

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

(Formerly KOLKATA PORT TRUST)

GENERAL ADMINISTRATION DEPARTMENT

TENDER NO: Admn/T/ 182 DATE 03.07.2023

TENDER DOCUMENTS & SPECIFICATIONS

FOR

PRINTING, BINDING & SUPPLY OF

ADMINISTRATIVE REPORT OF SYAMA PRASAD MOOKERJEE PORT, KOLKATA

FOR THE YEAR- 2022-2023

LAST DATE OF SUBMISSION-	UPTO 15-00 HOURS ON 25th July, 2023

General Administration Dept.
15, Strand Road,
Kolkata-700001

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

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SYAMA PRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
TENDER NOTIFICATION

TENDER NO: Admn/T/ 182 Date: 03.07.2023

Subject: “Submission of Documents/Credentials, Price Offers and Others for Printing Binding & Supply of **150** copies of Annual Administrative Report, Syama Prasad Mookerjee Port, Kolkata, (SMPK), [erstwhile Kolkata Port Trust] for 2022-23”

SINGLE COVER BID is invited from the enlisted Printers & Binders under SMPK’s Materials Management Division, Advertising Agencies Empanelled with SMPK’s Public Relations Division and SMPK’s previous contractors who had successfully completed such similar assignments in the past, including printing of different SMPK books, for printing, binding and supply of 150 copies of Administrative Report of SMPK for the year 2022-2023 [in bi-lingual (Hindi-English) diglot form under single binding & cover]. Non transferable tender documents may be obtained from General Administration Department (GAD) at 15, Strand Road, Kolkata-700 001. Alternatively, the prospective tenderers may download the complete tender documents from SMPK’s website www.smporkolkata.shipping.gov.in.

i)	Cost of Tender Documents	Rs 1000/- plus GST @18%
ii)	Earnest Money	Rs 3000/-
iii)	Security Deposit	10% of the actual contract value.
iv)	Availability of Tender Documents	From (13.00hrs to 15hrs) during office hours (except Saturday, Sundays & holidays)
v)	Last date of submission of tender	14-30 hours on 25 th July, 2023
vi)	Date & Time of opening of tender	At 15-00 hours on 25 th July, 2023

SMPK, is not bound to accept the lowest or any tender and reserves the right to accept or reject any or all of the tenders, in part or in full, without assigning any reason/s thereof.

Secretary

(3)

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
15, Strand Road,
Kolkata-700001**

GENERAL INSTRUCTIONS TO TENDERERS

To,

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Dear Sirs,

Subject: Submission of Documents/Credentials, Price Offers and Others for Printing Binding & Supply of 150 copies of Annual Administrative Report, Syama Prasad Mookerjee Port, Kolkata, (SMPK), [erstwhile Kolkata Port Trust] for 2022-23

Single cover bid is invited from the enlisted printers & Binders under Syama Prasad Mookerjee Port, Kolkata, (SMPK)'s Materials Management Department, Advertising Agencies under SMPK's Public Relations Division and previous contractors who had successfully completed such similar assignments in the past, including printing of different SMPK books, for printing, binding & supply of 150 copies of Administrative Report of SMPK for 2022-23
[in bi-lingual (Hindi-English) diglot form under single binding & cover].

2. Tender document may be obtained from the office of Administration Department at 15, Strand Road, Kolkata – 700001 on deposition of Rs. 1000/- plus GST @ 18% in the form of Bank draft/Banker's cheque (in favour of 'Syama Prasad Mookerjee Port, Kolkata' from any scheduled bank, payable at 'Kolkata') along with the Bid Documents. The Bid Documents/Tender Documents will not be accepted if it is not accompanied by the requisite draft/bankers' cheque towards cost of the tender document, in case the same is downloaded from SMPK's website.

3. Each tenderer shall have to deposit with the Trustees' Financial Adviser & Chief Accounts Officer a sum of Rs 3000/- by Banker's cheque or pay order, drawn in favour of SMPK as Earnest Money, which should be submitted along with the tender without which no tender will be accepted. In case, the prospective tenderer downloads the tender documents from SMPK's website, Earnest Money may also be deposited in the form of Banker's Cheque or Pay Order from any scheduled bank, drawn in favour of "Syama Prasad Mookerjee Port, Kolkata" payable at Kolkata, at the time of submission of tender.

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4. The amount of Earnest Money will be refunded to the unsuccessful tenderers without interest, after issuance of the work order to the successful tenderer.

In case of the successful tenderer, the Earnest Money deposited, may be converted into a part of Security Deposit for which a Treasury receipt will be issued and the party shall also have to deposit the balance amount of Security deposit as per Tender terms within 7 days from the date of receipt of intimation to this effect. The balance amount of security deposit should be paid in the form of Banker's Cheque or pay order, drawn in favour of SMPK from a commercial/Nationalized Bank of Kolkata branch.

Delay or failure to deposit Security Money by successful bidder will render the Earnest Money liable for forfeiture by SMPK. The Security Deposit will be retained by SMPK till expiry of the Contractual period. In the event of the contractor failing to execute the contract in difference or without sufficient reason acceptable to SMPK, the security Deposit will be forfeited along with cancellation of the contract.

5. The tender shall remain valid for acceptance for a period of 180 days from the date of opening of the tender. If any tenderer withdraws his tender before six months from the date of opening of the tender, the Earnest Money Deposit will be liable to be forfeited.

6. It is impressed upon the tenderer that the instant tender should be based on the conditions and specifications stipulated in the tender documents and that the tenderer shall not stipulate his own terms and conditions in deviation thereof. Such deviations, apart from the likelihood of vitiating the tender, will lead to non-uniformity of tender and might also make evaluation of tenders difficult and accordingly, will render such tender liable to rejection/cancellation.

7. The tender must be submitted in sealed cover superscribed **“Tender for Printing, Binding & Supply of 150 copies of Administrative Report for 2022-23”** and put in the Tender Box bearing the same superscription kept for the purpose, in the office of the GAD by 14-30 hours on or before 25th july ,2023

8. The superscribed sealed cover should contain the following:-

- a) A separate forwarding letter indicating unconditional acceptance of SMPK's Terms & Conditions, in full as per the format in **Appendix- A**.
- b) Signed & stamped copies of SMPK's Tender documents (i.e. each page of the tender document to be signed & stamped by the tenderer) **including the cancelled cheque, blank Rate Schedule** i.e. without any price quotation.
- c) Each tenderer shall have to deposit with the SMPK's Financial Adviser & Chief Accounts Officer a sum of Rs. 3000/-, by Banker's Cheque or Pay Order as Earnest Money, which should be submitted alongwith the techno-commercial part of the tender as mentioned in Clause 3 above. In case of downloading of the tender document from SMPK's website, Banker's Cheque /Pay Order may be deposited, as per clause 3 above for a sum of Rs. 1000/- plus GST as cost of the Tender Document.
- d) Supporting documents regarding Tenderer's experience towards successful execution of similar printing and binding jobs in last two financial years. Towards this end, order copy placed on the tenderer and a statement/certificate from the concerned awarder, confirming supply/ successful completion of the work by the tenderer will need to be submitted.
- e) A Separate and sealed Envelope **superscribed "Quotation of Rate for Printing, Binding and Supply of 150 copies of Administrative Report 2022-23"** wherein the tenderer shall quote his rate for the subject work as per the format of the **Rate Chart**, (vide blank copy enclosed with the Tender Document), the details of which are indicated in terms of item no 4 of the 'Special Conditions of Contract'. The quoted offer as submitted in the Rate Chart shall be signed by the Tenderers in the space specifically provided for the same.
- f) Documents relating to audited financial position/ copies of the Balance Sheet, Profit & Loss Account for last three financial years ending March-2023.

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- g) Copy of Income Tax Permanent Account Number Card.
- h) One sample for each of the following 3 types of paper along with the tender in the prescribed envelope:-
 - Front & Back Cover (300 GSM Art Board)
 - Art paper (130 GSM)
 - White Maplitho paper (95 GSM approx)

[Non-submission of samples or, in case of final selection of the tenderer, submission of actual papers inferior to the quality of the samples submitted during the tender may lead to rejection of tenders/cancellation of contract along with forfeiture of Security Deposit etc.]

- i) Duly filled in **Appendix 'B'** for contact details of the tenderer.
- j) Copy of GST Registration Certificate.

8. Non-submission of any of the above requisites viz items from a) to j) under item 7 as delineated above, may lead to non-responsiveness and consequential rejection of tenders.

9. The tender will be opened at 15-00 hours on 25th July, 2023 at the SMPK, Head Office (Conference Room) at 15, Strand Road, Kolkata – 700001, in presence of the tenderer(s) who may wish to remain present.

10. The successful tenderer shall be required to execute at his own cost and expenses a “Contract Agreement” on a Non-judicial Stamp Paper valued not less than Rs. 50/- (Rupees Fifty) only signed jointly with SMPK under official seals. Format of such agreement is enclosed (**at Appendix 'C'**).

11. Income tax will be deducted at source from the contractor, at the appropriate rate, as per relevant provision of Income Tax Act, 1961 or any amendment thereof.

12. The bidder shall not use white ink for correction at any place in the tender document/paper. Non-conformation of the said instruction will lead to disqualification of the tender.

13. SMPK reserves all rights for non acceptance of any of the bids or cancel the tender at any stage before finalization of the tender, without any explanation for the same.

Secretary

(7)

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT
15, Strand Road,
Kolkata-700001

TENDER NO: Admn/T/ 182 Date: 03.07.2023

SPECIAL CONDITIONS OF CONTRACT

1. SCOPE OF WORK

- a) The work comprises offset Printing, Binding and Supply of 150 copies of Annual Administrative Report, SMPK for 2022-23.
- b) The successful tenderer will have to supply, in one installment, **150 Books [in bi-lingual (Hindi-English) diglot form under single binding & cover] of Administrative Report, SMPK 2022-2023.**
- c) Each book of Administrative Report **[in-bi-lingual (Hindi-English) diglot form under single binding & cover]** would contain-
- Front & back cover to be printed in 4 colours on 300 GSM Art Board (both sides).
 - 32 pages art paper containing text, graphs, charts, photographs etc. (16 pages in black only and balance 16 pages in 4 colours).
 - 250 pages of text, tables etc. (in black only).

Please note that there might be variation of $\pm 5\%$ in the number of pages indicated above.

- d) The design of the cover page will be supplied as a soft copy using standard tools.
- e) This is mainly a rate contract. No escalation whatsoever, in the quoted price, will be allowed.
- f) Technical specifications of the Administrative Report to be supplied are –

(i)	Size of the book (in inches)	: 11" x 8.7"
(ii)	Front & Back Cover	: Art Board (300 GSM)
(iii)	Photographs, Graphs, Bar Chart etc.	: To be printed on 130 GSM Indian Art paper
(iv)	Text portion/content	: To be printed on 95 GSM White Maplitho paper (23" x 36")

- g) Binding: Side stitch (as per sample to be given by SMPK after selection of the successful tenderer.)
- h) If required, printing matters composed in MS Word, may be supplied in CD or any other soft copy format, to the contractor for the contents of the Book in English version.
- i) The successful tenderer may provide compatible software for creating Hindi version of the Report if the Mangal software (used by SMPK) does not match with the software used by the tenderer.

2. **Delivery period :-**

- a) The contractor will have to collect the materials for printing/binding and supply from the office of Administration Dept., and will submit the proofs as under -

Version of the proof	To be delivered by the contractor to SMPK	Approx. time likely to be taken by SMPK to check the proof
1 st proof	Within 10 days (including Sundays & Holidays of SMPK) from the date of receipt of the printing matter from SMPK	10 working days (including Sundays & Holidays of SMPK) from the date of receipt of 1 st proof from the successful tenderer.
2 nd proof	Within 5 days (including Sundays & Holidays of SMPK) from the date of receipt of the corrected 1 st proof from SMPK	5 working days (including Sundays & Holidays of SMPK) from the date of receipt of 2 nd proof from the successful tenderer.
3 rd proof	Within 3 days (including Sundays & Holidays of SMPK) from the date of receipt of the corrected 2 nd proof from SMPK	3 working days (including Sundays & Holidays of SMPK) from the date of receipt of 3 rd proof from the successful tenderer.

- b) Final print order will be issued along with the corrected 3rd proof.
- c) The tenderer shall strictly comply with the timelines for delivery of various versions of the proofs as indicated above. All the 150 ordered Printed Copies have to be delivered to this office, within 7 days (including Sundays & Holidays of SMPK) from the date of handing over the final print order(s).

3. **Refund of Security Deposit :-**

On due and satisfactory performance of the contract and on completion of all obligations by the Contractor under the contract, the amount of Security Deposit will be refunded to them without interest, subject to the following conditions :

- a) After deducting the amount from the Security Deposit, which may fall due from the Contractor to SMPK, towards settlement of any claim for loss or for whatsoever reasons felt necessary by SMPK.
- b) The contractor shall have to apply for the refund of Security Money along with Original Money Receipt(s) issued against Security Deposit.
- c) Before releasing the Security Money, the Contractor shall also have to submit a certificate to the effect that they have no outstanding claim(s) against SMPK under this contract. If any Bill(s) for the job done under this contract is/are left pending at the time of releasing the Security Money, the contractor shall furnish the certificate in the following format :

“I/We hereby certify that there is no claim against SMPK under Contract No..... for the job Except to the extent of the claims preferred by me/us as per the undernoted Bill(s) already submitted to you.

Bill No.....”

- d) The contractor at the time of seeking refund of security deposit, will have to submit Income Tax return filed by the them for last two consecutive financial years.

4. **Rates to be fully inclusive of all expenditure :**

Tenderers should quote rates fully inclusive of all expenditure but exclusive of GST, as provided in the Bill of Quantity, as per format given in the Rate Schedule, enclosed herewith.

SMPK shall not be liable to pay any money to the contractor at all in the way of operation of contract, except for specific lump sum charge/all-inclusive cost quoted by the tenderer as per ‘**Column C**’ of the Rate Schedule (attached herewith) within which all other charges/cost should be borne by the contractor. No separate charges for papers, incidental expenses and delivery, will be paid by SMPK. However, GST and any other statutory tax will be paid by SMPK extra as per rate prevailing at the time of billing/payment vide ‘**Column D**’ of the Rate Schedule. Evaluation of the price bid will be on the basis of the financial outgo of SMPK (at **Col. ‘E**’ of Rate Schedule) by the tenderer. The tender will be adjudged as the lowest one for which the financial outgo of SMPK would be the least as per the aforesaid lump sum charges, as reflected in terms of Column ‘E’.

The quoted offer as submitted in the Rate Chart shall be signed by the Tenderers in the space specifically provided for the same.

5. **Escalation of the rate quoted by the tenderer:**

During the period of contract, the contractor shall not be entitled to receive any escalation for any increase in the price of labour, materials, consumables or any other item.

6. **Terms of Payment :**

- A) The contractor shall deliver 150 copies of Administration Report complete in all respects, to the Secretary, SMPK, within 7 days (including Sundays & Holidays of SMPK) from the date of handing over the final print order(s) against written acknowledgement from GAD.
- B) This written acknowledgement of the receipt of all 150 copies of Administration Report, complete in all respects, will form the basis of the payment.
- C) Payment will be made after completion of the contract and on the basis of certification from the user concerned i.e. after acceptance of the Administrative Report. GST, as applicable, will be paid extra as per rates prevailing at the time.
- D) SMPK will pay the bill within 30 days, from the date of receipt of the bill, complete in all respects.

7. **Requisition from the Successful Tenderer for Bill Clearance**

SMPK pays contractor's bills through ECS. For this, the successful contractor shall furnish the following information immediately after receipt of intimation in this regard).

- i) Bank Account No. of the contractor
- ii) Type of Account-Savings/Current/Cash Credit
- iii) Name of the Bank & Branch with Code No.
- iv) Name of the Branch IFS Code No.
- v) MICR No.
- vi) PAN

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

8. **Dispute Resolution :**

In the event of any dispute, question or difference arising during the contract period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Secretary, SMPK shall be final and binding upon all parties.

9. **Assignment of Contract :**

The contractor shall not assign the contract or any part thereof to anyone else, save with the prior consent in writing from Secretary, Syama Prasad Mookerjee Port, Kolkata.

10. **Power of Rejection:**

Secretary, SMPK will be at liberty to reject any book supplied if it is not in conformity with the given specifications & submitted samples, and his/her decision shall be final. Rejected book(s) shall be replaced by the contractor at his own cost within one week from the date of rejection.

11. **Imposition of Liquidated Damage:**

- Liquidated Damage shall be imposed for delay in submission of the proofs as well as final printed versions of the Administrative Report complete in all respects, beyond the delivery period indicated in clause 3 (c) of the 'Special Conditions of the Contract', @ 1 (one)% of the value of the work plus applicable GST, for the delay of every week or part thereof, provided always that the amount of Liquidated damage shall not exceed 10% of the value of the work.
- Liquidated Damage (LD) may have to be calculated separately for English & Hindi versions. The summation of LDs for English & Hindi versions will not exceed 10% of the value of the work order. However, there would be single LD for any one of the versions.
- While calculating the LD, it will be ascertained first whether the contractor has delivered various versions of proofs and the final printed books within scheduled time, from the date of handing over the relevant printing matter. If yes, no LD would be deducted. If not, delay for submission of various versions of proofs and that for the final printed books, would be calculated which be the basis for calculating the LD. For example :
- For the purpose of calculating LD, the delay caused by *the successful tenderer only*, shall be considered and in this respect, time actually *taken by SMPK* in checking the proofs and issuing the final print order, will not be relevant and hence, the same would not be taken into account.
- While calculating LD, the days taken by the contractor will be counted inclusive of the day(s) on which he supplies the material (proof and/or the final printed book) but excluding the day on which SMPK supplies the material (printing matter and/or the corrected proof).
- LD will be deducted from the bill/SD of the contractor.
- For any default in the supply or failure to deliver approved quantity and quality within stipulated time frame, SMPK reserve the right to go in for risk purchase of the whole or part of ordered quantity from another source at the risk and cost of the contractor to whom the work has been awarded.

12. **Termination of contract :**

The contract may be terminated anytime within the currency period of the contract by SMPK at its sole discretion for any of the following factors & for such cancellation, SMPK will, under no circumstances, be subject to any liability including financial liability :-

- a) Non-supply of books of the Administrative Report within 7 days from the date of expiry of the stipulated delivery period.
- b) Breach of any terms and conditions of contract.
- c) Any unlawful act of the contractor(s) on any third party on behalf of the contractor entailing any damage/loss to the property/material of SMPK or any inconvenience to SMPK.

The decision of the Chairperson, SMPK in this regard, shall be final.

13. **Evaluation Criteria :**

Evaluation of the price bid will be on the basis of the lump sum charges quoted (at Col.'C' of Rate Schedule) by the tenderer. The tender will be adjudged as the lowest one for which the financial outgo of SMPK would be the least as per the aforesaid lump sum charges.

14. **In case of any upward variation of the number of pages beyond stipulated variance of $\pm 5\%$, as per Clause 1 (C) of Special Condition of the Contract, the cost of the additional work will be evaluated on pro rata basis.**

(13)

**SYAMA PRASAD MOOKERJEE, KOLKATA
KOLKATA DOCK SYSTEM**

**GENERAL ADMINISTRATION DEPARTMENT
TENDER NO: Admn/T/ 182 dated : 03.07.2023**

RATE SCHEDULE

Sl.No.	Description	Lump sum basic charges (in Rs.)	GST @....%	Total (In Rs.) and (in words)					
A	B	C	D	E (C+D)					
1.	Printing, Binding & Supply of 150 copies [in bi-lingual (Hindi-English) diglot form under single binding & cover] of Administrative Report for 2022-2023 as per given specifications and submitted samples.			Rs. <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					

N.B.

- Evaluation of the price bid will be on the basis of the lump sum charges quoted (at Col. 'C' of Rate Schedule) by the tenderer.
- If any of the aforesaid columns is not applicable for the tenderer, please write 'Not Applicable'.

(Office Stamp of the Tenderer)

Appendix 'A'

The Secretary
Syama Prasad Mookerjee Port, Kolkata,
15, Strand Road
Kolkata – 700 001.

Dear Sir,

Sub:- Unconditional acceptance of the terms & conditions enumerated In Tender No Admn/T/182 dated 03.07.2023 regarding Printing, Binding and Supply of 150 copies of Administrative Report 2022-2023 of Syama Prasad Mookerjee Port, Kolkata .

I/We hereby accept all the terms & conditions as communicated in the tender document bearing No. Dated regarding 'Printing, Binding & Supply of 150 copies of Administrative Report for 2022-2023'

.....
(Signature of the Tenderer)

.....
(Official Stamp of the Tenderer)

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

(Address/E-mail/Mobile Phone No of the Tenderer)

SYAMA PRASAD MOOKERJEE, KOLKATA**GENERAL ADMINISTRATION DEPARTMENT****TENDER NO: Admn/T/ 182 dated: 03.07.2023**To be filled by the Tender

1. Name of the Tenderer :

2. Address of the Tenderer :

.....

3. Name, Telephone Nos of the contact persons of the aforesaid office at Kolkata:-

	Name	Mobile phone No	Office Tel.No.	E-mail ID
a)				
b)				
c)				
d)				

.....

(Signature of the Tenderer)

THE BOARD OF SYAMA PRASAD MOOKERJEE PORT, KOLKATA**FORM OF AGREEMENT**

Agreement made on this day of _____ 2023 between, THE BOARD OF SYAMA PRASAD MOOKERJEE PORT, KOLKATA, a body corporate in terms of provisions of the Major Ports Authority Act, 2021 (hereinafter called 'Member' which expression shall, unless excluded by or repugnant to the context, be deemed to include their successors in office) on one part and _____ body corporate (hereinafter called the 'the Contractor' which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) on the other part. Whereas the Board of SMPK, are desirous that certain work should be undertaken viz. 'Printing, Binding & Supply of 150 copies Administrative Report for 2022-2023' and have accepted the Tender submitted by the Contractor for the execution of such works. Now this Agreement witnesseth as follows:

.....

1. In the Agreement, words and expressions shall have the same meanings as are respectively assigned to them in 'General Instructions to Tenderers' hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.,
 - a) The said Tender document and the acceptance of the Tender including work order
 - b) The General instructions to the Tenderers
 - c) Special Conditions of contract
 - d) Rate Schedule
 - e) All correspondence, by which the contract is added, amended, varied or modified in any way, by mutual consent.
 - f) The design of the front & back cover.
3. In consideration of the payments to be made by the Members to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Members to execute the work in conformity in all respects with the provisions of the contract.
4. The **BOARD OF SYAMA PRASAD MOOKERJEE PORT, KOLKATA** hereby covenant to pay the Contractor, in consideration of such execution, at the contract prices at the time and in the manner prescribed by the contract.

In witnesseth whereof the parties hereto have caused their respective common scale to be hereunto affixed (or hereunto set their respective hands and seals) the day and year first above mentioned.

The common Seal Board of Syama
Prasad Mookerjee Port,Kolkata was
hereunto affixed in the presence of

Name

Address

.....

Authorised signatory of

SMPK

.....

Signed, Sealed and delivered at
Kolkata in the presence of

Name

Address

.....

Authorised signatory of

Contractor

.....

