electronic mail address                                  |  |
| f ) | Name(s) of the contact person(s)                         |  |
| 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 |  |

Signature of Tenderer with Office Seal

### **13. 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)**

| <b>Sl.<br/>No.</b> | <b>Item Description</b>   | <b>HSN<br/>Code</b> | <b>GST Rate (In %)</b> |                      |                      |
|--------------------|---|---------------------|------------------------|----------------------|----------------------|
|                    |   |                     | <b>CGST<br/>Rate</b>   | <b>SGST<br/>Rate</b> | <b>IGST<br/>Rate</b> |
| <b>1</b>           | Chemical Oil Spill Dispersant (Type: II & III) duly approved by NIO (i.e. National Institute of Oceanography) |                     |                        |                      |                      |

**Note: GST details of each Tender BOQ item should be submitted.**

**Signature of Tenderer with Office Seal**

#### **14. 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>                         |  |

**Signature of Tenderer with Office Seal**

### 15. ANNEXURE-V

#### Check List of Documents to be submitted

| Sl. No. | List of Documents to be submitted   | "Yes/No" | Page No. |
|---------|---|----------|----------|
| 1       | Copy of GST Registration Certificate  |          |          |
| 2       | Copy of supply order plus delivery proof as per NIT   |          |          |
| 3       | Original D.D. towards deposit of EMD & Tender cost.   |          |          |
| 4       | Duly filed signed stamped copy of 'Commercial Terms & Conditions' of the subject NIT                            |          |          |
| 5       | Duly filed signed stamped copy of 'Un-Priced Bid' of the subject NIT  |          |          |
| 6       | Duly filed signed, stamped copy of 'Annexure-I, Annexure-II, Annexure-III & Annexure-IV' of the subject NIT     |          |          |
| 7       | Copy of valid Professional Tax Payment Challan copy (PTPC)/up to dated Tax payment Challan copy (If applicable) |          |          |
| 8       | Copy of Valid Trade License (If applicable)   |          |          |
| 9       | Any other documents (if applicable)   |          |          |

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**16. ANNEXURE-VI**

**PRICED BILL OF QUANTITIES**

**Tender No.: HDC/MM/OT-14/17/44**

**[BIDDERS NOT TO QUOTE HERE]**

| <b>Sl.<br/>No.</b> | <b>Description Of Item</b>  | <b>Quantity<br/>(in Litre)</b> | <b>Unit Landed Price<br/>exclusive of GST<br/>On F.O.R. Upto<br/>Site/Store of<br/>Haldia Dock<br/>Complex, Haldia<br/>(Rs./Unit)</b> |
|--------------------|---|--------------------------------|---|
| <b>1</b>           | Chemical Oil Spill Dispersant (Type: II & III) duly approved by NIO (i.e. National Institute of Oceanography) | <b>3000</b>                    |   |

**Signature of Tenderer with Office Seal**