

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
(पूर्व में कोलकाता पत्तन न्यास)
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
(Formerly Kolkata Port Trust)
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
MM DIVISION
BIDDING DOCUMENTS
(e-Tender)

[Tender No.: HDC/MM/OT-21/22/187]

FOR

हल्दिया गोदी परिसर के "संयंत्र एवं उपकरण प्रभाग के ओएंडसीएच प्लांट हेतु रबर स्पेयर्स" की आपूर्ति एवं वितरण हेतु भरोसेमंद, योग्य एवं अनुभवी निर्माताओं/ अधिकृत डीलरों/ प्रतिष्ठित आपूर्तिकर्ताओं से (निविदा शर्तों के अनुसार) ई-निविदा आमंत्रित की जाती है।

E-Tender is invited from reliable, bonafide & experienced manufacturers / authorized dealers/ reputed suppliers (as per tender conditions) for supply and delivery of "Rubber spares for O&CH plant of P&E Division" of Haldia Dock Complex.



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

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3. निविदा अनुसूची (एसओटी)/ SCHEDULE OF TENDER (SOT)

हल्दिया गोदी परिसर के "संयंत्र एवं उपकरण प्रभाग के ओएंडसीएच प्लांट हेतु रबर स्पेयर्स" की आपूर्ति एवं वितरण हेतु सिंगल कवर प्रणाली (भाग I: तकनीकी-वाणिज्यिक बिड एवं भाग II: लागत बिड) के माध्यम से भरोसेमंद, योग्य एवं अनुभवी निर्माताओं/ अधिकृत डीलरों/ प्रतिष्ठित आपूर्तिकर्ताओं से (निविदा शर्तों के अनुसार) ई-निविदा आमंत्रित की जाती है।

E-Tender in Single Cover system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafide & experienced manufacturers / authorized dealers/ reputed suppliers (as per tender conditions) for supply and delivery of "Rubber spares for O&CH plant of P&E Division" of 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://smporkolkata.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://smporkolkata.shipping.gov.in>)

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

1.1	कार्य शीर्षक Work Title	::	हल्दिया गोदी परिसर के "संयंत्र एवं उपकरण प्रभाग के ओएंडसीएच प्लांट हेतु रबर स्पेयर्स" (निविदा बीओक्यू के अनुसार) की आपूर्ति एवं वितरण। Supply and delivery of Rubber spares for O&CH plant of P&E Division (as per tender BOQ) at Haldia Dock Complex.
1.2	निविदा संख्या Tender No.	::	HDC/MM/OT-21/22/187
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. पता/ Address: सामग्री प्रबंधन कार्यालय Office of the M.M. Division, जवाहर टावर (द्वितीय तल) Jawahar Tower (2 nd floor) ; पोस्ट- हल्दिया टाउनशिप P.O.: - Haldia Township; जिला- पूर्व मेदिनीपुर Dist.: - Purba Medinipur ; पिन/ PIN:-721607 पश्चिम बंगाल West Bengal, India.
1.4	निविदा प्रणाली Mode of Tender	::	ई-खरीद प्रणाली/ e-Procurement System (ई-निविदा पोर्टल, https://kopt.enivida.in के माध्यम से सिंगल कवर प्रणाली के

			<p>तहत ऑनलाइन तकनीकी-वाणिज्यिक बिड एवं लागत बिड) इच्छुक बोलीदाता ई-निविदा पोर्टल के माध्यम से इलेक्ट्रॉनिक रूप से ही अपने प्रस्ताव जमा करें ।</p> <p>हल्दिया गोदी परिसर, श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता द्वारा किसी भी अन्य माध्यम से निविदा स्वीकार नहीं किया जाएगा ।</p> <p>(Online Single Cover System Techno-Commercial Bid and Price Bid through e-Nivida Portal, i.e. https://kopt.enivida.in)</p> <p>The intending bidders are required to submit their offers electronically through e-tendering portal.</p> <p>No physical tender is acceptable by Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.</p>
1.5	<p>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.</p>	::	27.03.2023
1.6	<p>प्री-बिड बैठक शुरू होने की तिथि एवं समय/ Pre-Bid Meeting starting date & Time.</p>	::	NA
1.7	<p>प्री-बिड बैठक की अंतिम तिथि एवं समय/ Pre-Bid Meeting closing date & Time.</p>	::	NA
1.8	<p>प्री-बिड बैठक का स्थान/ Venue of Pre-Bid Meeting</p>	::	NA
1.9	<p>i) बिड दस्तावेज शुल्क/ Bid Document Fee (बिडिंग दस्तावेज की लागत) (Cost of bidding document)</p>	::	<p>इच्छुक बोलीदाता बिड दस्तावेज शुल्क (अप्रतिदेय) रु. 1,770.00 (एक हजार सात सौ सत्तर रुपये मात्र) [@ 18% जीएसटी सहित] हल्दिया गोदी परिसर में जमा करें ।</p> <p>The intending bidders should deposit Rs. 1,770.00 (Rupees One thousand seven hundred seventy only) [including GST @ 18%], as Bid document Fee (non-refundable), to Haldia Dock Complex.</p> <p>बिड दस्तावेज शुल्क (बिड दस्तावेज की लागत) का भुगतान निम्नलिखित तरीके से किया जा सकता है:</p> <p>Bid Document Fee (Cost of bidding document) may be done on following mode:</p> <p>a) डीडी/ बैंकर चेक के माध्यम से/ Through DD/Banker Cheque:</p> <p>किसी भी अनुसूचित/राष्ट्रीयकृत बैंक के माध्यम से "श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता, हल्दिया गोदी परिसर" के पक्ष में, देय- हल्दिया लिखित डीडी/ बैंकर चेक निविदा दस्तावेज में निर्दिष्टानुसार सीधे एचडीसी में जमा करना होगा ।</p>

		<p>in favour of "Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex" on any Scheduled/Nationalized Bank payable at Haldia and it should be submitted physically as specified in the Tender Document.</p> <p>ऑनलाइन बिड प्रस्तुत करते समय डीडी/ बैंकर चेक की प्रति अपलोड करनी होगी।</p> <p>Copy of the DD/Banker's Cheque should be uploaded during submitting online bid.</p> <p style="text-align: center;">या/ OR</p> <p>b) ई-भुगतान गेटवे के माध्यम से/ Through E-payment gateway:</p> <p>ई-भुगतान मोड हेतु डेबिट/ क्रेडिट कार्ड या नेट बैंकिंग/ ई-वलेट/ यूपीआई विकल्प का उपयोग किया जा सकता है ।</p> <p>by using Debit / Credit Card or Net Banking/eWallet/UPI option for e-Payment mode.</p> <p>यथा लागू निविदा शुल्क का भुगतान करने के लिए बोलीदाता को "ई-भुगतान" विकल्प का चयन करना होगा एवं ई-भुगतान 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 e-payment.</p> <p>नोट: बिड दस्तावेज शुल्क के बिना बोलीदाता के प्रस्ताव को तुरंत रद्द कर दिया जाएगा । यदि बोलीदाता द्वारा उपरोक्त बिड दस्तावेज शुल्क [अप्रतिदेय] जमा नहीं किया जाता है, तो संबंधित बिड को अप्रतिसादी मानकर सीधे रद्द कर दिया जाएगा ।</p> <p>Note: Without Bid Document Fees, offer of the bidder will be summarily rejected. In case the aforesaid Bid Document fee [non-refundable] is not deposited by the Bidder, the respective bid will be summarily rejected, treating the same as non-responsive.</p>
	<p>ii) अग्रिम राशि (ईएमडी) Earnest Money Deposit (EMD)</p>	<p>:: इच्छुक बोलीदाता अग्रिम राशि के रूप में ₹. 10,000.00 (रु. दस हजार मात्र) हल्दिया गोदी परिसर में जमा करें ।</p> <p>The intending bidders should deposit Rs. 10,000.00 (Rupees Ten thousand only), as Earnest Money, to Haldia Dock Complex.</p> <p>निम्नलिखित तरीके से अग्रिम राशि (ईएमडी) जमा किया जा सकता है:</p> <p>Earnest Money Deposit (EMD) may be done on following mode:</p> <p>a) डीडी/ बैंकर चेक के माध्यम से/ Through DD/Banker Cheque:</p> <p>किसी भी अनुसूचित/राष्ट्रीयकृत बैंक के माध्यम से श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता के पक्ष में, देय- हल्दिया लिखित डीडी/ बैंकर चेक निविदा दस्तावेज के निर्दिष्टानुसार सीधे एचडीसी में जमा करना होगा ।</p> <p>in favour of "Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex" on any Scheduled/Nationalized Bank payable at Haldia and it should be submitted physically as specified in the Tender Document.</p> <p>ऑनलाइन बिड प्रस्तुत करते समय डीडी/ बैंकर चेक की प्रति अपलोड करनी होगी।</p> <p>Copy of the DD/Banker's Cheque should be uploaded during submitting online bid.</p>

			<p style="text-align: center;">या/ OR</p> <p>b) ई-भुगतान गेटवे के माध्यम से/ Through E-payment gateway: ई-भुगतान मोड हेतु डेबिट/ क्रेडिट कार्ड या नेट बैंकिंग/ ई-वलेट/ यूपीआई विकल्प का उपयोग किया जा सकता है।</p> <p>by using Debit / Credit Card or Net Banking/eWallet/UPI option for e-Payment mode.</p> <p>यथा लागू ईएमडी का भुगतान करने के लिए बोलीदाता को "ई-भुगतान" विकल्प का चयन करना होगा एवं ई-भुगतान का विवरण प्रविष्ट करना होगा।</p> <p>Bidder has to select the payment option as "e-payment" to pay the EMD as applicable and enter details of the e-payment.</p> <p>नोट: यदि बोलीदाता द्वारा उपरोक्त अग्रिम राशि जमा नहीं किया जाता है तो संबंधित बिड को अप्रतिसादी मानकर सीधे रद्द कर दिया जाएगा।</p> <p>Note: If, the aforesaid Earnest Money is not deposited by the Bidder, the respective bid will be summarily rejected, treating the same as non-responsive.</p>
	<p>iii) https://kopt.enivida.in पर रेलटेल पोर्टल निविदा प्रक्रिया शुल्क एवं पंजीकरण शुल्क (अप्रतिदेय) / RailTel Tender Processing Fee & Registration Charges at https://kopt.enivida.in (Non refundable)</p>	::	<p>a) भुगतान का तरीका/ Mode of Payment: - 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) निविदा प्रक्रिया शुल्क (टीपीएफ)/ Tender Processing Fee (TPF) – Rs. 3,849.00 जीएसटी सहित/ including GST.</p> <p>c) पंजीकरण शुल्क/ Registration Charges: Rs 2,000/- + यथा लागू जीएसटी प्रति वर्ष / Applicable GST per Year.</p> <p>नोट/ Note:</p> <p>1. जो बोलीदाता अब 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 (जो कि सर्विस प्रदाता है) पर विक्रेता पंजीकरण के समय दी गई उनकी कॉर्पोरेट ईमेल आईडी मान्य एवं अद्यतित (अपडेट) 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>श्यामा प्रसाद मुखर्जी पोर्ट, हल्दिया गोदी परिसर के निविदा प्राधिकृत कार्यालय में अग्रिम राशि एवं बिड दस्तावेज शुल्क जमा करने की अंतिम तिथि एवं समय/ Last date and time for deposition of Earnest Money and Bid Document Fee to the office of Tender Authority of Syama Prasad Mookerjee Port, Kolkata, Haldia Dock Complex.</p>	::	<p>19.04.2023 up to 15:00 Hrs. (IST). (डीडी/ बैंकर चेक की प्रति ऑनलाइन अपलोड करनी होगी।) (Copy of the DD/Banker's Cheque should be uploaded on line).</p>

2.2	<p>i) https://kopt.enivida.in पर योग्यता एवं तकनीकी-वाणिज्यिक बिड और मूल्य बिड ऑनलाइन जमा करने के लिए ई-निविदा की प्रारंभिक तिथि ।</p> <p>Starting date of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at https://kopt.enivida.in</p>	::	27.03.2023
	<p>ii) https://kopt.enivida.in पर ऑनलाइन योग्यता एवं तकनीकी-वाणिज्यिक बिड और मूल्य बिड जमा करने के लिए ई-निविदा की अंतिम तिथि एवं समय ।</p> <p>Closing date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at https://kopt.enivida.in</p>	::	19.04.2023, up to 15:00 Hrs(IST)
	<p>iii) निविदा के तकनीकी-वाणिज्यिक बिड एवं मूल्य बिड खोलने की तिथि एवं समय</p> <p>Date & time of opening of Techno-commercial Bid and Price bid of Tender.</p>	::	19.04.2023 after 15:30 Hrs. (IST) onwards.

4. लघु निविदा सूचना

कार्य का नाम	:	हल्दिया गोदी परिसर के "संयंत्र एवं उपकरण प्रभाग के ओएंडसीएच प्लांट हेतु रबर स्पेयर्स" (निविदा बीओक्यू के अनुसार) की आपूर्ति एवं वितरण ।
ई-निविदा संख्या	:	एचडीसी/एमएम/ओटी-21/22/187
प्री-बिड मीटिंग और साइट विज़िट के लिए दिनांक और समय	:	लागू नहीं
ई-निविदा जमा करने की अंतिम तिथि	:	19.04.2023 को 15:00 बजे तक जमा करें।

निविदा और निविदा दस्तावेज की विस्तृत जानकारी ई-निविदा की वेबसाइट पर उपलब्ध है एवं केवल इसी वेबसाइट <https://kopt.enivida.in> के माध्यम से बोली प्रक्रिया में भाग ले सकते हैं।

4. SHORT TENDER NOTICE

➤ Name of work	::	Supply and delivery of Rubber spares for O&CH plant of P&E Division (as per tender BOQ) at Haldia Dock Complex.
➤ Tender No	::	HDC/MM/OT-21/22/187
➤ Date and Time for pre-bid meeting & site visit	::	NA
➤ Last date of submission of e-tender	::	Submission Up to 15:00 hrs. on 19.04.2023

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 के "संयंत्र एवं उपकरण प्रभाग के ओएंडसीएच प्लांट हेतु रबर स्पेयर्स" (निविदा बीओक्यू के अनुसार) की आपूर्ति एवं वितरण ।

WORK TITLE: - Supply and delivery of Rubber spares for O&CH plant of P&E Division (as per tender BOQ) at Haldia Dock Complex.

3.1 निविदा सं./ TENDER NO: HDC/MM/OT-21/22/187

निम्नलिखित योग्यता मापदंड को पूरा करने वाले कुशल तकनीकी एवं वित्तीय क्षमता वाले भरोसेमंद, योग्य एवं अनुभवी आपूर्तिकर्ताओं 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 from reliable, bonafied & experienced suppliers 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) भारत सरकार की 'मेक इन इंडिया' नीति को बढ़ावा देने हेतु 'केवल क्लास-I लोकल सप्लायर्स' ही उक्त खरीद हेतु कोट कर सकते हैं । क्लास-II/ नॉन लोकल सप्लायर्स के प्रस्ताव पर विचार नहीं किया जाएगा।

Only 'Class-I local Supplier' shall eligible to quote for this procurement to encourage 'Make in India' policy of Govt. of India. Offer of Class-II /Non local suppliers will not be considered for evaluation.

- (ii) पिछले तीन वर्षों के दौरान औसत वार्षिक वित्तीय कारोबार कम से कम रु. 9,78,660.00 होना चाहिए ।

Average Annual Financial Turnover during the last three financial years should be at least ₹9,78,660.00 only.

- (iii) प्रत्याशित बिडर्स के पास पिछले 7 (सात) वर्षों के दौरान सरकारी, सार्वजनिक उपक्रम या सार्वजनिक / निजी संगठनों को स्टील के साथ फोर्ज्ड किए गए विभिन्न प्रकार के रबर के आइटम/ कास्टिंग से जुड़ी वस्तुओं के उत्पादन/ फॉरजिंग/ मशीनिंग कार्य सहित फेब्रिकेशन की आपूर्ति एवं वितरण का एक कार्य आदेश, जिसकी न्यूनतम संचयी राशि ₹ 19,57,320.00 (केवल उन्नीस लाख सत्तावन हजार तीन सौ बीस रुपये) होना चाहिए , जो उन्हें जमा करना होगा एवं जिसकी पुष्टि के लिए उक्त क्रय आदेश की प्रति के साथ अधोलिखित कोई एक अथवा अधिक दस्तावेज प्रस्तुत करना होगा।

The prospective bidder(s) should submit credential for supply and delivery of various types of Rubber items forged with steel / any manufacturing items involving casting / forging / fabrication including machining work for a cumulative amount of ₹ 19,57,320.00 (Rupees Nineteen lakh fifty-seven thousand three hundred twenty 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 :

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

नोट: प्रस्ताव के साथ उपरोक्त 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.

- (iv) जीएसटी पंजीकरण प्रमाणपत्र की प्रति जमा करनी होगी ।

Copy of GST Registration certificate should be submitted.

- (v) 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.

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

नियत तारीख Due Date Of submissi on	19.04.2023	समय/ Time	15:00 बजे तक UPTO 15:00 hrs.	तकनीकी वाणिज्यिक भाग एवं लागत बिड Techno Commercial Part and Price Bid	19.04.2023	समय/ Time	15:30 बजे के बाद 15:30 hrs. 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 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. 1,770.00 (Rupees One thousand seven hundred seventy only) including 18% GST.						
अग्रिम राशि Earnest Money Deposit	Rs. 10,000.00 (Rupees Ten thousand only)						
कार्य पूरा करने का समय Time Of Completion	120 (One hundred twenty) days from the date of receipt of order by the successful bidder.						

3.4 अन्य अनुदेश/ OTHER INSTRUCTIONS:-

3.4.1 हल्दिया गोदी परिसर के “संयंत्र एवं उपकरण प्रभाग के ओएंडसीएच प्लांट हेतु रबर स्पेयर्स” की आपूर्ति एवं वितरण (निविदा शर्तों के अनुसार) हेतु सिंगल कवर प्रणाली (भाग I: तकनीकी-वाणिज्यिक बिड एवं भाग II: लागत बिड) के तहत भरोसेमंद, योग्य एवं अनुभवी निर्माता/ अधिकृत डीलर/ प्रतिष्ठित आपूर्तिकर्ताओं 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 from reliable, bonafide & experienced manufacturers / authorized dealers/ reputed suppliers (as per tender conditions) for supply and delivery of “Rubber spares for O&CH plant of P&E Division” of Haldia Dock Complex.

3.4.2 निविदा दस्तावेज संबंधी विवरण और 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 संशोधन/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 (एम.एम.)
Sr. Dy. Manager (MM)
हल्दिया 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 & User Guide
- Help for Contractors
- FAQ

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

E. Singh, Asstt. Manager (MM), Mob: 9434031208, mail: esingh.hdc@kolkataporttrust.gov.in

Contact persons (e-Nivida Portal):

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

See e-Nivida Portal for Helpdesk.

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 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/DD” to pay the tender fee / EMD as applicable and enter details of the payment.
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 Rubber spares for O&CH plant of P&E Division (as per tender BOQ) at Haldia Dock Complex.

TENDER NO: HDC/MM/OT-21/22/187

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.

5.1 EARNEST MONEY AND TENDER DOCUMENT FEE:

a) If submitted through Demand Draft /Banker's Cheque:

Earnest money and cost of tender document are to be physically deposited at the office of Tendering Authority (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 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, Haldia Dock Complex**' payable at '**Haldia**' before opening of the tender, as specified in the Tender Document.

b) If submitted through e-payment gateway:

The bidder should make payment of cost of tender document and EMD as stated under SOT. The details of payment made, with Bidder's Name, Tender Number and Tender subject, Bid Document Fee, EMD and Transaction Number may positively be informed to us by your office for checking the status of receipt of payment and generating Treasury Receipts.

However, it may be noted that for such successful payment (e-Payment gateway) is the sole responsibility of the Applicant / Bidder. In case on any default for non-credit of the amount in the aforesaid e-Payment gateway, the submitted offer will be summarily rejected without assigning any reason thereof by the Authority.

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/BC/Transaction Number. :

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/BC/Transaction Number. :

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.
- 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 Balance amount of Security Money may be deducted from party's monthly bill on pro-rata basis against each part order.

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.

5.9 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 APPLICABILITY OF MAKE IN INDIA POLICY:

If applicable, benefits as per prevailing norms will be extended under Make in India Policy and it is subject to compliance of revised 'Public Procurement (Preference to Make in India), Order 2017' dated 16.09.2020, issued by Government of India, Ministry of Commerce and Industry, Department of Promotion of Industry and Internal Trade (Public Procurement Section), vide No. P – 45021/2/2017-PP (BE– II) dated September 16, 2020, pursuant to Rule 153 (iii) of the General Financial Rules 2017.

Bidders are, accordingly, advised to go through the same including subsequent amendment, if any, thereof to appreciate its implication in the instant tender and act accordingly. In case the aforesaid 'Preference to Make in India' order is found applicable, necessary documents, in this regard, shall be submitted by the concerned Bidder.

5.11 ACCEPTANCE OF TENDER:

5.11.1 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.

5.11.2 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.

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

5.11.4 Work experience, as a sub-supplier /or other than participating bidder shall not be considered as the requisite qualification

5.12 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) 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.

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	Price Bids (Part-II) of only those eligible bidders whose Part-I Bids are complete and in order shall only be evaluated.
3	Micro & Small Enterprises (MSEs) registered with NSIC or MSME's (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money Deposit having valid NSIC Certificate or MSEs along with DIC's(DISTRICT INDUSTRIES CENTRE) / Udyog Aadhaar or UDYAM Certificate.
4	<p>i) Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits 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.</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 and subsequent revision thereof (if any).</p> <p>iii) If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are registered with NSIC, then they will not have to deposit cost of Tender Document and EMD as per NIT.</p>
5	Copy of valid NSIC Certificate or MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE)/Udyog Aadhaar Certificate or UDYAM has to be submitted along with the bid for seeking exemption from Tender Fee and Earnest Money Deposit.
6	Due date of submission of tender will not be extended under any situation.
7	Tenders without requisite Cost of Tender Document and Earnest Money Deposit are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) or NSIC (under single point registration scheme) for the items for which the tender is invited.
8	<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>
9	<p><u>SCOPE OF WORK:</u> The work comprises of supply and delivery of "Rubber spares for O&CH plant of P&E Division" (as per tender BOQ) at Haldia Dock Complex as specified in the Bill of Quantities at Dock Site/Store of Haldia Dock Complex 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.</p>
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.

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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 (https://smporkolkata.shipping.gov.in).
13	The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.
14	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.
15	The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.
16	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.
17	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.
18	<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>18.1 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>18.2 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>18.3 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>

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19	<p>(i) Orders issued by the Government of India regarding eligibility to participate and for purchase preference to “Local Suppliers” to encourage 'Make in India' policy and promote manufacturing and production of goods and services in India shall apply to this procurement and also subject to compliance of revised 'Public Procurement (Preference to Make in India), Order 2017' dated 16.09.2020, issued by Government of India, Ministry of Commerce and Industry, Department of Promotion of Industry and Internal Trade (Public Procurement Section), vide No. P – 45021/2/2017-PP (BE– II) dated September 16, 2020, pursuant to Rule 153 (iii) of the General Financial Rules 2017. Bidders are, accordingly, advised to go through the same including subsequent amendment, if any, thereof to appreciate its implication in the instant tender and act accordingly. In case the aforesaid 'Preference to Make in India' order is found applicable, necessary documents, in this regard, shall be submitted by the concerned Bidder.</p> <p>(ii) The 'Class-I local supplier' shall provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier' as the case may be. They shall also give details of the location(s) at which the local value addition is made. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.</p>
20	<p><u>VALIDITY:</u> The tender shall remain open for acceptance for a period of 120 days 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>
21	<p><u>NON- RESPONSIVE BIDDER: -</u> The offer/tender shall be treated as non-responsive, if:</p> <p>i) 120 days validity from the date of opening of techno-commercial bid is not accepted / agreed to as per tender condition.</p> <p>ii) Offer / tender is submitted with any deviation from the tender terms & conditions.</p>
22	<p><u>EARNEST MONEY AND SECURITY DEPOSIT:</u></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 5% 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 satisfactorily.</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 12 months.</p>

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23	<p><u>PRICES:</u> Price should be quoted F.O.R up to Dock Site/Store of Haldia Dock Complex, Haldia, i.e on free delivery basis up to site / store(s) of Haldia Dock Complex, Haldia but exclusive of GST.</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 up to Dock Site/Store of Haldia Dock Complex, Haldia.</p> <p>ii) The Bidder shall state clearly the percentage of GST as applicable quoted in Annexure-III.</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 & Duties. In case of decrease in rates of statutory taxes & duties, the price would be correspondingly decreased.</p>
24	<p><u>EVALUATION CRITERIA :</u></p> <p>i) Evaluation will be made on the lowest offer basis (L1) price excluding GST quoted against individual item 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 & Medium Enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012 to extend the benefit to MSEs registered with authorities as per New Public Procurement Policy and same shall be evaluated as mentioned above and subsequent revision 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> <p>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.</p>
25	<p><u>INSPECTION:</u></p> <p>i) Pre-dispatch Inspection or post dispatch Inspection (as the case may be) of materials will be carried out by authorized representative of Sr. Dy. Manager (P&E), HDC. In case the materials supplied is not in good condition/suitable, supplier shall have to replace it at his own cost immediately.</p> <p>ii) Final acceptance and certification of work will be done by Sr. Dy. Manager(P&E) or his authorized officer.</p> <p>iii) Any material/part/component, if found defective or not up to the standard quality, shall be forthwith rejected and the same shall be replaced by the supplier free of cost.</p>
26	<p><u>DELIVERY:</u></p> <p>Delivery of materials must be completed within 120 days from the date of receipt of Order. Materials shall be delivered including unloading by successful bidder at their own cost, risk and responsibility at the Site / Store of Haldia Dock Complex, Haldia.</p>
27	<p><u>PACKING:</u></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 their own cost and arrangement for protection against damage, loss, leakage, breakage etc.</p>

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28	<p><u>PAYMENT:</u> Payment will be made against the order 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 two part payment would be allowed against order. 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>
29	<p><u>DESPATCH ARRANGEMENTS:</u> 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 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. In case e-way bill is required to deliver the materials, suppliers need to arrange themselves for the same through latest online portal.</p>
30	<p><u>TRANSIT RISK:</u> Transit risk will be on supplier's account since the delivery is to be made on F.O.R. Destination basis.</p>
31	<p><u>RISK PURCHASE:</u> 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).</p>
32	<p><u>DOCK PERMITS :</u> 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 payment of necessary charges (if any) for the same during normal working hours on any working day.</p>
33	<p><u>LIQUIDATED DAMAGES:</u> 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>
34	<p><u>BANNED OR DE – LISTED CONTRACTORS:</u> 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.</p>

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35	<p><u>REJECTION OF MATERIALS:</u> 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.</p> <p>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.</p> <p>The supplier shall at his own arrangement and cost replace within a period of 1 (one) month of all such defective and rejected materials.</p> <p>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.</p>
36	<p><u>JURISDICTION OF COURT :</u> The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.</p>
37	<p><u>FORCE MAJEURE:</u> 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.</p>
38	<p><u>APPROVAL OF DRAWINGS:</u> The bidder(s) are required to submit a General Arrangement Drawing showing the dimension details of Rubber pads, Plate, hole etc. for approval within 21 days from the date of receipt of order. Delay in submission of GA Drawing by the bidder beyond 21 days from the date of receipt of the order will be considered for imposition of L.D.</p> <p>Delay in approval of GA Drawing by HDC beyond 21 days from the date of submission by the bidder will not be considered for imposition of L.D.</p>
39	<p><u>GUARANTEE PERIOD:</u> The materials will be guaranteed by you against any manufacturing defect and poor performance / workmanship for a period of 12 months from the date of supply and acceptance. If any defect develops during the Guarantee Period, the defective materials will have to be replaced / rectified, as the case may be, by you at your own cost.</p> <p>HDC will also be entitled to recover any loss incurred directly or indirectly due to non fulfilment of guarantee.</p>
40	<p><u>CERTIFICATES:</u> Bidder shall submit Test Certificates along with supply. Test Certificates should be either from manufacturer or from any Government/Government approved or registered test house.</p> <p>Guarantee certificate must be produced at the time of inspection of the materials and along with the supply.</p> <p>Fitment certificate must be produced at the time of inspection of the materials and along with the supply.</p>

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41	<p><u>PERSONAL PROTECTIVE EQUIPMENT(PPE):</u> Suppliers and their workmen including driver & helper must use PPE i.e. safety helmet etc. at the time of supply of materials inside the dock premises.</p>
42	<p><u>WORKMEN COMPENSATION:</u> The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading & 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>
43	<p><u>DEFAULT CRITERIA:</u> HDC may serve a written notice of default to the Supplier in case of following situations</p> <ul style="list-style-type: none"> 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) 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.
44	<p><u>GENERAL CONDITIONS OF CONTRACT:</u> '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 www.smpportkolkata.shipping.gov.in. (https://smpportkolkata.shipping.gov.in/showfile.php?layout=1&lang=1&lid=2531). 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>

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9. PREAMBLE TO THE BILL OF QUANTITIES

E-Tender for Supply and delivery of Rubber spares for O&CH plant of P&E Division (as per tender BOQ) at Haldia Dock Complex.

TENDER NO : HDC/MM/OT-21/22/187

- 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 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.

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 "Miscellaneous hardware items such as Foot Valve, PVC Flexible Pipe & G.I. Pipe etc" to Haldia Dock Complex.

Tender No.: HDC/MM/OT-21/22/187

Sl. No	Description of Materials	Unit	Quantity	Offered Specification (If specification is same please write "Yes" (No other specification will be accepted))	
				Yes/ No	Make/Brand Name (if any)
1	Side Bolster Rubber cushion / pad	Nos.	120		
2	Rubber block for transverse beam with fixing hole (Size: 985 mm X 150 mm X 75 mm thick)	Nos.	20		
3	Rubber block for transverse beam with fixing hole (Size: 685 mm X 150 mm X 75 mm thick)	Nos.	28		

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 "Rubber spares for O&CH plant of P&E Division" (as per tender BOQ) at Haldia Dock Complex.

Tender No.: HDC/MM/OT-21/22/187

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

Tender No.: HDC/MM/OT-21/22/187

(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.	Whether the bidder is a 'Class-I local supplier' / or 'Class-II local supplier' / or 'Non-Local supplier' as per Make in India Policy. (Please indicate which is applicable)		
5.	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)	

Signature of Tenderer with Office Seal

contd. next page.....

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)

Tender No.: HDC/MM/OT-21/22/187

SI No	Description of Materials	HSN Code	GST Rate (In %)		
			CGST Rate	SGST Rate	IGST Rate
1	Side Bolster Rubber cushion / pad				
2	Rubber block for transverse beam with fixing hole (Size: 985 mm X 150 mm X 75 mm thick)				
3	Rubber block for transverse beam with fixing hole (Size: 685 mm X 150 mm X 75 mm thick)				

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)

A/c No.	
A/c holder Name:	
Bank Name & Bank Address:	
Branch Name:	
IFSC:	

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 PAN Card		
3	Copy of last three financial years Balance Sheet and Profit & Loss A/c. (audited where applicable) as per NIT		
4	Deposit of EMD & Tender cost as per tender condition		
	Copy of supply order plus delivery proof as per NIT		
5	Duly filed signed stamped copy of 'Commercial Terms & Conditions' of the subject NIT		
6	Duly filed signed, stamped copy of 'Annexure-I, Annexure-II, Annexure-III, Annexure-IV & Annexure-V' of the subject NIT		
7	Copy of Valid Trade License (If applicable)		
8	Copy of self-certification that the item offered meets the local content requirement for 'Class-I local supplier', as per clause no. 19(ii) of NIT		
9	Any other documents (if applicable)		

Signature of Tenderer with Office Seal

16. ANNEXURE-VI

SAMPLE PRICED BILL OF QUANTITIES

[Tender No.: HDC/MM/OT-21/22/187]

[BIDDERS NOT TO QUOTE HERE]

Sl No	Description of Materials	Unit	Quantity	Unit Landed Price exclusive of GST On F.O.R. Upto Site/Store of Haldia Dock Complex, Haldia (Rs./Unit)
1	Side Bolster Rubber cushion / pad	Nos.	120	
2	Rubber block for transverse beam with fixing hole (Size: 985 mm X 150 mm X 75 mm thick)	Nos.	20	
3	Rubber block for transverse beam with fixing hole (Size: 685 mm X 150 mm X 75 mm thick)	Nos.	28	

Signature of Tenderer with Office Seal