

***Notice Inviting Tender***

**N. I. T. No. SMP/KDS/LND/21-2024 dated 27.02.2024**  
**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**ESTATE DIVISION**  
**6, FAIRLY PLACE, Kolkata-700001**  
Website: [www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in)  
Email address: [estate.tender@kolkataporttrust.gov.in](mailto:estate.tender@kolkataporttrust.gov.in)

E-Tender under two-part system (Part I: Techno-Commercial Bid and Part II: Price Bid) for “Allotment of Vacant Land at Chetla Road, being plot No.21/24(A), on long term lease of 30 years, on ‘as is where is basis’, without renewal option, against payment on annual rent/ upfront basis”, is invited through e-tender-cum e-auction from the willing bidders.

Tender Document and extension or any other notice/ corrigendum/ addendum/ clarifications, if any, are being hoisted in the websites of Syama Prasad Mookerjee Port, Kolkata ([www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in)), CPP Portal (<https://eprocure.gov.in/epublish/app>) and MSTC ([www.mstcecommerce.com](http://www.mstcecommerce.com)). However, Bid Document and extension or any other notice/ corrigendum/ addendum/ clarifications, if any, may be downloaded from MSTC website only. Bidders are advised to visit the websites regularly. In other words, the MSTC website shall have to be accessed for the sake of submission of bid, while SMP, Kolkata website & CPP Portal is only for the purpose of viewing/ intimation of the prospective bidders.

**SCHEDULE OF TENDER (SOT):**

a.	E-Tender No. (System Generated)	<b>MSTC/ERO/KOLKATA PORT TRUST/166/KOLKATA/23-24/51184</b>
b.	MODE OF TENDER	e-tender System by Online Part I - Techno- Commercial Bid and Online Part II - Price Bid through <a href="http://www.mstcecommerce.com/auctionhome/kopt/index.jsp">www.mstcecommerce.com/auctionhome/kopt/index.jsp</a> of MSTC Ltd. The intending bidders are required to submit their offers electronically as per following schedules through e-tendering portal. No tender shall be accepted by the office of SMP, Kolkata if submitted by hard copy, except some specified documents (as mentioned hereunder in this tender document). Hard copies of the documents as specified shall have to be submitted to the tender box kept at the Jetty office of Estate Division, Syama Prasad Mookerjee Port, Kolkata (SMP, Kolkata) at 6 Fairlie Place, Kolkata 700001.
c.	NIT available for parties to view	<b>From 01.03.2024 to 05.04.2024</b>
d.	Last date for submission of query by e-mail and request for site inspection	<b>Till 5 P.M. on 12.03.2024</b>
e.	Pre-bid meeting through Zoom Conference	<b>At 12:30 P.M. on 14.03.2024</b> Bidders intending to participate in Pre-Bid Zoom Meeting are requested to send their queries and mobile number to

		the e-mail id <a href="mailto:estate.tender@kolkataporttrust.gov.in">estate.tender@kolkataporttrust.gov.in</a> so that the link to the Zoom meeting could be sent to the said mobile number and reply to the query can be given in the Zoom meeting.
f.	Last date and time of remittance of Tender Fee & Earnest Money Deposit by e-payment mode	<b>Till 5 P.M. on 04.04.2024</b>
g.	Last date and time of submission of online Techno-Commercial Bid and price <a href="http://www.mstcecommerce.com/auctionhome/kopt/index.jsp">www.mstcecommerce.com/auctionhome/kopt/index.jsp</a>	<b>Till 5 P.M. on 05.04.2024</b>
h.	Last date and time of submission of hard copies of MOA into the specified box kept at the Jetty office of Estate Division, Syama Prasad Mookerjee Port, Kolkata (SMP, Kolkata) at 6 Fairlie Place, Kolkata 700001	<b>Till 5 P.M. on 05.04.2024</b>

**Note:**

1. Date & time of uploading the Addendum, if any, will be notified after Pre-bid meeting.
2. Opening of on-line bid (Techno-commercial Bid & Price Bid) is not a public event and hence, presence of bidders is not required for such event.
3. Date & time of e-auction shall be informed by e-mail from SMP, Kolkata/MSTC at appropriate time to only the techno-commercially qualified bidders.

**Estate Manager ( I/C )**  
**Estate Division**  
**General Administration Department**  
**Syama Prasad Mookerjee Port,**  
**Kolkata**  
**6, Fairlie Place, Strand**  
**Road Kolkata -700001**  
**Email address:**  
**([estate.tender@kolkataporttrust.gov.in](mailto:estate.tender@kolkataporttrust.gov.in) )**

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**ANNEXURE –I**

**PLOT DETAILS**

<b>Plot No.</b>	<b>Name / Location of Plot</b>	<b>Period of Lease</b>	<b>Area to be Leased Out (Approx. in Sqm.)</b>	<b>Annual Reserve Rent (in Rs.) (taxes extra)</b>	<b>List of permitted purposes of lease (Bidders to offer purpose from this list)</b>	<b>Valuation of Structure as per valuation Report (in Rs) (taxes extra)</b>	<b>Value of Structures to be paid by the Successful Bidder to</b>	<b>EMD (in Rs.)</b>
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>
21/24 (A)	Land at Chetla Road  Co-ordinates- 22.50943 N, 88.33915 E	30 Years Lease	246	3,02,537/-	Mercantile Building (retail), Business Building & Assembly Building (Club, Political & Religious purpose are not permitted). Institutional Building	1,84,000/-	SMPK	Rs.504228/- Through HDFC Payment Gateway & Rs.18400/- As DD or BG With a validity of 6 Months

**NOTE:-**

- (i) All prospective bidders are requested to note that they shall have to deposit EMD as mentioned in the above table in Column-IX (i) & non-refundable Tender FEE of Rs.590/- through HDFC payment Gateway.
- (ii) All prospective bidders are requested to note that they also shall have to deposit EMD against structure as mentioned in the above table in Column-IX (ii) through Bank Guarantee as per attached format ( Appendix-V)
- (iii) No relaxation on payment of EMD & Tender Fee is applicable in case of MSME.
- (iv) All prospective bidders are requested to note that they shall have to utilize the land/ structure property for any or any combination of purposes conforming to the list of permissible purposes mentioned in the above table under Annexure – I. Accordingly, bidders to enter proposed “Purpose(s)” in the text field in the space provided during online bid submission from the list of purposes mentioned in the above table under Annexure – I.

ANNEXURE –II (A)

**Part – I: Techno-Commercial Bid**

**IMPORTANT INSTRUCTIONS TO E-TENDER**

This is an e-tender event of SMP, Kolkata. The e-tender service provider is MSTC Ltd., Plot No. CF-18/2, Street No.175, Action Area- 1C, New Town, Kolkata -700156.

**Tenderers willing to participate in this tender are required to go through the entire tender document.**

**Process of E-tender:**

**A) Registration:**

(i) The process involves registration of bidders with MSTC e-tender portal. For this purpose, any willing bidder is required to apply online through the MSTC website [www.mstcecommerce.com/auctionhome/kopt/index.jsp](http://www.mstcecommerce.com/auctionhome/kopt/index.jsp) as per details given in this tender document.

(ii) Only after registration, the bidder(s) can submit his/their bids electronically. Electronic bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The bidder should possess at least Class II signing type digital certificate (Bids will not be recorded without Digital Signature).

(iii) Any willing bidder not yet in possession of at least Class II signing type digital certificate, would be required to obtain the same at their own cost and arrangement prior to participation in the instant tender.

(iv) Bidders are to make their own arrangement for bidding from a P.C. connected with Internet. Neither SMP, Kolkata nor MSTC shall be responsible for making such arrangement.

SPECIAL NOTE: BOTH PRICE BID AND TECHNO-COMMERCIAL BID ARE TO BE SUBMITTED ON-LINE AT [www.mstcecommerce.com/auctionhome/kopt/index.jsp](http://www.mstcecommerce.com/auctionhome/kopt/index.jsp)

1) Bidders are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → Port Lease Property → KOPT → Registration → Register as Bidders' Filling in details and creating own user-id and password → Submit.

**Bidders who are already registered with MSTC for e-tender of SMP, Kolkata for less than one year need not to register afresh. However, for bidders having registration which are more than one year old have to request for re-activation of their old registration by forwarding the registration email along with a copy of PAN card to MSTC.**

2) Bidders will receive a system generated mail confirming their registration in their e-mail ID which will be provided during filling in the registration form. Bidders are requested to submit bid keeping sufficient time in hand. They should not wait for last minute to avoid any problem. In case of any clarification, bidders are advised to contact SMP, Kolkata/MSTC (before the scheduled time of the e-tender).

Contact person (SMP, Kolkata) :

<p>1. Name: Shri S.Dasgupta Estate Division, SMP, Kolkata.6Fairlie Palace, Strand Road- 700001 Contact No.033-71012455 <a href="mailto:estate.tender@kolkataporttrust.gov.in">estate.tender@kolkataporttrust.gov.in</a></p>	<p>2. Name: Shri R. Kamath Estate Division, SMP, Kolkata. 6, Fairlie Palace, Strand Road- 700001 Contact No. 033-71012455 E-mail id: <a href="mailto:estate.tender@kolkataporttrust.gov.in">estate.tender@kolkataporttrust.gov.in</a></p>
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Contact person (MSTC): **Helpline no- 07969066600**

	1. Shri Sabyasachi Mukherjee <a href="mailto:E-mail-smukherjee@mstcindia.co.in">E-mail-smukherjee@mstcindia.co.in</a> Direct No.-(033)22812879/ 7278030407	2. Shri K Kranthi Kumar <a href="mailto:Email-kkkumar@mstcindia.co.in">Email-kkkumar@mstcindia.co.in</a> Mobile- 9174009882
	<b>B) System Requirement:</b> i) Windows 7 & above Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature iv) JRE software to be downloaded and installed in the system. To enable ALL active X controls( <b>Except Active-X filtering which should be disabled</b> ) and disable “use pop up blocker” under Tools →Internet Options→ custom level.	
	The system requirements are as follows: <ul style="list-style-type: none"> <li>• Operating System- Windows 7 and above</li> <li>• Web Browser- Preferred IE 7 and above.</li> <li>• Active-X Controls Should be enabled as follows:              Tools =&gt;Internet Options =&gt;Security =&gt;Custom Level =&gt; Enable all Active-X Controls (Except Active-X filtering which should be disabled)              =&gt;Disable “Use Pop-up Blocker”</li> <li>• Java (Latest is JRE 8 Update 201 – File name Windows X-86Offline)</li> </ul> To disable “Protected Mode” for DSC to appear in the signer box following settings may be applied. <ul style="list-style-type: none"> <li>• Tools =&gt; Internet Options =&gt;Security =&gt; Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.</li> <li>• Other Settings:              Tools =&gt; Internet Options =&gt; General =&gt; Click On Settings under “browsing history/ Delete Browsing History” =&gt; Temporary Internet Files =&gt; Activate “Every time I Visit the Webpage”.</li> </ul> <b><u>For details, refer to the “Bidder Guide” and a video guide available under “View Video” Link.</u></b>	
2.	<b>(i) Format of Bid:</b> (A) Part I Techno-Commercial Bid will be opened electronically on specified date and time as given in the Tender Notice. Bidder(s) cannot witness electronic opening of bid since the same is not a public event. (B) Part II Price Bid: Price Bids of only techno-commercially qualified bidders shall be opened electronically <b>AFTER</b> the e-auction is complete. Bidder(s) cannot witness electronic opening of bid since the same is not a public event. <b>(ii) E-Auction (HELD BEFORE OPENING OF PRICE BID):</b> Notice containing auction schedule (Date & time of e-auction) will be hoisted in MSTC’s Website 5 days prior to auction. The bidders are requested to visit MSTC website regularly for information of Auction schedule. Techno-Commercially qualified bidders will be informed separately by SMP, Kolkata and MSTC through e-mail with at least 5 days’ notice. No request for non-receipt of mail regarding auction schedule from either SMP, Kolkata or MSTC will be entertained after two days of hoisting of such auction schedule. <b>The onus of visiting the MSTC website and obtaining the information of auction schedule is strictly on the bidder.</b> <b>While submission of Price bid is a must, participation in e-auction is not mandatory. In case a bidder does not participate in the e-auction, his/her only bid will then be that given in the Price Schedule format. Non Participation in e-auction by any techno-commercially qualified bidder will be taken as a voluntary and conscious decision and hence no request from any bidder on the plea of non receipt of information of auction schedule shall be entertained by SMP, Kolkata two days after auction schedule is hoisted in MSTC website.</b> <b>(iii) H1 bidder/Successful Bidder:</b> Selection of successful bidder will be communicated to the bidder concerned by SMP, Kolkata only after completion of Tender Process and approval of competent authority. <b>Note :</b> <ol style="list-style-type: none"> <li>(i) Any necessary notice/ addendum/ extension notice/ corrigendum to the tender would also be hoisted in the e-tendering portal of MSTC under the “<b>Notification</b>” Link</li> <li>(ii) E-tender cannot be accessed after the due date and time mentioned in this Tender Notice, unless extended further with due notice in the website.</li> <li>(iii) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian</li> </ol>	

	Rupee as per UOM indicated in the e-tender floor/tender document.
3.	<b>Refund of Tender Fee &amp; EMD:</b> While Tender fee is non-refundable for all the bidders, EMD will be refunded by SMP, Kolkata to the unsuccessful bidder(s), without interest, against respective PAN, Bank details of remitting bank from where e-payment of EMD has been made is to be furnished (i.e. name of bank and & address, Current a/c No, IFS Code). [Such refund is, however, subject to any clause of Tender attracting forfeiture of EMD].
4.	<b>Submission of on-line bid:</b>
4.1	The bidder(s), who has /have submitted the above fees, can only submit their Techno Commercial Bid and Price Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → Port Lease Property→ KOPT →Login →View Details→ Stage I Bid Submission→ Live Auctions →Selection of the live event→ Techno Commercial and Price Bids. For Stage II** forward Auctions Click on Forward Auction→ Live Auctions →Selection of the live event→ Placing of Bids **Only after the evaluation of Stage I bidding the forward auction shall take place among techno-commercially qualified bidders.
4.2	The bidder should allow to run Java Encryption Applet by clicking on allow whenever the Pop-UP asks to do so. This exercise has to be done immediately after clicking on the Techno-Commercial bid. If this application is not allowed to run as and when prompted, the bidder will not be able to Save/submit their bid and will get the error messages.
4.3	After submission of all mandatory information and uploading of all mandatory documents as mentioned in the Tender, the bidder should click “save” for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled in and then the bidder should click on “save” to record their price bid. Once both the Techno-Commercial bid & Price bid are saved, the bidder can click on the “Submit” button to register their bid.
4.4	<b>Bidder’s alertness / duty:</b> All correspondence to the bidder(s) after participation in the tender shall be sent by e-mail <b>only</b> during the process till finalization of tender by SMP, Kolkata. Hence, the bidders are required to ensure that their e-mail ID provided is valid at the stage of their registration with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate). In case of successful bidder the communication of ‘ <i>Allotment Letter</i> ’ will be through hard copy.
4.5	<b>Uploading of documents:</b> Bidders are advised to use “Attach Docs” link in the bidding floor to upload documents in document library. Multiple documents can be uploaded. For further assistance, instructions of Vendor Guide are to be followed.
4.6	No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his/her automatic acceptance of all the terms & conditions for the tender including those contained in the extension or any other notice/ corrigendum/ addendum/ clarifications, if any. Altered/amended format of document, if uploaded, will not be given any cognizance.
4.7	<b>Price Bid submission: Price shall only be quoted online.</b> A bid without submission of valid online price bid shall not be considered. No offline price bid shall be accepted. Also any document related to Price bid shall not be uploaded / submitted as hard copy during submission of Techno-Commercial bid and uploading/ submission of such document will lead to cancellation of offer.
5.	<b>E-auction:</b> At the stage of e-auction amongst the techno-commercially qualified bidders, the bidders shall only quote the total bid value at an increment or multiple thereof as will be allowed in the auction floor. It is not mandatory to participate in e-auction.

NOTE:

(a) A bid can be edited and documents can be uploaded any number of times before the final submission of bid (i.e. before clicking on Sign & Encrypt). Once the bid is submitted by clicking on Final Submission, further editing is not allowed.

However, deletion of the bid, followed by resubmission of the bid, with no additional amount of EMD and tender fee, is allowed upto the closing time of the tender.

Since replacement of any particular document already uploaded is not allowed by the System, the bidders are **strictly** advised to delete the entire bid and resubmit a fresh bid containing the revised document and refrain from uploading more than one document for a particular purpose otherwise the consequence of this deviation will be borne by the bidder only.

(b) After the closing time of event has passed, no bid will be accepted by the system. Hence, bidders are advised to make final submission of their bids well within time.

(c) In all cases, bidders should use their own ID and Password along with Digital Signature at the time of Submission of their bid.

(d) During the entire e-tender-cum-e-auction process, the bidders will remain completely anonymous to one another and also to everybody else with a view to discourage formation of Cartel. Any such formation will be strictly viewed and the entire Tender may be liable to be cancelled and EMD of the concerned Bidders liable to be forfeited including debarring such bidders from participating in future Tenders of SMP, Kolkata.

(e) The e-tender floor shall remain open from the date, time & duration as mentioned in the tender document, subject to extension of this duration as defined in this tender document.

(f) SMP, Kolkata may defer date of auction for any reason. The changed date will be accordingly intimated to the techno commercially qualified bidders by e-mail from SMP, Kolkata and MSTC and hoisting of the same in MSTC website. No request from the bidders for change of such date will be entertained by SMP, Kolkata.

(g) All electronic bids submitted during the e-tender process shall be legally binding on the bidder.

(h) SMP, Kolkata reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part, as the case may be, without assigning any reason thereof.

(i) The expressions “Kolkata Port Trust and KoPT” appearing anywhere in the tender document, shall be construed to read as “Syama Prasad Mookerjee Port, Kolkata and SMP, Kolkata” respectively. Also the web site [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) appearing anywhere in the tender document, shall be construed to read as “[www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in)”.

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ANNEXURE - II B

DOs and DON'Ts FOR BIDDERS PARTICIPATING IN ESTATE TENDERS OF SMP, KOLKATA

# A detailed list of Important instructions to tenderers is given above as Annexure-II (A).  
Read the instructions carefully before bid submission

**WHAT BIDDERS SHOULD DO:**

#Get yourself **Registered** with MSTC website <https://www.mstcecommerce.com/auctionhome/kopt/index.jsp> for participating in the Tender Process of Estate Division, SMP, Kolkata.

#Ensure that you give yourself enough time to respond to the tendering opportunity:  
Proactive planning is crucial to make a successful bid.

# Read and become familiar with the bid documents provided by Syama Prasad Mookerjee Port, Kolkata. It is crucial that you fully understand the requirements and bidding criteria so that you can submit a fully compliant bid.

# Syama Prasad Mookerjee Port, Kolkata insists on pre-bid responses and there may be pre-bid meetings and presentations or briefing events. You are expected to participate in such meetings.

# Do submit your completed bid early. Systems may slow down and crash while trying to upload multiple documents close to bidding deadlines.

# Adhere to all of the stipulations and requirements outlined in the bid document: Mandatory requirements (documents, information and response) need to be read carefully for compliance before submission of Bid.

# Check websites of [www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in) , <https://eprocure.gov.in/epublish/app> , <https://www.mstcecommerce.com/auctionhome/kopt/index.jsp> regularly for Tender document (Notice/addendum/corrigendum/clarification)

#For Bid submission, you have to visit MSTC website i.e. [www.mstcecommerce.com](http://www.mstcecommerce.com).

# For viewing of Tender related information/ updation, you have to visit SMP, Kolkata website i.e. [www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in)

# You are to submit your offer electronically only. No tender shall be accepted by the SMP, Kolkata office in hard copies.

# Ensure that you note the crucial Dates in connection with the particular Tender(s). They are as follows:

\*Date of NIT available to bidders to view

\*Date of Pre-Bid Meeting

\*Last Date and Time of remittance of Tender Fee& EMD (Earnest Money Deposit) by e-payment mode through HDFC Payment Gateway. No relaxation on payment of EMD & Tender Fee is applicable in case of MSME

**\* Last Date and Time of submission of online Techno-Commercial and Price Bid at <https://www.mstcecommerce.com/auctionhome/kopt/index.jsp>**

#Ensure that you **Inspect the Plot/Structure before Bidding.**

# Please note that it is the responsibility of the intending bidder to inspect the plot / structure on their own arrangement. SMP, Kolkata will try to provide assistance during inspection of plots.

#Please **insert “Purpose of use for the Land/ Structure/ Property”** from the List provided by SMP, Kolkata in the Tender document.

### **WHAT BIDDERS SHOULD NOT DO**

# **Don't Miss Pre-Bid meetings** arranged for by Syama Prasad Mookerjee Port, Kolkata.

# **Don't Delay** opening or reading the bid **document.**

# **Don't Submit invalid** documents/**certificates.**

# **Don't Enter false data/forged documents specially regarding Networth or indicate any purpose of use for the Land/ Structure/ Property beyond the list of permitted purposes.** Such act may lead to forfeiture of EMD/Security Deposit.

# **Don't Leave submitting your completed bid to the last minute.**

#**Don't tamper with e- tender document Form** provided by SMP, Kolkata. For example, a tampered Networth Document will lead to forfeiture of EMD.

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**Guidelines for registration & remittance of Tender Fee and EMD****Contents:**

- A. **Prior Registration with MSTC for e-bidding:**
- B. **Payment through The “Smarthub” Page**
- C. **Refund of EMD:**

**A. PRIOR REGISTRATION WITH MSTC FOR E-BIDDING:**

1. Before e-payment and bid submission, the bidder shall have to get registered with MSTC **as per procedure as laid down in this tender document**, if not already registered.
2. During registration with MSTC, the following MANDATORY information shall have to be furnished by the bidder in the respective fields.
  - a) Name of the bidder
  - b) (i) PAN & TAN ,if applicable of the bidder (ii) GST No., if applicable of the bidder
  - c) Address of the bidder
  - d) e-mail id of the bidder
  - e) Mobile No. of the bidder
  - f) Status of the bidder (either of individual, proprietor, partnership firm, company, LLP/ HUF/ Society/ Others (to specify if others).
  - g) Name & Contact details (Mobile No. /Landline No. /Fax No. /e-mail id) of the authorised representative of the bidder as applicable. Else to mention NA (Not Applicable).
  - h) Bank Details: As per format to be filled in during registration.
3. On completion of formalities for such registration by the bidder, the system of MSTC shall assign a unique registration number to the bidder. The same shall by default be transmitted to the aforesaid e-mail of the bidder/authorized representative.
4. Now the bidder in possession of unique registration number provided by MSTC and also otherwise in possession of \*Digital signature for signing, is eligible to make necessary payment for tender fee and EMD by **online** mode **ONLY** as detailed hereunder separately. The bidders are required to remit the tender fee and EMD separately for easy identification of the respective amounts deposited by each bidder.

***\*those not yet having digital signature are required to obtain the same of their own in order to participate in this tender.***

**B. PAYMENT****1. Payment Gateway:**

The bidder shall have to login to MSTC portal to access the site for Port Lease Property → KoPT. In turn, an e-payment link will enable the bidder to submit the EMD and tender fee for a particular tender while accessing the portal for participation in the Tender. Accordingly, the bidder shall make use of HDFC Bank payment micro site (Smarthub). The link for the said microsite of HDFC is available in the MSCTC portal.

**2. Payment through the “Smarthub” page:**

The Bidder shall fill in the following details in the “Smarthub”

- a) Bidder’s Name;
- b) Unique Bidder ID (provided by MSTC at the time of registration by the bidder);
- c) Unique e-tender number for the particular plot of the tender in which the bidder intends to participate.

**3. Selection from Drop-Down Menu**

- a) The bidder is required to select through a drop-down menu, the following options, one by one, in any order :-
  - i) Tender Fee;
  - ii) EMD.

[Note: The bidder shall have to remit both tender fee and EMD, separately, one by one to complete the payment.]

- b) If the bidder selects Tender fee, then amount field gets automatically populated as Rs 590/- including 18%GST.
- c) If the bidder selects EMD, then amount field gets automatically populated with the respective EMD amount corresponding to the unique e-tender number submitted by the tenderer.

B. In either case (whether for remitting tender Fee or EMD), the bidder shall click on ‘NEXT’ button. Then a pop-up verification page will come up, which will ask for confirmation from the bidder on the correctness of the details already entered by him in the above 2(a), 2(b) and 2(c) under B (2). If the bidder finds an error, he/she shall opt for ‘BACK’ button to get back to the previous page for making necessary corrections. If the bidder finds the details to be correct, he /she will click on ‘I CONFIRM’ button. The bidder will then be directed to the next page.

**4. Mode of Payment**

The bidder will have the following options for making payment. He / She will select the relevant option from HDFC Bank “Smarthub” page Options.

- a) Multi-banknet-banking;
- b) Debit card/ CreditCard;
- c) NEFT/ RTGS

**5. Details of various payment options**

**(I) If the client selects Multibank Net Banking option**

If this option is selected, the screen would display the list of Banks. The Net-banking gateway would redirect the Bidder to the bank selected by the bidder. After payment is made through this mode, the Bank would confirm successful payment via a message which will be displayed on HDFC Bank “Smarthub” page.

Otherwise, in case of failure, HDFC Bank “Smarthub” page would allow the Bidder to process another payment attempt.

**(II) If the client selects Debit card/ Credit card option**

If this option is selected and payment is made through this mode, the Bank would confirm successful payment via a message which will be displayed on HDFC Bank “Smarthub” page.

Otherwise, in case of failure, HDFC Bank “Smarthub” page would allow the Bidder to process another payment attempt.

**(III) If the client selects NEFT/ RTGS option**

Once “**MAKE PAYMENT**” is clicked by the bidder, the HDFC Bank “Smarthub” page shall generate a **pre-filled** challan having all the details required corresponding to the bidder, the plot concerned and Tender fee / EMD namely,

- (i) Name of the Beneficiary, i.e. SMP, Kolkata
  - (ii) Account No. of the Beneficiary;
  - (iii) Bank and Branch of Beneficiary;
  - (iv) IFSC Code of Branch of Beneficiary’s bank;
  - (v) Amount;
- (a) The bidder shall remit the requisite amount by RTGS/ NEFT in their respective bank **within scheduled date and time** as mentioned in this tender document. The bidder will take a printout of this challan to his bank, fill up his bank’s NEFT/ RTGS request form by filling up the above mentioned details [points (i)-(v)] and initiate the payment from his bank. Remittance of Tender fee or EMD or both beyond the scheduled date and time as mentioned in this tender document shall render the offer liable for outright rejection. No communication in this regard shall be entertained by KoPT.
- (b) After making payment by this mode, the bidder would login to the e-Tendering portal of MSTC and shall submit bid on-line by filing in required information, including payment particulars. Also, the bidder shall indicate correctly the relevant details pertaining to the remittance of the payment and mode thereof in the specified field of the on-line bid form.

**C. Refund of EMD:**

- (i) The refund of EMD to the unsuccessful bidder shall be made after finalization of the tender subject to the conditions of forfeiture of Earnest Money(EMD) as mentioned under Clause of “**Forfeiture of Earnest Money**” in **Annexure-V**.
- (ii) The successful bidder may convert the EMD into SD and pay the balance SD. In case of payment of lease rent by upfront, the EMD shall be refunded immediately after the payable amount of upfront including amount of SD for upfront is received by SMP, Kolkata with / without adjustment of required amount of SD from EMD, as may be decided
- (iii) Refund of EMD to any bidder for any plot shall be made only by NEFT/ RTGS to their respective accounts as per particulars already furnished by them during registration with MSTC.

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## ANNEXURE - IV

**Part – I: Techno-Commercial Bid**  
**GENERAL INSTRUCTIONS TO THE BIDDERS**

**The techno-commercial part of the offer shall contain the following:-**

Sl. No.	Compliance in respect of
(i)	Remittance of Earnest Money Deposit (EMD) as indicated in this tender
(ii)	Remittance of Tender Fee as indicated in this tender
<b>On-line submission of the following</b>	
(iii)	Scanned copy of duly filled in APPENDIX - II (Estate Port Dues as on the date of this N.I.T.) is to be uploaded. SMP, Kolkata's decision as per SMP, Kolkata's record will, however, prevail so far as an outstanding due of any bidder is concerned.
(iv)	Scanned copy of "Net worth" as per Format APPENDIX - III, certified by a Chartered Accountant has to be uploaded. The Chartered Accountant has to clearly mention his/her name with signature, stamp and Unique Document Identification Number (UDIN).The "Net-worth" of the bidder has to be based on Audited Annual Accounts for the financial year 2022-23.
(v)	Scanned copy of PAN Card and TAN if applicable(To Be uploaded)
(vi)	Scanned copy of IT return of the Financial year 2022-23 (To Be uploaded).
(vii)	Scanned copy of Cancelled cheque (To be uploaded).
(viii)	Scanned copy of Appendix-I duly signed (To be uploaded).
(ix)	Scanned copy of EMD & Tender Fee transaction receipt (To be uploaded).
(x)	Scanned copy of BG OR Demand Draft for <b>EMD for structure as mentioned in Annexure-I under Column-IX (ii) in the format given under Appendix-V</b>
<b>Offline Submission into the specified box kept at the Jetty office of Estate Division, Syama Prasad Mookerjee Port, Kolkata (SMP, Kolkata) at 6 Fairlie Place, Kolkata 700001</b>	
(xi)	Self certified copy of partnership deed(for Partnership firm/ LLP) or Memorandum of Association &Article of Association( for Company) or HUF deed ( for HUF) and/ or any other document relevant as applicable, for the bidder concerned <b>either in soft copy during online submission of bid or in hard copy</b> into the specified box kept at the office of Estate Division.
(xii)	Original BG <b>in the format given under Appendix-V/</b> Demand Draft for <b>EMD for structure as mentioned in Annexure-I under Column-IX (ii)</b>
<b>Submission of bid</b>	
	Clicking on "I Agree" button to confirm having read and understood and agreed to all terms and conditions of the tender document, addendum, corrigendum, extension notice or any other communication including the sketch. In effect, Clicking on "I Agree" button will ipso-facto render any attempted alteration to the formats as decided by SMP, Kolkata authorities in the Tender Document as null and void.

**NOTE:**

**Bidders are advised to note that allotment letter to successful bidder will be issued only on verification of documents. In case of submission of fake documents, the allotment will be cancelled and EMD forfeited and any further steps may be taken in accordance with law.**

## ANNEXURE-V

**Part-I: Techno-Commercial Bid****GENERAL INFORMATION TO THE BIDDERS****1. Plot details:-**

As per Annexure –I of this tender document. The relevant sketch is attached at the end of this tender document.

**2. Allotment:-**

The plot of land/ structure / property will be allotted in a single parcel on 'as is where is' basis. Under no circumstances, any of such land/ structure / property will be subdivided into parts to accommodate more than one lessee.

**3. Warehousing:-**

In case, a lessee is allotted a plot for 'Warehousing', portion of the said warehouse can be used purely on temporary basis by the lessee for storage of goods of the 3<sup>rd</sup> party without parting with the right of possession and at the risk and responsibility of the lessee who will have overall control over the premises.

**4. When Rail Served:-**

If any plot not presently rail served, becomes rail served in future, the payable annual rent /upfront for the balance period of lease shall be enhanced by 15 % on the payable annual rent at that point of time or pro-rata amount of upfront, as the case may be.

**5. Belting and Abutting more than one Road**

(i) Wherever belting is applicable, 1<sup>st</sup> belt is the area within 50 metres from the road and 2<sup>nd</sup> belt is the area beyond 50 metres from the road.

(ii) If a plot abuts more than one road, 15% extra on reserve price or annual rent will be charged. In case the rates of rent applicable corresponding to such roads are different, then higher of the rates will be taken while computing the rent for the plot.

**6. Valuation fee:-**

Fees paid by SMP, Kolkata to the valuers for the valuation of structure within the land to be leased, if any, shall also have to be paid by the successful bidder within 30 days from the date of the communication in this regard, through A/c Payee Cheque/Pay Order to "Kolkata Port Trust". The exact amount shall be intimated to the successful bidder. However, the same is guided by the following slab plus other associated charges, if any:-

<b>Slabs</b>	<b>Percent on part of full amount of valuation of structure as falling within respective slabs</b>
(a) On the first Rs. 5 lakhs of the asset as valued	0.11201%
(b) On the next Rs. 10 lakhs of the asset as valued	0.04483%
(c) On the next Rs. 40 lakhs of the asset as valued	0.02241%
(d) On the balance amount of the asset as valued	0.01117%

Note: (i) The minimum amount of fee payable to the valuer is Rs.2,000/- for valuation of each

structure.

(ii) The above shall prevail, unless there is any revision in the fees payable to the empanelled valuers for valuation of structures.

#### **7. Proposed purpose of lease -**

The lessee shall have to utilize the land/ structure property for any or any combination of purposes conforming to the list of permissible purposes mentioned in the table under Annexure – I. Accordingly, bidders to enter proposed “Purpose(s)” in the text field in the space provided during online bid submission from the list of purposes mentioned in the tender for the concerned plot / structure. During online bid submission Prospective bidders may note the followings -

- (a) If any bidder does not propose any purpose in the respective field during online bid submission, their offer shall be considered subject to **submission of purpose as per NIT letter on after obtaining communication from SMP, Kolkata**
- (b) If any bidder proposes “Purpose” beyond what is provided in the list, their offer will be considered as a valid offer subject to the followings-
  - (i) If quoted purposes are non-commercial and allowed purposes are Commercial, then a declaration shall have to be given by the prospective bidders that if successful, no request for revision of rate to non-commercial rate (i.e. without 35% premium), though their proposed purpose is non-commercial. The said declaration shall have to be submitted **before auction after obtaining communication from SMP, Kolkata**
  - (ii) If quoted purposes are commercial and allowed purposes are non-commercial, then a declaration shall have to be given by the prospective bidders before auction to make payment with the accepted highest amount plus 35% extra, if successful, **after obtaining communication from SMP, Kolkata**; otherwise the offer will not be considered as valid offer.
- (c) Also if any bidder proposes any combination of purposes in which one or more are beyond the allowable purposes and others are as per allowable purposes, the purposes which are beyond the allowable purposes will not be considered and the submitted offer will be processed with the proposed purposes which are as per allowable purpose. The bidder shall have to accept the said consideration before auction **after obtaining communication from SMP, Kolkata**; otherwise their offer will not be considered as a valid offer.

The lessee shall have to commence utilizing the allotted plot of land within a period of 24 months from the date of commencement of lease (i.e. date of allotment of land) for any of the permissible purposes offered by the bidder in the instant tender.

#### **8. Definitions of different purposes:-**

8.1 **“Institutional building”**: That is to say any building or part thereof ordinarily providing sleeping accommodation for occupants and used principally for the purposes of medical or other treatment or care of persons suffering from physical or mental illness, disease or infirmity, care of infants, convalescents or aged persons and for penal or correctional detention in which the liberty of the inmates is restricted, such building shall include hospitals, clinics, dispensaries, sanatoria, custodial institutions and penal institutions like jails, prisons, mental hospitals and reformatories.

8.2 **“Assembly building”**: That is to say any building or part thereof where groups of people congregate or gather for amusement or recreation or for social, patriotic, civil, travel, sports and similar other purposes as the principal use excluding and except club, religious and political purpose. Such building shall include theatres, motion picture houses, drive- in-theatres, city halls, town halls,



auditoria, exhibition halls, museums, skating rinks, gymnasiums, restaurants, eating houses, bars, hotels, boarding houses, dance halls, gymkhanas, passenger station and terminals of air, surface and other public transportation services, recreation piers and stadiums.

**8.3 “Business building”:** That is to say any building or part thereof used principally for transaction of business for keeping of accounts and records or for similar purposes. Such building shall include offices, banks, professional establishments, court houses if the principal function of such offices, banks, professional establishments or court houses is transaction of public business or keeping of books and records. Such building shall also include buildings or premises solely or principally used as an office or for office purpose.

**8.4 “Mercantile building (retail)”:** That is to say any building or part thereof used principally as shops, stores or markets for display or retail sale of merchandise or for office and storage of service facilities incidental hereto;

**8.5 “Mercantile building (wholesale)”:** That is to say any building or part thereof used principally as shops, stores or markets for display or sale of merchandise on wholesale basis, or for office and storage of service facilities incidental thereto, and shall include establishments, wholly or partly engaged in wholesale trade, manufacturer’s wholesale outlets including related storage facilities, warehouses and establishments engaged in truck transport (including truck transport booking agencies).

**8.6 “Storage building”** that is to say any building or part thereof used principally for the storage or sheltering of goods, wares or merchandise as in warehouses. Such building shall include cold storage, freight depots, transit sheds, store houses, public garages, hangars, silos and barns;

**8.7 “Parking”** includes self use and also for use by any third party without any right of possession.

**8.8 “Riverfront Plots”:** Wherever any plot falls by the riverfront, the procedure in vogue for grant of permission for construction under Section 46 of Major Port Trusts Act 1963 and Section 26 of Major Port Authorities Act, 2021 also would be applicable. The salient points of the said Section inter alia include the following:-

- (i) No changing of bank line would be allowed and no encroachment into the river will be allowed in the name of bank protection work.
- (ii) For conservancy purposes, a paved clear corridor fit for vehicular movement of 11 mtrs. (3 lane width) from high water mark at Spring Tide should be maintained by the lessee for the sake of inspection whenever required

**8.9 “Mall/FoodPark/Plaza”:**

- (a) Mall/Food Park/Plaza may be allowed where the listed purposes in the tender include both Assembly and Mercantile Buildings.
- (b) For the purpose of Mall/Food Park/Plaza, the successful bidder shall be required to pay the rent by **one time upfront** before handover of the plot as per formula defined in the tender document.
- (c) The lessee shall be solely responsible for obtaining permission/ sanction of all concerned as required for setting up of a Mall/Food Park/Plaza and running the same for the entire lease period. In the event of failure of the lessee in obtaining necessary approval of any authority concerned, and surrender of the plot, refund of all payments deposited by the bidder to SMP, Kolkata will be guided

as per Tender Conditions.

(d) SMP, Kolkata will have exclusive relation with the successful bidder to be allotted any plot for Mall/Food Park/Plaza and no entity enjoying the sublet part of the property by the lessee shall be entertained by SMP, Kolkata on any dispute whatsoever. In other words, the lessee shall be allowed to sublet exclusively for the sake of **Mall/ Food park/Plaza/Multimodal Logistic Park etc** without parting with the right of possession and at the risk and responsibility of the lessee who will have overall control over the premises. As such, only the lessee may have the FRR right depending on terms and conditions after expiry / termination of lease and no party who would be enjoying a sublet portion of the Mall shall have such right at all. In such cases no subletting fee shall be levied.

(e) After expiry of lease of 30 years, fresh lease or otherwise shall be determined by the relevant guidelines and law of the land as shall be in vogue at the material time.

#### **8.10 “Setting up of a Commercial Office Complex”:**

**Setting up of a commercial office complex in a particular plot** may be allowed where the listed purposes in the tender include Assembly, Business and Mercantile Buildings and the said land shall be used by the original lessee for own Corporate use and excess vacant space of the said office complex to be let out on lease to other corporate entities who will use the complex for setting up of Business Centre, Business Chambers, Conference Rooms, Office Infrastructure, Cafeteria, Restaurant, Gymnasium, Guest House, hotel accommodation, recreation facilities, pharmacies, diagnostic clinics, retail outlets etc. In other words, the original lessee will be a business integrator where various other stake holders/investors/retailers/service providers will operate under the business integrator (original lessee) as sub-lessees However, following conditions shall have to be maintained in respect of setting up of a Commercial office complex -

(i) For the purpose of setting up of a Commercial Office complex , the successful bidder shall be required to pay the rent by **one time upfront** before handover of the plot

(ii) The lessee shall be solely responsible for obtaining permission/ sanction of all concerned as required for setting up of a Commercial Office complex and running the same for the entire lease period. In the event of failure of the lessee in obtaining necessary approval of any authority concerned, and surrender of the plot, refund of all payments deposited by the bidder to SMP, Kolkata will be guided as per Tender Conditions.

(iii) SMP, Kolkata will have exclusive relation with the successful bidder to be allotted any plot for setting up of a Commercial Office complex and no entity enjoying the sublet part of the property by the lessee shall be entertained by SMP, Kolkata on any dispute whatsoever. In other words, the lessee shall be allowed to sublet exclusively for the sake of setting up of a Commercial Office complex without parting with the right of possession and at the risk and responsibility of the lessee who will have overall control over the premises. As such, only the lessee may have the FRR right depending on terms and conditions after expiry / termination of lease and no party who would be enjoying a sublet portion of the Commercial Office complex shall have such right at all. In such cases no subletting fee shall be levied.

(iv) After expiry of lease of 30 years, fresh lease or otherwise shall be determined by the relevant guidelines and law of the land as shall be in vogue at the material time.

(v) FRR will be extended to the party as per prevailing land policy on expiry of the lease.

#### **8.11 Specific Exclusion:**

**(a)Educational Building:** Any building used for school, college, library or day-care purposes as principal use involving assembly for instruction, education or recreation incidental to education;

(b) **Residential Building:**

(c) **Religious establishment**

(d) **Political establishment**

#### **8.12 35% extra for Non- Industrial Uses-**

35% extra will be charged on base rate on the updated SoR/ARR for lease/ license for the following all general non-industrial uses –

- (a) Retail Business, Mercantile
- (b) Commercial Centers
- (c) Banks, Financial services and Stock exchanges
- (d) Business and Professional Offices
- (e) Private institutional offices, semi-government offices
- (f) Shops, Showroom, Community Centre and Shopping Malls
- (g) Hotels, Resort, Motel
- (h) Restaurant, Pub, Clubs
- (i) Hostels, Boarding Houses, Guest Houses
- (j) Cinema Halls, Theaters, Banquet Halls, Auditoriums
- (k) Marriage Halls, Community Halls
- (l) Petrol Pump, Service Station, Repairing Centre
- (m) Private Hospital & Clinic, Nursing Home, Diagnostic Center
- (n) Sport Complex, Swimming Pool
- (o) Conventional Centre
- (p) Private School, College, Higher Technical Institute
- (q) Libraries, Gymnasium, Yoga Centre
- (r) Weigh Bridges for commercial use
- (s) Museums
- (t) Entertainment, Recreational uses
- (u) Commercial Parking (parking required for warehousing activity not attract 35%)
- (v) Commercial warehouses other than area in and around Docks.

#### **9. Eligibility Criteria of the Bidder:-**

(i) Remittance of Earnest Money Deposit (EMD) & Tender fee (TF) as indicated in this tender

(ii) All other tender conditions are to be fulfilled.

(iii) Net worth of the bidder should be **more than Annual Reserve Rent** (excluding taxes).

(iv) Non-pendency of mutually admitted Port Estate dues (for all plots of the prospective bidder in KDS) on the date the NIT (applicable for existing lessee/ licensee of other plot and/ or for renewal of lease of the tendered plot). In other words, if any dues claimed by SMP, Kolkata are stayed by Higher Courts/ Cabinet Secretariat prior to publication of NIT in the newspaper, such dues need not be paid to become eligible to participate in tender- cum-e-auction.

(v) In case there are any unpaid mutually admitted dues by the aforesaid definition, the prospective tenderer may be allowed to participate in the tender, only if he agrees to pay rent for the entire lease period before allotment of the plot on upfront basis on becoming successful bidder.

(vi) **SPECIAL NOTE:**

If Net worth is equal to or lesser than Annual Reserve Rent (excluding taxes) or the new bidder whose net worth is zero, the bidder will have to furnish a BG equivalent to 5 years' annual lease rent (excluding taxes) with a validity of 5 years only. The bidder shall have to confirm to this effect, before holding of e-auction; otherwise the bidder shall be techno-commercially disqualified for the said offer without forfeiture of EMD. Non-compliance of the said confirmation in the event of receipt of allotment letter shall render the said allotment liable for cancellation with forfeiture of EMD.

However, BG should not be required for FRR bidders / existing tenants having clean payment history in their past, who has Net worth equal to or lesser than one year's annual reserve rent(excluding taxes).

(vii) **The formula for calculation of Net Worth -**

[{proprietor's capital (for proprietorship firms)/ partners' capital (for partnership firms)/paid up capital (for companies) + free reserve} –intangible assets]

(viii) **Documents to be submitted:**

(a) **List of qualifying Documents**

(i) Remittance of Earnest Money Deposit (EMD) as mentioned in Annexure-I under Column-IX (i) & Tender fee (TF) online through HDFC Payment Gateway as described in Annexure-III on or before schedule date & time.

(ii) BG in the format given under Appendix-V OR Demand Draft for EMD for structure as mentioned in Annexure-I under Column-IX (ii)

(iii) Uploading of Net worth Certificate as per format Appendix-III as attached, during submission of online Technical bid.

However, clarifications may be obtained on submitted documents, if required. No bidder without advice/ request of SMP, Kolkata can unilaterally submit any clarification on the matter as mentioned above.

(b) **List of supporting documents**

Following supporting documents are required to be submitted during online submission of tender. During the process of scrutiny of bids, clarifications including relevant documents, if required, may be obtained from the bidders through e-mail by the officials of SMP, Kolkata. No bidder without advice/ request of SMP, Kolkata can unilaterally submit anything-

(i) Copy of TAN Registration original certificate, if applicable. In case of misplaced or lost of the said document, the bidder shall have to submit a declaration during submission of online Technical bid as regards to submission of the same before allotment, if successful.

(ii) Copy of PAN Card

(iii) Copy of Income Tax Return (ITR) for the recent financial year

(iv) Self certified Statement of Estate Dues position as per format Appendix-II as attached

(v) Copy of Cancelled Cheque

(vi) Scan copy of Appendix-I

(vii) Self certified copy of partnership deed(for Partnership firm/ LLP) or Memorandum of Association &Article of Association( for Company) or HUF deed ( for HUF) and/ or any other document relevant as applicable, for the bidder concerned

**10. Deemed inspection:** Irrespective of participation in the site- inspection, the bidders shall be deemed to have inspected the plot before submission of offer and to have considered all relevant aspects necessary for submission of offer.

**11. Query pertaining to bid:**

- (i) Bidders may send advance queries to the e-mail ([estate.tender@kolkataporttrust.gov.in](mailto:estate.tender@kolkataporttrust.gov.in)) within the time schedule mentioned above. SMP, Kolkata will be at liberty to amend the tender document and issue addendum, if needed, pursuant to receipt of such queries or otherwise. ***However, no separate reply to the queries shall be made to the respective querists.***
- (ii) The same, if issued, shall ipso facto become part and parcel of the tender document and shall be hoisted in the websites.
- (iii) Besides, any other addendum, if issued, shall also be hoisted in the websites and the same shall likewise become part and parcel of the tender document.
- (iv) Hence, prospective bidders are advised to visit the website (i.e. [www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in), [www.mstcecommerce.com/auctionhome/kopt/index.jsp](http://www.mstcecommerce.com/auctionhome/kopt/index.jsp) & <https://eprocure.gov.in/epublish/app>) accordingly till the date of submission of tender.

**12. Tender Downloading:**

**(i) For reading and not for bidding:-**

Tender Document has been hoisted in the website [www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in) & <https://eprocure.gov.in/epublish/app>. Interested bidders may download the tender document from the website.

**(ii) For participation in the tender:-**

MSTC website [www.mstcecommerce.com/auctionhome/kopt/index.jsp](http://www.mstcecommerce.com/auctionhome/kopt/index.jsp) shall have to be accessed only after registration as stated above. The intending bidder shall, thereafter, remit the tender fee amounting to Rs. 590/- (non-refundable) and Earnest Money in the manner stated above before submission of offer.

**13. Earnest Money:**

(i) The Earnest Money shall be remitted in the manner stated above before submission of offer.

(ii) The amount of Earnest Money will be refunded to the unsuccessful bidders without interest after selection of the successful bidder, subject to the conditions of forfeiture of Earnest Money (EMD), as mentioned hereunder.

(iii) Mere submission of offer will not mean that the offer will be automatically considered qualified and bid will be entertained.

**14. Conditionalities for forfeiture of Earnest Money:** Any of the following will be sufficient ground for forfeiture of EMD.

(i) In case the bidder withdraws the offer before expiry of the validity period as per Tender terms as at (15) below.

(ii) In case of non-acceptance of the allotment letter.

(iii) In case of non-compliance of the terms & conditions of the offer of lease.

(iv) In case of deviation from any of the terms & conditions of the offer of lease till submission of

Security Deposit along with adjustment of EMD with other dues or refund.

(v) In case of non-remittance of all payment due before handover of the plot within the specified period.

(vi) In case of furnishing any false / misleading / tampered information in the tender offer.

(vii) In case of furnishing any false / misleading / tampered information before finalization of tender.

(viii) In case of non-submission of Price or non participation in re-bidding (submission of fresh price/ e-auction or both) in case of tie, if so decided by SMP, Kolkata. The bidder may refer to Evaluation Criteria in this regard.

(ix) In case of formation of Cartel or influencing bidders to abstain from participation in the Tender.

#### **15. Validity:**

The offer shall be kept valid for a period of 180 days from the closing date of submission of the tender. The above validity period is, however, subject to extension, if agreed to by the bidder in response to any request made by **SMP, Kolkata**.

#### **16. On-line bidding problem:-**

Neither **SMP, Kolkata** nor MSTC shall be responsible for any problem at the bidder's end like failure of electricity, disruption of internet connection, any trouble with bidder's PC etc, which may cause inconvenience or prevent the bidder from bidding in any e-tender-cum-e-auction.

In case of any problem / interruption in service at server end, however, MSTC shall do the needful. Besides, decision of MSTC shall be final and binding on all bidders in the event of any dispute as to interruption of connectivity in connection with the tender. Needless to say, the aforesaid decision of MSTC shall be based on proof thereto.

#### **17. Interruption of activities:**

In the event of any unforeseen circumstances such as holidays, bandhs, strikes, transport dislocation etc. on the scheduled day of pre-bid meeting / submission of offers / opening of techno-commercial part or price part of the tender, such activity shall take place at the same time on the next working day of SMP, Kolkata.

#### **18. Right of acceptance:**

Syama Prasad Mookerjee Port, Kolkata reserves the right to accept or reject any or all tenders without assigning any reason thereof.

#### **19. Offer Preparation Cost:**

The bidder shall be responsible for all the costs associated with the preparation of its offer and its participation in the tender. SMP, Kolkata will not be responsible in any manner for such costs, regardless of the conduct or outcome of the tender process.

#### **20. Tests of Responsiveness:**

Prior to evaluation of Techno Commercial Part of the tender, **SMP, Kolkata** will determine whether each offer is responsive to the requirements of the tender document. A tender shall be considered responsive if the tender: -

- (i) Is received electronically by the appropriate portal.
- (ii) Is accompanied by requisite Tender fee and requisite EMD, as stipulated.
- (iii) Is accompanied by all the forms and formats dully filled in/ executed, as the case maybe.
- (iv) Contains all the information as requested in the tender document.
- (v) Does not show inconsistencies between the offer and the supporting documents.
- (vi) Proposes no change in the offer as compared to the terms & conditions of the allotment, as

detailed in this tender document.

**21. Confidentiality:**

Information required by SMP, Kolkata from the bidder(s) for the purpose of examination, evaluation etc. of the tender will be kept in confidence by SMP, Kolkata and SMP, Kolkata will not divulge any such information unless it is ordered to do so by any authority that has power under the law to require its release.

**22. Acceptance of Port's Allotment Letter:**

After finalization of the tender through e-tender-cum-e-auction, the allotment letter will be made to the successful bidder by hard copy. The successful bidder shall be required to formally accept the terms & conditions of the allotment of lease and remit requisite Advance Annual rent or Upfront with Advance Nominal Rent for 1<sup>st</sup> year, if applicable, Security Deposit, cost of valuation, if any, etc within the period as will be specified in the allotment letter, failing which the allotment shall stand cancelled and the Earnest Money deposited by the bidder shall stand forfeited. The possession of the plot of land/ structure/ property concerned will be handed over after completion of the required formalities including payment as will be specified in the allotment.

**The Successful bidder, who refuse to accept the offer of allotment within 30 days from the date of the offer letter and does not make requisite payments, shall be banned for next 2 years from participating in SMPK tenders in addition to the existing condition of forfeiture of their EMD**

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**Part-I:Techno-Commercial Bid**  
**CONDITIONS OF LEASE**

**1. Lease:-**

- (i) Lease Period: 30 years without any option for renewal from the date of handover of property.
- (ii) Lease Deed: The lessee will be required to execute & register a Lease Deed in respect of the demised land at his/her own cost, after making all requisite payment related to the proposed lease of land.
- (iii) Preparation cost of Lease Deed -The lessee shall be required to pay Rs 3,400/- plus G.S.T as applicable to SMP, Kolkata towards the cost of lease form and plans.
- (iv) Registration of Lease Deed:
  - a) The Lease Deed, after registration, shall remain in the custody of the lessor (i.e. SMP, Kolkata).
  - b) The cost of preparing, stamping, executing and registering the Lease Deed as well as the cost of a counterpart or a copy thereof, if required by the lessee, shall be borne by the lessee.
  - c) In case of upfront payment, stamp duty is charged @ 6% or 7% of the aggregate of upfront premium and average payable annual token rent, depending on whether the aggregate is upto Rs. 1 Crore or more and in case of annual payment mode stamp duty is charged @ 6% or 7% of the average of 30 years annual rent duly escalated @5% per year. For further understanding, the relevant website ([www.wbregstartion.gov.in](http://www.wbregstartion.gov.in)) may be consulted.
- (v) On expiry of the aforesaid lease period of 30 (thirty) years, if the same plot is included in tender-cum-auction for further allotment for the purpose of lease, the existing lessee may get 'First Right of Refusal' for the same purpose in such tender-cum- auction, provided, he/she does not have any breach of the terms and conditions of lease and applies for FRR right in advance subject to the condition that the then Land Policy Guidelines of Govt. of India would not prohibit such arrangement. The option of 'First Right of Refusal' will be extended only to existing lessee

**2. Request for Change of Purpose:-**

The lessee shall follow the purpose of lease strictly as mentioned in the Allotment Letter. Request, if any, for the change of purpose from what is allotted for, at any stage after handover of the plot, shall be considered by SMP at its discretion at the material time, depending on the merit of the case, in terms of the then Land Policy Guidelines. Change of purpose of existing valid leased land may be permitted in case such change is in conformity with the land use plan & Zoning Plan and subject to payment of -

- (i) Higher rates of rent for the new usage as per extant updated SoR, w.e.f. the date of issuance of permission letter or change of purpose actually started, whichever is earlier (In case the existing rate is higher than the proposed rate of New Purpose the existing rate will continue with the annual escalation as per lease agreement)
- (ii) Fees equivalent to revised lease rent of 06 months and applicable taxes (without Municipal Tax).

**3. Security Deposit:-**

- (i) In case of payment on Annual rent basis, SMPK shall keep SD equivalent to **two years' rent plus 18% administrative deposit**. However, in case of payment on upfront basis, the amount of Security Deposit shall be: **2 x Re. 1/- per Sq.m. for the entire allotted area plus 18% administrative deposit**. The successful bidder may convert the EMD into Security Deposit.



- (ii) The successful bidder shall remit Security Deposit through Bank Draft/ pay order/ A/C payee cheque drawn in favour of “Syama Prasad Mookerjee Port, Kolkata” or by online mode as may be decided by SMP, Kolkata, before taking over possession of land/ structure/ property.
- (iii) In case of upward revision and fixation of rent, after every 5 years, the Security Deposit will be required to be supplemented by a further amount to make it equivalent to 2 years’ rent plus applicable taxes and duties etc., at that point of time.
- (iv) If the amount of Security deposit is **equal to or more than Rupees One Crore**, the same may be deposited through Bank Guarantee (BG) with a validity of 05 years. During revision of SoR and fixation of rent after every 5 years, fresh BG will have to be submitted for the revised amount of Security deposit with a validity of 05 years.
- (v) The said security deposit will have to be maintained during the subsistence of proposed lease.
- (vi) The Security Deposit, however, will be refunded without any interest, as and when the plot of land under consideration is delivered back to the Trustees in peaceful, unencumbered and vacant condition, after adjusting against the dues of Trustees, if any, on any count.

#### **4. Boundary Wall:-**

The lessee shall have to construct boundary wall around the demised land (as would be demarcated by Estate Division) at his/her own cost. The portion of such boundary wall bordering ISPS Zone, if any, will have to be constructed by the lessee, as per specifications to be given by SMP, Kolkata, and to the satisfaction of Chief Engineer, SMP, Kolkata.

The responsibility of keeping any plot free from encroachment lies with the lessee during the entire lease period and any encroachment during this period is attributable to the lessee.

#### **5. Way leave:-**

For installation of permanent pipelines/conveyors, other service lines etc. through SMP, Kolkata estates outside the leased lands, way leave permission from Estate Manager, SMP, Kolkata will have to be separately obtained against remission of necessary charges for the same.

#### **6. Sub-lease/Transfer:**

- (i) No sub-lease/ subletting or parting with possession of the leased land will be allowed (with exception in case the business model is based on subletting. Instructions under MALL/ FOOD PARK/ PLAZA and Setting up of a Commercial Office Complex may be referred to.)
- (ii) However, transfer of the leased land may be allowed as per terms & conditions (including payment) to be stipulated by SMP, Kolkata.
- (iii) In case of transfer of the lease against payment of transfer fee and other charges/fees to be determined and terms to be stipulated by SMP, Kolkata, as per guidelines as may be in vogue at that material time, the transferee shall remain responsible for compliance of all terms & conditions of lease deed, for the balance period of lease.

#### **7. Disputes:-**

In the event of any disagreement/dispute between SMP, Kolkata and the lessee, disputes shall be resolved by means of the following:-

(i) Resolution of any dispute between the SMP, Kolkata and the lessee, shall be governed by Arbitration and Conciliation Act, 1996 and any amendment thereof. The jurisdiction of arbitration shall be in Kolkata, West Bengal, India.

(ii) The Public Premises (Eviction of Un-authorized occupants) Act, 1971 including any amendment thereof will be applicable in case disputes are not settled by arbitration.

(iii) Besides what has been stated above, in case any dispute remains unresolved, the same shall be under the jurisdiction of appropriate courts in Kolkata **only** including Kolkata High Court.

**8. Permission for construction:-**

No installation/construction within the leased land shall be allowed without prior written permission (including terms, conditions & payment) of Estate Manager, SMP, Kolkata.

**9. Indemnity:-**

The lessee shall, at his/her own expenses, pay compensation for any injury, loss or reinstate and make good to the satisfaction of SMP, Kolkata for loss or damage accrued to any property or rights of SMP, Kolkata whatsoever, including SMP, Kolkata's agents/servants/employees, or any third party arising out of or in any way in connection with the execution or purported execution of the Agreement and further, the lessee shall indemnify SMP, Kolkata against all claims enforceable against SMP, Kolkata (or agents/servants/employees of SMP, Kolkata) or which would be so enforceable against SMP, Kolkata as applicable, in respect of any such injury (including injury resulting to death), loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

**10. Surrender:-**

Leased land may be surrendered to SMP, Kolkata any time after 2 years from commencement of lease. For any surrender of lease, at least 6 (six) months' notice will be required. For the sake of clarity, if notice for surrender is issued after 1 ½ years of commencement of lease, SMP, Kolkata will take back the land immediately after expiry of 2 years from the date of handing over land. If any lessee wants to surrender within first 2 years of commencement of lease, he/she will have to pay lease rent for 2 years.

The lessee will get back upfront paid amount for the unutilized portion of the lease as per the following formula, in case the lease is granted on upfront basis:-

The difference of

- NPV of original lease period and
- NPV of the enjoyed years of lease,

at the same base rate of rent and same G Sec rate, as considered for calculation of NPV for the original lease period, at the time of NIT.

Note: In case of communication to SMP, Kolkata to this effect during continuation of any particular year, SMP, Kolkata shall retain payment for the whole year in case of payment on Annual rent basis.

**11. Termination of lease:-**

SMP, Kolkata reserves the right to terminate the lease and cancel the Agreement, if there is any breach of terms and conditions of lease and/or the Agreement, by giving 3 months' notice (in case of

manufacturing unit, the said notice period will be 6 months).

**12. Essential services:-**

The bidder should bear the cost of infrastructure required for the power connectivity/ water supply to their premises. After handing over possession of land and on being requested, SMP, Kolkata will issue necessary ‘No Objection Certificate’ (NOC) for the same.

**13. Statutory Clearances for all plots:-**

The lessee must obtain all statutory clearances, as may be required as per law, from the concerned Ministries/Departments/ Authorities before commencement of operation and follow all safety norms as may be prescribed by the competent authorities.

**14. G. Sec rate:-**

Besides the compulsion for payment of lease rent on upfront basis in certain cases as per eligibility criteria of the tender, all other successful bidders of different plots of land also have the option for payment of lease rent on upfront basis as per the following formula:-

Tenure of lease	G. Sec rate as on 23.02.2024 ( shall remain valid till the lease is in vogue)	Corresponding multiplying factor (M.F.)	Formula to calculate upfront
30 years	7.11%	22.82	(Finally accepted annual rent) × (M.F)

**15. Terms of payment of lease rent:-**

**(a) For plots to be allotted on Annual rent basis:**

- (i) The successful bidder shall make full payment towards 1<sup>st</sup> year’s advance annual rent plus taxes and duties [GST ,Municipal Tax and Tax on Structure, if any and the manner in which it is payable and any other tax(es), if in vogue at the material time] as well as security deposit (SD), within 30 days from the date of the issue of letter for allotment .
- (ii) Advance annual rent [after being escalated @ 5(five) % per annum] plus applicable taxes [GST and Municipal Tax on land and Tax on Structure, if any and the manner in which it is payable and any other tax(es), if in vogue at the material time], shall be paid in advance by the lessee at the beginning of each year from 2<sup>nd</sup> year of lease onwards. If the rent bills are not received by the lessee within the 10<sup>th</sup> day of the month in which the rent bill is required to be raised every year, duplicate bill(s) will have to be compulsorily collected by the lessee at their arrangement from the Estate Division/Finance Department of Syama Prasad Mookerjee Port, Kolkata 15, Strand Road, Kolkata – 700 001 for the purpose of payment within the due date which shall usually be 15<sup>th</sup> day of the same month of that year (in case the 15<sup>th</sup> day is a holiday of the Trustees, the next working day shall be the maximum allowable period for such payment).
- (iii) **Rent Revision:** In case of the successful bidder, paying rent annually in advance, there shall be an annual escalation @ 5(five) % per annum on the amount of the preceding year. The first such escalation shall be imposed to calculate the annual rent for the second year of lease @ 5(five) % on the annual rent offered by the successful bidder in the e-tender-cum e-auction and accepted by SMP, Kolkata.

The escalated annual rent thus arrived at shall be reviewed and compared after every five years since commencement of lease with the then applicable rate of annual rent as per Schedule of Rent then in vogue as approved by TAMP.

In case during such review, the escalated annual rent is less than that as per SoR, the latter, with annual escalation, shall be applicable.

The aforesaid revision shall be without regard to the amendment of conditionality of the revised SoR after every five years.

In case, any revision including annual escalation rate is approved by Board of Port Authority, the revision shall be given cognizance to for the sake of the aforesaid revision, whenever such revised rate shall be available with SMP, Kolkata, and then shall be given effect to, if so required on comparison.

**(b) For plots to be allotted on upfront basis:**

(i) The successful bidder shall make full payment towards upfront plus taxes [GST Municipal Tax and Tax on Structure, if any and any other tax(es), if in vogue at the material time], security deposit (SD) as well as yearly token rent for the first year @ Re.1/- per sq.m plus applicable taxes, within 30 days from the date of the offer letter for allotment.

(ii) Yearly token rent @ Rs.1.05 per sq. mtr. (taking into account escalation @ 5(five) % per annum) plus applicable taxes, shall be paid in advance by the lessee, at the beginning of 2<sup>nd</sup> year of lease and thereafter in the subsequent years by loading @ 5(five) % per year on the rent of the preceding year. If the rent bills are not received by the lessee within the 10<sup>th</sup> day of the month in which the rent bill is required to be raised every year, duplicate bill(s) will have to be compulsorily collected by the lessee at their arrangement from the Estate Division/ Finance Department of Syama Prasad Mookerjee Port, Kolkata at 15, Strand Road, Kolkata – 700 001 for the purpose of payment within the due date which shall usually be 15<sup>th</sup> day of the same month of that year (in case the 15<sup>th</sup> day is a holiday of the Trustees, the next working day shall be the maximum allowable period for such payment). Municipal Tax is to be paid every year along with token yearly rent.

(iii) Municipal tax shall be calculated and recovered annually on the corresponding figure of annual rent, unless otherwise decided to fulfill municipal requirement.

**(c) Actual payable amount:**

At the time of handing over possession of land, actual measurement will be taken and the lessee will be duty bound to pay annual rent / upfront (as the case may be) on the basis of the actual measurement on pro-rata basis.

(d) If the offer letter is not accepted in time and requisite payment [(Upfront +1<sup>st</sup> year's token rent including taxes) or (1<sup>st</sup> year's rent including taxes) + Security Deposit] is not made within the stipulated date, SMP, Kolkata will have the right to cancel the offer and forfeit the Earnest Money. **Also, the Successful bidder, who refuse to accept the offer of allotment within 30 days from the date of the offer letter and does not make requisite payments, shall be banned for next 2 years from participating in SMPK tenders in addition to the existing condition of forfeiture of their EMD**

**If the successful bidder submits any request for extension of stipulated time for requisite**

payment prior to scheduled date of payment as per offer letter, SMP, Kolkata may consider their request subject to payment of rent including other payment as per offer letter with interest @07% p.a for the delayed payment (i.e. after the stipulated date up to the date of payment (maximum period allowed for payment with interest may be **90 days** from the date of offer letter)

If requisite payment is not made in extended time also, then SMP, Kolkata will have the right to cancel the offer and forfeit the Earnest Money and **to Ban for next 2 years from participating in SMPK tenders in addition to the existing condition of forfeiture of their EMD.**

**(e) Interest:**

Simple Interest @7% per annum for the first 2 months from due date, 10% per annum for the next 3 months from due date and 14% per annum from 6<sup>th</sup> months onwards from due date on the outstanding rent/ License fee and compensation/ occupational charges and other demands (as to be indicated in bill/invoice/demand notice) will be recovered, if the rent, compensation/ occupational charge is not paid within the due date.

**(f)** The valuation of existing boundary wall and existing structure, if any, along with applicable taxes, shall also have to be paid by the successful bidder to SMP, Kolkata (for SMP, Kolkata structure) or the ex- lessee (for ex-lessee structure) with a intimation to SMP, Kolkata, within 30 days from the date of the communication in this regard, as indicated in the Tender Document or otherwise as may be required and as will, accordingly, be decided and communicated by SMP, Kolkata.

**(g)** Entire Municipal Tax on structure to be erected on the proposed leased land with SMP, Kolkata's approval, if any, will also have to be paid by the lessee.

**(h)** The currency of payment shall be INR.

**(i)** The tax components will be as in vogue from time to time. Presently, the tax components are as mentioned below:-

<b>Payment of</b>	<b>G.S.T</b>
Upfront	@ 18% on the aggregate of quoted / accepted rent, occupier's share of Municipal Tax and Tax on Structure, if any or as may be reviewed by Govt. of India
Token annual rent (where upfront is paid)	18 % on token annual rent or as may be reviewed by Govt. of India
Annual rent	@ 18% on the aggregate of quoted / accepted rent ,occupier's share of Municipal Tax on land &Tax on Structure, if any or as may be reviewed by Govt. of India

**(j)** Possession of land and structure will be handed over to the successful bidder only after encashment of the cheque / draft for the entire payable amount.

**(k)** The successful bidder shall pay the cost of existing railway lines (defunct or operational) on the proposed plot, if any, as evaluated by SMP, Kolkata, to SMP, Kolkata, within 30 days from the date of the communication in this regard, through A/c Payee Cheque/Pay Order drawn in favour of "Syama Prasad Mookerjee Port, Kolkata" or through online mode, if so required by SMP, Kolkata.

**16. Force Majeure:-**

In the event of the lessee/ Syama Prasad Mookerjee Port, Kolkata being prevented from fulfilling its obligation in full or in part arising out of the contract to be finalized through this tender, due to any Force Majeure event like acts of God (flood, earthquake etc) or war, civil commotion, strike etc, or due to imposition / promulgation of any law or regulation of India, interfering with smooth conduct of the traffic operation, the affected party shall forthwith, but in no case later than 24 hours from the commencement of such event, intimate the other party as to the commencement of such event and continue to intimate after every 7 days during continuance of such event. The affected party shall, upon cessation of such event, promptly inform the other party and shall commence its obligation in part or in full arising out of this contract, which was kept suspended due to such events of Force Majeure. Neither party shall be liable to the other party for loss or damage sustained by such other party arising from any event of Force Majeure.

**17. Termination of Lease in the National Interest or in the interest of the public:**

The lease will also reserve to the lessor the right to terminate the lease on **six months'** notice if the demised land or any part thereof is required for the purpose of construction or carrying out of any works or otherwise for the development of the Port or by the Government in the National Interest or in the interest of the public using the same. The Trustees may, if they so decide, purchase the buildings (excluding plant & machinery) erected on the demised land on payment of compensation to be assessed in the manner as approved by the Central Government. If the lease is cancelled for not complying with the conditions of lease, no compensation shall be payable by the Port.

**18. Compensation:-**

After the expiry / termination/determination of lease and despite receiving the notice thereof, or forfeiture of lease on account of change of user, assignment etc. if the lessee continues to occupy it un-authorizedly, the lessee shall be liable to pay compensation for wrongful use and occupation of the same at three (3) times the annual lease rent last paid or three (3) times of SoR, whichever is higher if not otherwise decided by SMP, Kolkata, till vacant possession is obtained by the lessor.

In case of land allotted on upfront basis, the equivalent annual rent would be calculated on pro-rata basis.

**19. Construction / addition /alteration:-**

If the successful bidder applies for obtaining No-Objection-Certificate (NOC) from SMP, Kolkata towards new construction or addition/alteration of any existing structure on the leased land, SMP, Kolkata shall normally accord the NOC within one month from the date of receipt of such application complete in all respects.

**20. Underground structure / service line:-**

In case any underground structure / service line (used/ unused / defunct) so far not known, emerges within the demised land at a subsequent date after handing over of the said demised land by SMP, Kolkata, and poses unforeseen problem for the lessee, SMP, Kolkata will consider the same, if requested by the lessee, within the ambit of the tender terms and the law of the land, to alleviate the distress faced by the lessee to the extent possible.

**21. Fire safety and security measures:**

If the Lessee is allotted SMP, Kolkata's land / structure / godown / premises for storing materials, which are combustible in nature and may cause huge fire hazards should arrange for having proper fire safety measures and statutory permissions. They are to note that in all Plates / Structures / Godowns / Premises, security and fire safety measures shall be the responsibility of the lessee. In case of any damage to the Trustees' property or neighboring property for not maintaining the required fire safety and security measures, the lessee will be responsible and will have to bear all costs and consequences thereof. They will be required to comply with all the necessary fire safety and security measures, as well as, obtaining related clearances and permissions from statutory authorities concerned commensurate to their nature of business.

**22. Display Notice Board:**

The leasee would display tenancy details (indicating old Plate Code, Area in Sq. Mtrs., Owner of land as SMP, Kolkata, name of tenant, type of tenancy and duration of license) on boards of size 2' x 3' in at least two prominent places in the demised premises.

**23. Land Policy Guidelines:-**

Notwithstanding anything contained in the tender document, Policy Guidelines for Land Management by Major Ports, 2014 (revised) including all subsequent amendments, clarification and revision thereof, shall prevail in case of any dispute as to interpretation of any terms of this tender.

**24. Submission of certificate for storing port cargo:-**

If the offered purpose of use is "Storage & Warehousing for port related activities" the lessee would have to submit certification for storing port cargo every year to Estate Division, SMPK. In case no certificate is received within July of forthcoming year, difference bill will be raised as commercial activity by loading additional 35% on current rent and thereafter, the bill will be raised on the basis of Commercial Activity only.

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**ANNEXURE –VII**

**Part – I: Techno-Commercial Bid**  
**EVALUATION CRITERIA**

1. While quoting, the ‘Reserve Rent’ for that plot in Rupees shall be displayed automatically by the systems on-screen in the Price Schedule format.
2. Then the bidder shall only fill in the premium amount (lump sum) over the “Reserve Rent”.
3. Immediately, the system shall display the final quoted total rent (i.e. Reserve Rent plus quoted premium) (without indicating tax component thereon).
4. No hard copy of filled in format of the Price Schedule shall be entertained in case of submission thereof to the office of SMP, Kolkata and / or MSTC which leads to cancellation of offer.
5. After the closing date of bid submission, e-auction shall take place. Auction floor price will be the reserve rent as stated in NIT.
6. In case a bidder does not participate in the e-auction, his/her only bid will be that given in the Price Schedule format.
7. Price bids of the techno-commercially qualified bidders shall be opened **AFTER** the e- auction is over.
8. The bidder having given the highest final bid (after considering price given in the Price Schedule and that, obtained through e-auction) amongst all the bidders, shall be accepted as the successful (H1) bidder.
9. In case of Tie in rates in the tender, rebidding (submission of fresh price bid/re-auction or both as may be decided by SMP, Kolkata) will be invited from those bidders who have offered tied (and highest) Price Bid/Auction Bid with the tied Bid as the Floor Rate. Notice period for such auction shall not be less than three days. Participation in rebidding process is mandatory for the bidders concerned.
10. All taxes, as may be applicable from time to time, shall be payable extra above the final bid amount, if accepted by SMP, Kolkata as the highest received bid. At present, GST, Municipal tax and any other applicable tax are payable extra as detailed in this tender document.
11. During e-auction, a willing bidder shall get time to submit bid or improve the same, as may be desired, until the scheduled closing time is over.
12. The scheduled closing time of e-auction shall be automatically extended, in case a techno-commercially qualified bidder submits a bid within eight minutes of scheduled closing time of e-auction. For example, if the scheduled closing time is at 17.00 hrs and a bid is submitted at 16.54hrs, the e-auction will not close at 17.00 hrs but would be extended till 17.02hrs. In case, a further bid is received at 17.01 hrs, closing time for e-auction shall be extended till 17.09 hrs. This extension will go on till no bid is received for eight whole minutes.

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**APPENDIX - I**

**DECLARATION BY THE BIDDER**

**(To be read and agreed to and upload the same duly signed while submitting on-line bid)**

I/We do hereby solemnly affirm and declare as follows:

I/We am/are a citizen(s) of India;

I/We have not been removed/ dismissed from service/employment earlier;

I/We have not been found guilty of misconduct in professional capacity;

I/We am not an undercharged insolvent;

I/We have not been convicted of an offence;

I/We have not concealed or suppressed any material information, facts and records and I/We have made a complete and full disclosure.

I/We have not been delisted/debarred/blacklisted by any Govt. Ministry/ Department / PSU/ Autonomous Body/ Local Authority in connection with our business with them in any manner whatsoever, during last 5 years.

I/We having examined the Tender Document and inspected the site and having fully understood its content including the General Information & instructions to bidders and evaluation criteria, hereby submit our offer for allotment of SMP, Kolkata land/ structure / property as per this instant tender on “as is where is” basis through tender-cum-e- auction for the purpose as indicated in the appropriate format of this tender document.

I/We accept all the terms & conditions of the Tender Document.

I/We have deposited requisite Earnest Money and Tender Fee for the said tender as per procedure mentioned in Schedule of Tender.

I/We submitted copies of the required documents as mentioned in the Tender Document.

I/We have quoted the rate of annual rent above the reserve annual rent mentioned in the Tender Document.

I/We have examined and have no reservations to the Tender Document issued by SMP, Kolkata thereon.

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt, fraudulent or coercive practices to influence the evaluation process of the tender.

Signature of the bidder with office Seal

I/we understand that SMP, Kolkata reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reason thereof.

I/We hereby undertake that we will abide by the decision of SMP, Kolkata in the matter of examination, evaluation and selection of successful bidder and shall refrain from challenging or questioning any decision taken by SMP, Kolkata in this regard.

I/We hereby undertake that in the event of furnishing any incorrect / false statement / scanned copy of any tampered document till commencement of the lease, the responsibility shall entirely lie with us and SMP, Kolkata shall have every authority to outright reject our bid with forfeiture of full amount of EMD without any opportunity of communication from our end and initiate further action, if deemed necessary by SMP, Kolkata.

In the above undertaking, 'I' stands for the individual or the proprietor and 'We' stands for bidders with other legal entity.

Signature of the bidder with office Seal

APPENDIX – II

**Self declaration of the bidder as to the amount of admitted Estate port dues in SMP, Kolkata as on the day of NIT**

*(Bidder to be download, print, fill in completely, scan and then upload the same)*

<b>Type of occupation</b>	<b>Plate No.</b>	<b>Name of lessee/ licensee</b>	<b>Outstanding dues as on the date of NIT (in Rs.)</b>	<b>Remarks</b>
Lease				
Licence				
Foreshore occupation				

The above statement is true to the knowledge and belief of the undersigned and subject to acceptance by SMP, Kolkata.

We hereby agree that in case there are mutually admitted dues, we are allowed to participate in tender, only on the condition that we shall pay the total annual rent for the entire period on upfront basis on becoming successful bidder and before allotment of the plot, failing which our EMD may be forfeited in full.

Signature of Bidder

RubberStamp

.....

## CA FIRM LETTER HEAD

### Networth Certificate

*(Bidder to be download, print, fill in completely, scan and then upload the same)*

To  
The Estate Manager (I/C)

Syama Prasad Mookerjee Port  
Kolkata

This is to certify that the Networth of M/s..... (PAN.....) as on 31<sup>st</sup> March, 2023 is Rupees .....only.

We further certify that:

The computation of Networth has been computed as per Eligibility Criteria of the bidder vide clause No. 9 of Annexure V of tender bearing **N. I. T. No. SMP /KDS/LND/21-2024 dated 27.02.2024** for allotment of land/ structure / property under Syama Prasad Mookerjee Port, Kolkata. The aforesaid net worth has been verified from the Balance sheet of the Financial Year 2022-23. Thus, the undersigned/ under signee Chartered Accountant is confirming the correctness of the value indicated on this letter.

Possession of TAN for M/s..... is applicable/ not applicable for the bidder (Score out whichever is not applicable).

Place:  
Date:

For (Name of the Chartered Accounting Firm)

Name of the Partner/ Proprietor

Signature of Bidder

Membership Number

Rubber-stamp

Rubber-stamp

UDIN :

APPENDIX – IV

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

GENERAL ADMINISTRATION DEPARTMENT

ESTATE DIVISION

15, Strand Road,  
Kolkata – 700 001

Website: [www.smporkolkata.shipping.gov.in](http://www.smporkolkata.shipping.gov.in)

Part – II: Price Bid

**PRICE SCHEDULE**

(Price to be quoted online while submitting price bid only)

Allotment of plot of land/ structure / property against

<b>Plot No.</b> [Will be put by the bidder]	<b>Plot Description</b> [Will be shown by the systems automatically]	<b>Total Area in sq. m.</b> [Will be shown by the systems automatically]	<b>Reserve rent in Rs. (Taxes extra)</b> [Will be shown by the systems automatically]	<b>Premium in Rs. (excluding tax)</b> (To be quoted by the bidder)  [Here, premium is the additional / extra amount over the Reserve Rent offered to be paid by the bidder]	<b>Final quoted value in Rs. (Taxes extra)</b> [Will be shown by the systems automatically]

**NOTE:-**

This format is only indicative and shall not be uploaded. Uploading of this format with price along with Techno- commercial bid will lead to cancellation of offer.

**Appendix - V**

**Draft Proforma of Bank Guarantee in lieu of cash Earnest Money Deposit (EMD) for Structure, to be issued by any Scheduled Bank of India encashable at Kolkata, on Non-Judicial Stamp Paper worth Rs. 50/-.**

To  
The Board of Port Authority,  
Syama Prasad Mookerjee Port, Kolkata,  
15, Strand Road,  
Kolkata-700001

NO.....DATE.....

Name of issuing Bank.....  
Name of Branch.....  
Address .....

In consideration of the Board of Port Authority, Kolkata, a body corporate - duly constituted under the Major port Authority Act, 2021, having agreed to exempt Shri /Messrs..... a proprietary/ Partnership/ Limited/ Registered Company, having its Registered Office at .....  
..... (hereinafter referred to as "The Bidder") from cash payment of EMD for structure under the terms and conditions of a tender for..... (write the NIT No. with Plot No.) for the due fulfillment by the Bidder of all the terms and conditions contained in the said NIT, on submission of a bank Guarantee for Rs..... (Rupees .....

We,.....Branch,Kolkata/ Haldia, do on the advise of the Bidder, hereby undertake to indemnify and keep indemnified the Port Authority to the extent of the said sum of Rs ..... (Rupees .....

We, .....Branch, Kolkata/ Haldia, further agree that if a written demand is made by the Port Authority through any of its officials for honoring the Bank Guarantee constituted by these presents, We,..... Branch, Kolkata/ Haldia shall have no right to decline to cash the same for any reason whatsoever and shall cash the same and pay the sum so demanded to the Port Authority within a week from the date of such demand by an A/c. Payee Banker's Cheque drawn in favour of "Syama Prasad Mookerjee Port, Kolkata", without any demur. Even if there be any dispute between the bidder and the Port Authority, this would be no ground for us,..... (Name of Bank), ..... Branch, Kolkata/ Haldia to decline to honour the Bank Guarantee in the manner aforesaid. The very fact that We, .....Branch, Kolkata/ Haldia, decline or fail or neglect to honour the Bank Guaranteed in the manner aforesaid shall constitute sufficient reason for the Port Authority to enforce the Bank Guarantee unconditionally without any reference, whatsoever, to the bidder.

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

3. We, ..... Branch, Kolkata/ Haldia, further agree that the Bank Guaranteed herein contained shall remain in full force and effect, during the period that is taken for the due performance of the said tender by the bidder and that is shall continue to be enforceable till all the dues of the Port Authority under and/or by virtue of the terms and conditions of the said tender have been fully paid and its claim satisfied and/or discharged in full and/or till the Port Authority certify that the terms and conditions of the said tender have been fully and properly observed/fulfilled by the bidder and accordingly, the Trustees have discharged the Bank Guarantee, subject however, that this guarantee shall remain valid up to and inclusive of.....day of .....20.....and subject all so that the provision that the Port Authority shall have no right to demand payment against this guarantee after the expiry of 6(six) calendar months from the expiry of the aforesaid validity period up to ..... Or any extension thereof made by us, .....Branch, Kolkata/ Haldia, in further extending the said validity period of this Bank Guarantee on Non-Judicial Stamp Paper of appropriate value, as required / determined by the Port Authority, only on a written request by the Port Authority to the tenderer for such extension of validity of this Bank Guarantee.
4. We,.....Branch, Kolkata/ Haldia, further agree that, without our consent and without affecting in any manner our obligations hereunder, the Port Authority shall have the fullest liberty to vary from time to time any of the terms and conditions of the said tender or to extend the time for full performance of the said tender including fulfilling all obligations under the said tender by the bidder or to Port Authority against the bidder and to forebear or enforce any of terms and conditions relating to the said tender and We, .....Branch, Kolkata/ Haldia, shall not be relieved from our liability by reason of any such variation or extension being granted to the bidder or for any fore-bearance, act or commission on the part of the Port Authority or any indulgence by the Trustees to the bidder or by any such matter or thing of whatsoever nature, which under the law relating to sureties would, but for this provision, have effect of so relieving us, Branch, Kolkata/ Haldia.
5. We.....Branch, Kolkata/ Haldia, lastly undertake not to revoke this Bank Guarantee during its currency except with the previous consent of the Port Authority in writing.

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

(Duly constituted attorney for and on behalf of)

BANK.....  
BRANCH.....  
Kolkata/ Haldia.  
(OFFICIAL SEAL OF THE BANK

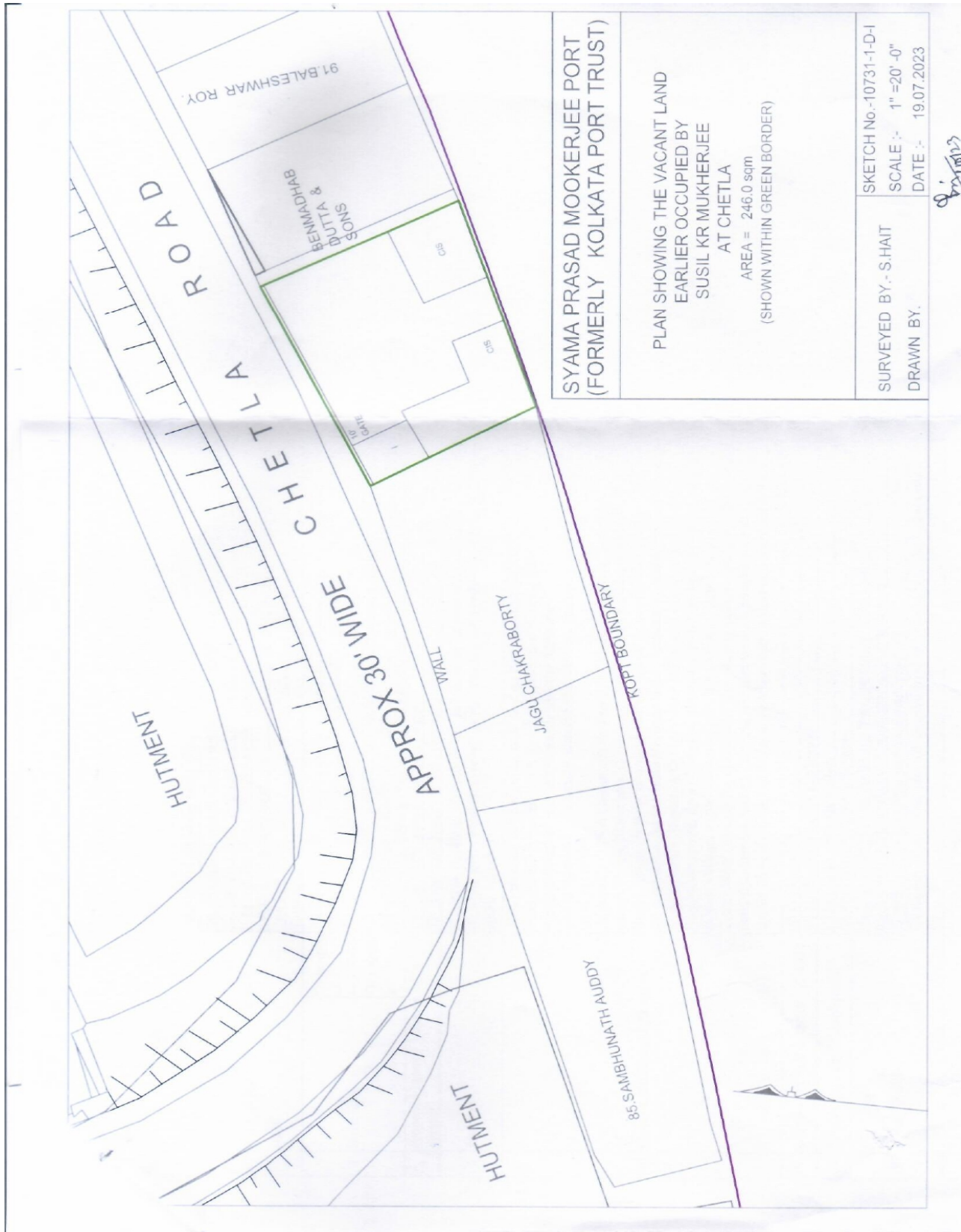
## **Note:-**

**Interested bidders are requested to note that Bank Guarantee repository system (BGRS) for BG offered by ICICI bank is to be introduced along with undernoted clause:-**

***“While issuing Bank Guarantee issuing applicant must mention receivers details as ICICI Bank, IFSC-ICIC0006952, Branch Kolkata Gillander House in BG text at which SFMS IFIN760 messages to be sent by issuing bank to establish the authenticity of given BG”.***



# Sketch of Plot



SYAMA PRASAD MOOKERJEE PORT  
(FORMERLY KOLKATA PORT TRUST)

PLAN SHOWING THE VACANT LAND  
EARLIER OCCUPIED BY  
SUSIL KR MUKHERJEE  
AT CHETLA  
AREA = 246.0 sqm  
(SHOWN WITHIN GREEN BORDER)

SURVEYED BY:- S.HAIT	SKETCH No.-10731-1-D-I
DRAWN BY.	SCALE :- 1" = 20' -0"
	DATE :- 19.07.2023

*S.HAIT*